

PERSONNEL *POLICIES* MANUAL

Wickes Public Schools G—CERTIFIED PERSONNEL

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POLICIES SECTION

GA

The Board of Education is required by law to establish personnel policies within the School District. Said policies shall be filed with the State Board of Education.

All personnel policies adopted by the Board shall be given to each teacher or administrator employed for the first time by the School District. Any amendments to the personnel policies shall also be given to all personnel before they become effective.

The Board shall provide for a Committee on Personnel Policies, as composed by law, to annually review the personnel policies to determine if additional policies or amendments to

existing policies or amendments are needed. The committee may propose new policies or amendments to existing policies.

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

Adopted 1997

GOALS & OBJECTIVES

The primary purpose for the employment of personnel in the district includes the following:

1. To provide a school atmosphere that is conducive to developing each student to his/her fullest potential i.e., to base the educational program on the needs of the student with a program which acknowledges individual differences and provides opportunities for each student to develop his/her physical, emotional, mental, and social capabilities to their maximum.
2. To provide a sound educational program for all groups, stressing basic subject matter areas, through innovative programs, extension courses, and special education courses on all levels.
3. To provide opportunity for the student to study the culture and heritage of American Democracy, achieving understanding of its tenets and pride in its attainments and appreciation of the privileges and duties of citizenship.
4. To help each student achieve his/her own vocational and career objectives; to help become informed as a consumer and develop basic economic understanding, all consistent with the resources of the school community.
5. To continue development of a respect of the rules of health and safety.
6. To help each student develop and cherish high moral, ethical, and aesthetic values, and to foster an appreciation of the fine arts.
7. To encourage creativity.
8. To provide educational leadership for the community, specifically in such areas as summer programs and adult education; to work with supplementary educational agencies such as churches, Chamber of Commerce, and the School-Community Recreation Program.

GAAA

**Also:
JAA**

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Wickes School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the District Equity Coordinator, whose name, address and phone number will appear in each school's student handbook.

Adopted: 1997

GAC

PERSONNEL POLICIES COMMITTEE*

The District shall have a personnel policies committee consisting of no fewer than five (5) classroom teachers and no more than three (3) administrators (one of which may be the superintendent), provided that the classroom teacher members shall be elected by a majority of only classroom teachers employed in the District by secret ballot in an election conducted by the teachers. Ballots will be kept in a sealed envelop in the Superintendent's office.

The personnel policies committee shall organize itself in the first quarter of each school year, elect a chairman and secretary, and develop a calendar of meetings throughout the year to review the district's personnel policies. Minutes of the meetings shall be promptly reported and distributed to members of the Board and posted in the buildings of the district. New policies or amendments to existing policies by the Board shall be submitted to the committee at least five working days before presentation to the Board.

The Board of Directors may adopt, reject, amend or refer back to the policies' committee for further study any proposed policies or amendments to existing policies.

Ref: Acts of 1989

Adopted 1989

PROFESSIONAL DEVELOPMENT EMPLOYEE TRAINING

Professional educators should make every effort to develop skills through study, travel and exploration. The Wickes Board of Education encourages all certified personnel to continue educational pursuits.

All employees shall attend all local professional training sessions as directed by a supervisor.

Each certified employee shall receive a minimum of sixty (60) hours of professional development annually to be fulfilled between June and May 31. Professional Development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year.

Flexible professional development hours are those hours which an employee is allowed to substitute professional development activities, different than those offered by the district, but which still meets criteria of either the employee's individual improvement plan or the school's ACISP or both. Six (6) approved flex hours credited toward fulfilling the sixty (60) hr requirement shall equal one contract day. Employees shall be paid their daily rate of pay for professional development hrs earned at the request of the district that necessitate the employee work more than the number of days required by their contract.

Teachers and administrators who for any reason miss part or all of any scheduled professional development activity they were required to attend, must make up the required hrs in comparable activities which are to be pre-approved by the building principal.

Teachers will obtain the Six (6) hours in technology each year as directed by the ABE.

Teachers who provide instruction in Arkansas History shall receive at least two (2) hrs of professional development in Ark. History as part of the sixty (60) hrs required annually.

Each teacher shall receive two (2) hours of parental involvement training each year. Administrators shall receive three (3) hours of parental involvement training each year.

Teachers are eligible to receive fifteen (15) professional development hrs for a college course that meets the criteria identified by law and the Applicable ABE rules. The board shall determine if the hrs earned apply toward the required sixty (60). A maximum of 30 hours may be applied toward the (60) hours of professional development required annually.

Certified personnel may earn up to twelve (12) hours of professional development for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction provided the time is spent in accordance with the state law and current ABE rules that deal with professional development.

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advanced placement class for a subject covered by the college board and educational testing service shall receive up to thirty (30) hours of credit toward the sixty (60) professional development required annually

Professional development activities shall relate to the following areas: content (k-12) instructional strategies, assessment; advocacy/leadership; systemic change process; standards, frameworks, and curriculum alignment; supervision; mentoring/coaching; educational technology; principles of learning/developmental stages; cognitive research; building a collaborative learning community.

A list of professional hours obtained by each teacher during the school year will be recorded in the teacher's personnel folder located in the superintendent's office.

Legal Ref: Arkansas State Board of Education: Standards of Accreditation (X) Arkansas Dept. of Education's Rules and Regulations governing Professional Development. ACA 6-15-404 F 2, ACA 6-17-703 ,ACA 6-17-704 ,ACA 6-17 -705, ACA 6-15-1004 c, ACA 6-15-1703, 6-20-2303 (14)

Adopted: 06/09/05

GAE

COMPLAINTS CONCERNING PERSONNEL, CURRICULUM AND DISCIPLINE

It is a goal of the WSD school board and the district to be responsive to the community it serves and to continuously improve the educational program offered in the schools. The board or the district welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the district services.

The WSD board formulates and adopts policies to achieve the district's vision and elects a superintendent to implement its policies. The administrative functions of the district are delegated to the superintendent who is responsible for the effective administration and supervision of the district. Individuals with complaints concerning personnel, curriculum, discipline, coaching or the day to day management of the schools need to address those complaints in an orderly procedure according to the following sequence.

- 1. Teacher, Coach, or other staff member against whom the complaint is directed**
- 2. Principal**
- 3. Superintendent**

Other than in the few instances where statutorily allowed or required student discipline and personnel matters may not be discussed in board meetings. Individuals with complaints regarding such matters need to follow the sequence outline above.

Unless authorized by the WSD as a whole for a specific purpose, no individual board member has any authority when acting alone. District constituents are reminded that the board serves as jury in matters regarding student suspensions initiated by the superintendent, expulsions and personnel discipline.

Date adopted Oct. 12, 2006

GRIEVANCE PROCEDURES*

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

Definitions

- A. "Grievance" is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies of the School District. Other matters for which other means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. A grievance does not include matters involving the Board of Education's right to establish educational policy and prescribed rules and regulations for the conduct and management of the schools.
- B. Employees covered by this procedure shall mean permanent employees of the Board of Education.
- C. Immediate Supervisor is that employee possessing administrative authority to direct the activities of the grievant.

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

- A. Step 1. Any employee shall promptly present to the employee's immediate supervisor the grievance in writing on Board of Education prescribed forms. Such notice shall be presented not later than five (5) working days after the date on which the alleged grievance occurred. The employee and his immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing on Board of Education prescribed forms within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have any further right with respect to said grievance.
- B. Step 2. In the event the employee wishes to appeal the decision at Step 1, the appeal must be presented in writing on forms prescribed by the Board of Education to an administrative officer of higher rank than the employee's immediate supervisor. Such appeal shall be presented within five (5) working days of the receipt of the Step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the section of the District's personnel policies which the employee claims to have been violated. The administrative officer shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. At this conference, the employee may appear alone or may be accompanied by any fellow employee of his choice. Notice of the conference shall also be given to all parties involved in the alleged grievance. The administrative officer shall issue a written decision to the employee within five (5) working days after the conference. Unless the

***Ref: Pickering v. Board of Education, 88 S.Ct. 1731 (1968); Givhan v. Western Line Consolidated School, 99 S.Ct. 693 (1979); Ark. Stat. Ann. §~8O_213, 80-509.**

grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.

- C. Step 3. In the event the employee wishes to appeal the decision at Step 2, the appeal must be presented to the Superintendent in writing on forms prescribed by the Board of Education within five (5) working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal, together with Step 1 and Step 2 decisions and the name of the accompanying fellow employee, if any, must simultaneously be submitted to the Superintendent. The Superintendent shall schedule a meeting with the employee within ten (10) working days to attempt to resolve the grievance. Notice of the Step 3 conference shall be given to the employee, as well as to the individuals who rendered the Step 1 and Step 2 decisions. The Superintendent shall issue a written decision ten (10) working days after the conference with the employee. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.**
- D. Step 4. In the event the employee wishes to appeal the decision at Step 3, the appeal must be presented to the Superintendent as secretary of the Board of Education within five (5) working days of the receipt of the Step 3 decision. A copy of the Step 4 appeal, together with copies of the grievance, the Step 1, Step 2, and Step 3 decisions, and the name of the representative of the employee, if any, must simultaneously be submitted to the Superintendent. The employee's appearance to present his appeal before the Board of Education will be scheduled in accordance with the regular procedures adopted by the Board. The employee may appear alone at this conference or be accompanied by counsel of his own choice. The Board shall issue a written decision within thirty (30) days after the conference with the employee.**

Records related to grievances will be filed separately and will not be kept in or made part of the personnel file of any employee. No reprisals of any kind will be taken or tolerated against any employee because they have filed or advanced a grievance under this policy

Act 1357 of 2003 amends the Ark Code 6-17-208 to provide additional language to the grievance law procedures. The grievance procedure has been amended to include the following:

- 1. Each school district shall have written procedures which provide an orderly method of resolving concerns raised by an employee at the lowest possible administrative level and in a clear and timely manner for both parties.**
- 2. All school employees shall have the right to file grievances and have those grievances heard. A group of employees who have the same grievance may file a group grievance.**
- 3. Grievance means any concern related to personnel policy, salary, federal or state laws and regulations, or terms or conditions of employment.**
- 4. The right of all parties to be represented by a person of his or her own choosing but not by a member of the party's immediate family at any level**
- 5. At the hearing the employee shall have an adequate opportunity to present the grievance but no less than 90 minutes.**
- 6. There shall be no reprisals of any kind against any individual who exercises his or her rights under this act.**
- 7. Nothing in this section shall be construed as requiring a school district to enter into any agreement recognizing an organization for the purpose of negotiating personnel policies, salaries, and educational matters of mutual concern**

Legal Ref: ACA 6-17-208

Date adopted: 1994

Revised: 2/5/04

Revised: 6/10/04

3.25 F ASBA

LEVEL TWO GRIEVANCE FORM

Name

Date submitted to supervisor

Personnel Policy grievance is based upon:

Grievance: (be specific)

What would resolve your grievance?

Supervisor's Response:

Date submitted to recipient:

Form adopted Feb.5, 2004

TITLE IX RESOLUTION AS ADOPTED BY WICKES SCHOOL DISTRICT #79

It is hereby declared the intent of the Board of Education of the Wickes School District, Wickes, Arkansas, to comply with the Title IX regulations of 1979 prohibiting sex discrimination in any educational program or activity receiving federal financial assistance.

The hearing procedure shall provide:

1. To accept any oral or written request for a hearing made by a student or employee;
2. An opportunity for the student or employee to be assisted or represented by an attorney or other person presenting their appeal
3. An opportunity to examine, prior to the hearing and during the hearing, the documents and records presented to support the decisions under appeal;
4. That the hearing shall be held with reasonable promptness and convenience to the student or employee and that adequate notice shall be given to the student or employee as to the time and place of the hearing;
5. An opportunity for the student or employee to present oral or documentary evidence and arguments supporting their position;
6. An opportunity for the student or employee to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal;
8. That the decision of the hearing official shall be based on oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. That the student or employee and any designated representative shall be notified in writing of the decision of the hearing official.
10. That a written record shall be prepared with respect to each hearing, which shall include the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore; and a copy of the notification to the student or employee of the decision of the hearing official; and
11. That such a written record of each hearing shall be preserved for a period of three years and shall be available for examination by the student or employee or their representative at any reasonable time and place during such period.

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

Legal Ref: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq Title V of the Civil rights Act of 1964, 42 USC 2000 —e et seq ACA 6-15-1005 b,1

Date Adopted: 5/27/04

Revised: 5/27/04

Policy Name: PROCEDURE FOR
REPORTING CHILD ABUSE

The Wickes School Board directs full compliance by the District with Arkansas Statutes 42-807-818 regarding the reporting of child abuse and neglect cases. S.L.A. 12-12-501 thru 12-12-510.

- A. Student welfare purpose: to set forth procedures to be used to report child abuse as required by law.**
- B. Employees affected: all employees.**
- C. Guidelines:**
 - 1. 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 being subjected to conditions or circumstances which would reasonably result in abuse.**
 - 2. Employees as members of a school staff are required to notify the school principal or the person designated by him.**
 - 3. The principal or his designee will be responsible for notifying the Division of Social Services.**
 - 4. 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 of suspected sexual abuse.**
 - 5. A telephone report by the principal or his designee to Social Services will be documented.**

Legal References:

Ark. Stat. 42-807-818; S.L.A. 12-12-501 thru 12-12-510

3.39

PERSONNEL RECORDS and REPORTS

The Wickes School District shall maintain one official personnel file at the District Central Office for each teacher. Teacher evaluation files will be kept at the teacher's school for the current year and transferred to the superintendent's office at the end of each year.

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

The superintendent or his/her designee shall determine, by individual or by position, those records a teacher is responsible to keep and those reports he/she is required to maintain. It is a requirement of employment that all required records and reports be completed, submitted, or otherwise tendered and be accepted by the principal or superintendent as complete and satisfactory, before the last month's pay will be released to the certified employee. (ASBA 3.39)

- A. All certified personnel must file with the administrative office, before the first pay period, the following credentials as required by the state law and by the policies of the school district. (Maintenance of up-to-date credentials and records shall be the responsibility of the employee.)
1. Income tax withholding from (exemption authorization.)
 2. Certificate of tuberculin skin test, chest x-ray, or health department screening.
 3. Social Security Number
 4. Up to date mailing address and telephone number
 5. Arkansas Teaching Certificate
 6. Teacher retirement number (birth certificate and Xerox copy of Social Security card must be filed with initial application).
 7. Up to date transcript of college training (complete and official).
 8. Any other documents required by law to State Dept. regulation.

Failure to meet these requirements will result in withholding of paychecks and, if not corrected, would be considered an inability to meet legal and certification requirements.

- B. It shall be the responsibility of the certified personnel to establish proof of teaching experience outside this school district.
- C. It shall be the responsibility of the certified personnel to establish proof of accrued sick leave outside this school district.
- D. Contents of the official personnel files:
1. Materials pertaining to employment: Teacher's Certification, application,

- transcripts, Arkansas Teacher Retirement information, evaluations; (three year compilation), continuing education, and other materials of like nature.
2. **Materials of a positive nature may be placed in the file at the initiation of the teacher, administrator, or supervisor. The materials will be kept for a three year period.**
 3. **Materials of a negative nature will not be placed in the personnel file unless the teacher has received a copy and has had an opportunity to review the material. The teacher shall have the right to submit a written answer to such material and attach the answer to the file copy. The material may then be placed in the personnel file and stamped and dated. If such material has not been used as a basis for action against the teacher within three (3) school years of having been placed in the file, the material will be removed from the file and destroyed either at the teacher's request or upon a decision made by the superintendent.**
- E. **Access to a teacher's personnel file during normal circumstances shall be limited to the superintendent, assistant superintendent, or building level principal and/or supervisor. In case of a transfer, within the district, access will be allowed to other appropriate administrators or supervisors.**
- F. **A teacher or his/her designee, shall have access to the official personnel file during regular working hours, and such authorization of a designee shall be in writing.**
1. **A teacher may duplicate any material contained in the file without charge.**
 2. **A log shall be maintained showing the names of persons who examine the contents of the file, and the dates on which the file was examined.**
 3. **The teacher may submit for inclusion in the file written information in response to any of the matter contained.**
- G. **Individual personnel files shall be confidential and not open to public inspection unless required to open pursuant to the terms of the Arkansas Freedom of Information Act or Federal Privacy Act. If a teacher's personnel file or any of its contents is subpoenaed in accordance with a legal proceeding, examined as part of a law enforcement inquiry or governmental agency investigation, the teacher shall be notified in writing.**
- H. **Materials will not be placed in the official personnel or evaluation files unless the teacher has received a copy and has had an opportunity to review the material. (See D-3 above.)**

Adopted: 5/12/94 Revised 3/18/04

Legal References:

Ark. Code 25-19-102 through 25-19-107; Act 936 of 1983; Act 468 of 1985; Act 49 of 1987; Arkansas Freedom Of Information Act, Federal Privacy Act. ACA 6-17-104

SICK LEAVE/ILLNESS

Definitions

- 1. “Employee” is a full-time employee of the Wickes District.**
- 2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the immediate family.**
- 3. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per contracted month, or major part thereof.**
- 4. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contract, but not used.**

teacher be absent frequently during a school year, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may relieve the teacher of his assignment (with Board approval) and assign the teacher substitute duty at the teacher’s daily rate of pay. Should the teacher fail, or otherwise be unable to report for substitute duty when called, the teacher will be charged a day of sick leave, if available.

Excessive absenteeism, whatever the cause, to the extent that the employee is not carrying out his assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the principal or Superintendent) may result in dismissal.

The Wickes Board of Education shall grant to every full time employee and bus driver sick leave at full pay at the rate of (1) day per month or major portion thereof that the employee is contracted plus (1).

Teachers shall be entitled to take sick leave for personal illness or illness in their immediate family, including spouse, children, parents, or other relatives.

Upon proper verification in writing of previous employing Board of Educations, a teacher employed by the board may transfer up to 120 days of sick leave from another school district in Arkansas.

The Board shall maintain a record of sick leave used and accumulated for each employee. Sick leave not used by an employee shall be credited to the employee up to a maximum of 120 days. After the maximum sick leave accumulation of 120 days has been reached, any additional days will be reimbursed to the teacher at the end of the school year at the daily rate paid for a certified substitute teacher.

Legal References: A.C.A. § 6-17-1201 et seq.
ACE 6-17-1301 etseq.

Date Adopted: 1997

Last Revised: March 18, 20

GAMAA

CERTIFIED RETIREMENT / SICK PAY

The Wickes School Board of Education approved this policy to pay certified employees for their unused sick days upon retirement. The employee must have at least twenty-eight (28) years of service, with at least five (5)years served at Wickes School. The rate for the unused sick days will be at the non-certified substitute pay rate

Adopted 5/31/07

**LEAVE OF ABSENCE FOR PERSONAL INJURY FROM ASSAULT OR OTHER VIOLENT CRIMINAL
ACT***

The Board of Education of the Wickes District shall grant any employee of the district who is absent from duty in a public school due to personal injury from assault or other violent criminal act committed against the employee in the course of employment in the public school leave at full pay while the employee is unable to return to work.

The leave shall last as long as the employee is unable to return to work, but not to exceed one (1) year from the date of injury. Leave granted under this provision shall not be charged to the sick leave of the employee.

The assault or criminal act must have been reported to and verified by the proper authority, i.e., police, etc.

To apply for the leave of absence, and thereafter at the request of the School Board after leave is granted, the employee must present a statement from a medical doctor stating that the employee is under the care of a doctor, and that the employee is incapable, by reason of the personal injury sustained, to return to work. The School Board may request that the employee be examined by a medical doctor of the Board's choosing to verify the inability of the employee to return to work. If there is disagreement between the employee's doctor and the Board's doctor, a third opinion shall be requested from a medical doctor that both the Board of Education and the employee agree upon. In such a case, the decision from the agreed upon doctor shall be the decision that the Board and employee shall abide by.

The employee 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, and that decision shall not be subject to appeal through any administrative proceeding, including District grievance policies or procedures.

Adopted: 1995

FAMILY MEDICAL LEAVE ACT

Eligibility Guidelines:

- A. In compliance with the Family and Medical Leave Act (FMLA) of 1993, Wickes School District will grant unpaid leave up to a maximum of twelve weeks during any one-year period to an eligible employee for one of more of the following reasons:**
 - 1. For the care of the employee’s child (birth, adoption, foster care).**
 - 2. For the care of the employee’s spouse, child, or parent who has a serious health condition.**
 - 3. For a serious health condition that makes the employee unable to perform his or her job.**
- B. In order to qualify for family/medical leave, an employee must have been employed by the Wickes School District for at least one year and must have worked 1,250 hours over the previous twelve months.**

Application for Family Medical Leave

- A. The request for Family/Medical leave must be made in writing to the Superintendent thirty days prior to the beginning of the leave. Advance notice is not required in cases of medical emergency or unforeseeable events.**
- B. Medical certification from a licensed, practicing health-care provider must be provided with the application for FMLA. The certification must verify the need for the leave and the estimated length of the leave. The medical certification must be provided at the time the request for FMLA is presented to the Superintendent. If an employee fails to provide timely medical certification, the leave may be denied until medical certification is provided. The medical certification must include a statement from a licensed, practicing health-care provider that the employee is unable to perform the required functions of his or her position.**
- C. An employee who wishes to request unpaid FMLA must provide thirty days advance notice to the Superintendent in writing if the need of the leave is foreseeable. The written request must state the declared reason for the leave and the length of time requested. Medical certification from a licensed practicing health-care provider must also be provided.**
- D. The Wickes School District may require a second medical opinion and periodic recertification at its own expense. If the first and second medical opinions differ, the Wickes School District, at its own expense, may require the binding opinion of a third licensed, practicing health-care provider approved jointly by the employee and the district.**

Length of Leave

- A. An eligible employee of the Wickes School District is entitled to a total of 12 work weeks of leave during a “rolling” twelve-month period measured backward from the date the employee first used any FMLA leave. However, the employee must first utilize earned and/or accrued sick leave and unused personal days to substitute for all or part of any unpaid FMLA leave.**
- B. FMLA leave because of the birth or adoption of a child expires at the end of the 12-month period beginning on the date of the birth of the child or placement of the child. Any leave must be concluded within this one-year period.**

C. Spouses employed by the Wickes School District are limited to a total of 12 weeks combined leave for the birth or adoption of a child or the care of a sick parent

Health Insurance During Leave

- A. For the duration of the FMLA leave, the employee's group health insurance will be continued under the same conditions as if the employee had continued working. Since the employee will be on unpaid leave, the employee will be responsible for bringing to the Superintendent's office each month the employee-paid portion of the employee's health insurance premium. State matching insurance will continue during the period of leave. Even though the employee is on unpaid FMLA leave, he or she must continue to make his or her contribution to the health insurance premium. Payment of the employee-paid portion of the health insurance premium will be due in the Superintendent's office at the same time as if on regular payroll deduction.
- B. If the employee on FMLA leave has received state matching contribution for health insurance and does not return to work, the amount of the insurance matching provided by the state will be recovered from the employee.

Reporting Retirement During Leave

- A. Employees on FMLA shall communicate with the central office every two weeks during the leave period to report on the employee's leave status and intention to return to work as well as the expected date of return.

Return from Leave

- A. As a condition of restoration from FMLA leave, the employee will provide medical certification from the licensed, practicing health-care provider that the employee is able to resume work.
- B. An instructional employee who begins leave more than five weeks before the end of a term. The employer may require the employee to continue taking leave until the end of the term.
- C. If an employee is permanently unable to return from leave, medical certification from a licensed, practicing health-care provider must be provided to verify the inability of the employee to return to work.
- D. An employee taking FMLA leave is entitled to be returned to his or her previous position or to "an equivalent position".
- E. In the event that an employee is unable to return to the workplace, the Superintendent will make a determination at that time as to the documented need for a severance of the employee's contract due to an inability of the employee to fulfill the responsibilities and requirements of the contract.

Adopted 1994

GAMC
Also: GBRIA

PERSONAL LEAVE

A maximum of two days of an employee's yearly or accumulated sick leave may be used for personal business each year. Employees should request the use of personal leave in advance so arrangements can be made for a substitute.

The only factors for denial of requested personal leave will be the lack of availability of a suitable substitute or the disruption of scheduled events (tests, etc.).

An employee desiring to take personal leave may do so by making a written request to his supervisor at least 24 hours prior to the time of the requested leave. The 24 hour requirement may be waived by the supervisor when the supervisor deems it appropriate.

PERSONAL LEAVE DOES NOT ACCUMULATE FROM ONE CONTRACT YEAR TO ANOTHER, BUT IS ADDED TO ACCUMULATED SICK LEAVE.

Date adopted: 1994

Revised: June 3, 2004

GAMD

**WICKES SCHOOL DISTRICT
EMPLOYEE DRUG POLICY**

Employees suspected of or known to be using illegal substances or abusing prescription Drugs beyond their therapeutic intent will be confronted by administration and expected to submit to screening tests. If test results are positive and in administration's sole discretion and judgment, such drug usage may interfere with the employee's job performance, the employee may be subject to termination or may be afforded the option of beginning a rehabilitation program (as deemed necessary and at the employee's expense) which may include requiring the employee to submit to random drug screening on a quarterly basis for one year to insure the employee's system is free of drugs.

Testing will include drug and alcohol screening if deemed necessary. Employees who refuse testing will be suspended and subject to termination.

An Incident Report will be placed in the personnel file of those employees with positive test results. No action will be taken if the drug screen is negative and results will not be placed in the personnel file unless specifically requested by the employee.

Test results will be mailed to Administration.

DRUG TESTING

Each person hired for a position which allows or requires that the employee operate any type of motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by or for the benefit of the Wickes District, and is operated for the transportation of children to or from school or school sponsored activities shall undergo a physical examination, including a drug and alcohol test.

The collection, testing methods and standards shall be determined by the agency or other medical organizations chosen by the Wickes School Board to conduct the collection and testing of samples. The drug and alcohol testing is to be conducted by a laboratory certified pursuant to the most recent guidelines issued by the U.S. Dept. of Health and Human Services for such facilities. (Mandatory Guidelines for Federal Workplace Drug Testing Programs)

legal reference: ACA 6-19-108

Date Adopted: Feb. 5, 2004

PERSONNEL DRUG TESTING (ASBA)

GAMD

Scope of Policy

Each person hired for a position which allows or requires that the employee operate any type of motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District, and is operated for the transportation of children to or from school or school sponsored activity shall undergo a physical examination, including a drug test.'

Methods of Testing

The collection, testing methods and standards shall be determined by the agency or other medical organizations chosen by the School Board to conduct the collection and testing of samples. The drug and alcohol testing is to be conducted by a laboratory certified pursuant to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities. ("Mandatory Guidelines for Federal Workplace Drug Testing Programs").

Definition

Safety sensitive function includes:

- a) All time spent inspecting, servicing, and/or preparing the vehicle;
- b) All time spent driving the vehicle;
- c) All time spent loading or unloading the vehicle or supervising the loading or unloading of the vehicle; and
- d) All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Requirements

Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing work and/or any time they are performing a safety-sensitive function. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to:

1. Random tests;
2. Testing in conjunction with an accident;
3. Receiving a citation for a moving traffic violation; and
4. Reasonable suspicion.

Prohibitions

- A. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;
- B. No driver shall use alcohol while performing safety-sensitive functions;
- C. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;
- D. No driver required to take a post-accident alcohol test under #2 above shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first;
- E. No driver shall refuse to submit to an alcohol or drug test in conjunction with # 1,2, and/or 4 above;
- F. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when using any controlled substance, except when used pursuant to the instructions of a licensed medical practitioner, knowledgeable of the driver's job responsibilities, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate his/her vehicle. It is the employee's responsibility to inform his/her supervisor of the employee's use of such medication;
- G. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Violation of any of these prohibitions may lead to disciplinary action being taken against the employee, which could include termination or non-renewal.

Testing for Cause

Drivers involved in an accident in which there is a loss of another person's life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved: 1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or 2) one or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Refusal to Submit

Refusal to submit to an alcohol or controlled substance test means that the driver

- Failed to appear for any test within a reasonable period of time as determined by the employer consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed,
- Failed to provide a urine specimen for any required drug test;
- Failed to provide a sufficient amount of urine without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;

- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

Consequences for Violations

Drivers who engage in any conduct prohibited by this policy, who refuse to take a required drug or alcohol test, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety-sensitive functions. Actions regarding their continued employment shall be taken in relation to their inability to perform these functions and could include termination or non-renewal of their contract of employment.²

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol or controlled substances shall not be allowed to perform or continue to perform safety-sensitive functions if they exhibit those signs during, just preceding, or just after the period of the work day that the driver is required to be in compliance with the provisions of this policy. This action shall be based on specific, contemporaneous, articulatable observations concerning the behavior, speech, or body odors of the driver. The Superintendent or his/her designee shall require the driver to submit to “reasonable suspicion” tests for alcohol and controlled substances. The direction to submit to such tests must be made just before, just after, or during the time the driver is performing safety-sensitive functions. If circumstances prohibit the testing of the driver the Superintendent or his/her designee shall remove the driver from reporting for, or remaining on, duty for a minimum of 24 hours from the time the observation was made triggering the driver’s removal from duty.

If the results for an alcohol test administered to a driver is equal to or greater than 0.02, but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for a period not less than 24 hours from the time the test was administered. Unless the loss of duty time triggers other employment consequence policies, no further other action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

Notes:

Drivers will be given a copy of the procedures that will be used in the testing for drugs and alcohol. If you are following your own policy in this regard give your drivers a copy of that policy, if you’re using a drug testing company to administer the tests give your drivers a copy of the test administration procedures.

Drivers will sign a statement of acknowledgement that they have received a copy of the drug/alcohol policy.

Bus drivers who are not also teaching licensed personnel are covered under the Classified Policy 8.4 and may be dealt with given the specific provisions of their employment

Legal Reference: A.C.A. § 6-19-108

49 C.F.R § 382-101 —605

49 C.F.R. § part 40

Date Adopted: 1994
Last Revised: 2/

DRUG FREE WORK ENVIRONMENT
Policy Receipt Acknowledgment

I, _____, an employee of the Wickes Public School District, hereby certify that I have received a copy of the district's policy regarding the maintenance of a drug-free work environment. I am aware that the unlawful manufacture, distribution, sale, dispensation, possession or use of alcohol or a controlled substance on Wickes Public School District property, at school-related activities/events, is prohibited. I am also aware that violation of this policy will subject me to discipline up to and including termination. I realize that as a condition of my employment in this school district, I must abide by the terms of this policy and will notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that my employer may be required to communicate this conviction to local and/or federal authorities, and I hereby waive any and all claims that may arise for conveying this information to the local and/or federal authorities.

Signature

Date

Texarkana, AR

**Juanita Jones (Howard County)
P.O. Box 576
Nashville, AR 71852**

870-773-4655

**Youth Family Counselors—Outreach
Services**

**Elaine Wray (Little River County)
Little River County Courthouse
Ashdown, AR 71822**

870-845-3110

**Youth/Family Counselors—Outreach
Services**

**Jeff Lacefield (Sevier County)
P.O. Box 438
DeQueen, AR 71832
870-584-3592**

870-898-5528

**Youth/Family Counselors—Outreach
Services**

**Western Arkansas Counseling and Guidance Center
823 Cherry Street
Mena, AR 71953
501-394-5277**

GAME

SAFETY DRUG AND ALCOHOL TESTING

In keeping with the District's initiative for a drug-free environment, and for the safety and security of the employees and students, the Wickes School District establishes these guidelines for a mandatory drug and alcohol testing program for bus drivers or any employee required to transport students by school bus.

Definitions:

1. Abuse and/or untimely use of alcohol

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

2. Drug

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

3. Controlled substance

Has the meaning assigned by the Federal Government and includes all substances presently identified as illegal.

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

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

Job Applicant Testing

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

Random Employee Testing

To maintain the District's priority of assuring the safety, health, and well-being of students, employees, and the traveling public, the District retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by this program. No employee will be randomly tested more than two times per school year.

A confirmed positive test, without adequate explanation, will result in termination. An employee will have the right to submit written explanation for their positive results and request reconfirmation of their

original sample at their own expense.

Any employee may appeal his discharge or other disciplinary action taken to the extent and in the manner such appeal is authorized by the employee grievance policy.

Employee Testing for Cause

Employees suspected of abuse and/or untimely use of alcohol and abuse and/or untimely use of controlled substances and/or drugs may be required to undergo a drug and/or alcohol test. Reasonable suspicion may be based, among other things, on an employee's observed behavior which is indicative of drug or alcohol use, reports from a reliable source of suspected possession or use of drugs and/or alcohol. Refer to Wickes School District Employee Drug Policy: GAMD.

Use of Authorized Drugs

Prior to the start of their work, employees must report their use of any prescription and/or over-the-counter drugs which may impair job performance or safety of others to the Director of Transportation, who will in turn notify the Superintendent. It is the employee's responsibility to determine from his physician whether or not the prescribed drug would impair his job performance. Each employee must provide medical authorization when requested.

Confidentiality

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

Adopted Feb 5, 2004

**Wickes School District Anti-Bullying Policy
Act 681 of 2003
House Bill 2274**

Wickes School District has an obligation to and is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. Wickes School will not tolerate any behavior that is classified under the definition of bullying while on school property, school activities and on school buses, and will take steps needed to eliminate such behavior.

Believing that prevention is the strongest means available in eliminating bullying, Wickes school will offer programs or educational material regarding the nature of bullying, its consequences should a child choose to engage in this type of behavior, and the procedures for reporting an incident which involves bullying. The information will emphasize that Wickes district will not tolerate instances of bullying without fear of consequences. Any reports will take into account the age of the offending student, the level of seriousness of the behavior and whether or not the offending student has developed a habit of engaging in bullying behavior. Appropriate measures will be taken in dealing with such students.

It will be considered a violation of this policy for any student to inflict bullying behavior upon another student(s) as defined in this policy. After completing an investigation of the reported incident, a student who was found to have participated in bullying behavior will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior. Minimum consequences for bullying will be a conference with a student's parents. Maximum consequences will be expulsion from school.

Definition of Bullying:

For the purposes of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students.

A student will be found violating this policy if their conduct has been found to have effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from an educational program or activity.

Bullying behavior will generally be established when an individual has endured a pattern of offensive behavior or when a single serious act is committed. What is or isn't bullying will depend on the surrounding circumstances. Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully, should file a complaint by contacting a school counselor, teacher, principal, or superintendent who will assist in getting help for the child and take the appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a bully, will not be subject to retaliation or reprisal in any form. Students or adults, who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purpose of bullying, shall be subject to disciplinary action.

The anti-bullying policy will be placed in the student handbooks and notices posted in every classroom, cafeteria, restroom, gymnasium, auditorium and school bus in the Wickes School District. Copies of the policy will be available upon request.

Professional development opportunities will be provided to school employees by the board of education and administration designed to develop knowledge and skills to prevent and respond to acts covered by this policy. A school employee who has reported violations under the school district policy shall be immune from

any tort liability which may arise from the failure to remedy the reported incident. Any employee who has witnessed or has reliable information that a pupil has been a victim of bullying shall report the incident to the principal of the school

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning and will not be tolerated by the board of directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment on property; off school property at a school vehicle or school bus; or a designated school bus stop.

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

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

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

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

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

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

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

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

1. Sarcastic compliments about another student's personal appearance
2. Pointed questions intended to embarrass or humiliate
3. Mocking, taunting or belittling.
4. Non-verbal threats and /of intimidation such as fronting or chesting a person
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans
7. Blocking access to school property or facilities

8. Deliberate physical contact or injury to person or property
9. Stealing or hiding books or belongings, or
10. threats of harm to students, possessions, or others

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue, would constitute bullying, to their teacher or the building principal, The report may be made anonymously. Teachers and other school employees who have witnessed or are reliably informed that, a student has been a victim or behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident (s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to the violations of the student

handbook which may have simultaneously occurred.

Consequences depend upon age or grade of the bullying student.

Notice of what constitutes bullying, the district's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium and

school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of the bullying notice shall be given upon request. The student handbooks should have a statement to this effect.

Legal Reference: ACA 6-18-5 14

Adopted 8/14/03

Revised 6/9/05

Revised 6/14/07

ASBA 4.45.1

GAMFA/

IDDFB

WICKES PUBLIC SCHOOL ESL POLICY

PROGRAM ELIGIBILITY:

Students in grades K-1 are eligible for ESL services if they have a non-English language background as indicated on the home language survey and meet one of the following criteria:

- 1. Student scores a 1, 2, or 3 on the Pre-LAS test**
- 2. Student exhibits a need on the screening and placement tests given to all kindergarten students upon registration.**
- 3. Student scores below the 35th percentile in both the reading comprehension and language sections of the district standardized test.**
- 4. Parent requests services followed by conference with district staff members.**

Students in grades 3-12 are eligible for ESL services if they have a non-English language background as indicated on the home language survey and meet one of the following criteria:

- 1. Student scores 1, 2, or 3 in the oral section LAS-O of the LAS test.**
- 2. Student scores a 4, or 5 in the LAS-O but scores a combined level 1 or 2 in the reading and writing sections of the LAS test.**
- 3. Student scores below the 35th percentile in both the reading comprehension and language sections of the district standardized test.**
- 4. Parent requests services followed by conference with district staff members.**

ESL WITHDRAWAL STANDARD:

ESL withdrawal happens when a qualified student desires not to receive services that are offered through the ESL program. A student can withdraw from the program by following the procedures listed below.

- 1. For a student under 18 years of age, a release of services form is available for parents or guardians to sign if they do not want their child to be in the ESL program. A conference should be held with the parents/guardians, school counselor, ESL instructor and the student. An interpreter will be provided when**

- needed.
2. For a student who is older than 18 years of age, a student can sign himself or herself out of the ESL program by using the release of service form. A conference should be held with the school counselor, ESL instructor and the student.

ESL EXITING PROCEDURES:

A student is eligible to exit the ESL program if he or she meets one of the following criteria:

1. A student scores 35% or above in the reading comprehension and Language sections of the standardized test and scores a 4 or 5 in the sections of the LAS test.
2. A student scores a combined level 3 in the reading and writing sections of the LAS test and scores a 4 or 5 in the oral section of the LAS test.
3. A recommendation for exiting is received from both classroom teacher and ESL teacher.

Once a student exits, He or she will be tracked for 3 years to assess his progress in the mainstream classroom. If his or her progress fails based on district standardized test scores, he or she will be re-enrolled into the ESL program with parental permission.

Once a student meets the criteria for exiting, he or she may not be enrolled in ESL classes. Parents and teachers will be notified when a student is exited from the program.

If parents/guardian of a student who is eligible to exit desire to keep their child in the ESL program, they can submit a written request to the ESL coordinator.

All questions and concerns should be addressed to the ESL coordinator.

Adopted: Jan. 13, 2005

3.14—CERTIFIED PERSONNEL JURY DUTY

GAMB

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor.

The employee must present the original (not a copy) summons to jury duty to his supervisor in order to confirm the reason for the requested absence.

Legal Reference: A.C.A. § 16-31-106

Adopted: March 18, 2004

GAMI

CERTIFIED PERSONNEL CELL PHONE USE

Use of cell phones by employees during instructional time is strictly forbidden.

Cell phone bills paid by the Wickes School District will be restricted for school business only.

Date Adopted: 3/18/04

Revised: 5/11/06

GAMJ

**WICKES SCHOOL DISTRICT
POLICY FOR ACCEPTABLE USE OF
COMPUTERS AND NETWORKS**

ADOPTED BY THE WICKES BOARD OF TRUSTEES

10. **December 1, 2003**

The following policy for acceptable use of computers and networks, including the Internet shall apply to all District administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator.

ACCEPTABLE USE:

1. Access to the District's network, including Internet, shall be made available to employees and students primarily for instructional and administrative purposes. Limited personal use of the system shall be permitted if the use:
 - a. Imposes no tangible cost to the District.
 - b. Does not unduly burden the District's computer or network resources.
 - c. Does not provide personal gain.
 - d. Has no adverse effect on an employee's job performance or on a student's academic performance.
 - e. Does not involve forwarding junk mail, chain letters, etc.
2. Users shall not transmit data (including voice, visual, and audio) involving commercial activities, political content, obscene material, or other offensive material.
3. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
4. Users shall not let other persons use their name, login, password, or files for any reason (except for authorized staff members).
5. Users shall not use or try to discover another user's password.
6. Users shall not copy, change or transfer any software or documentation provided by Wickes School District without permission from the Technology Director.
7. Users shall not use a computer for unlawful purposes, such as illegal copying or installation of software. Any software installed, including software downloaded, on Wickes School District computers or network must have the permission of the Technology Director and have appropriate documentation and licensing.

8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, hardware or software. Such software is often called a bug, virus, or similar name.
9. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
10. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
11. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the Technology Director.
12. Users shall not take home technology equipment (hardware or software) without written permission of the Technology Director.
13. Users shall not bring from home any technology equipment (hardware or software) to be used on Wickes School District computers or network without written permission of the Technology Director.
14. Online communication in the form of chat rooms, instant messaging, and other similar forms is prohibited. Electronic mail by students is only permitted under the direct supervision of a teacher.
15. Electronic mail transmissions and other use of the electronic communications system by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.
16. Students shall retain all rights to work they create using the District's electronic communications system.
17. As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.
18. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.
19. No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent) or employee who created the work.
20. No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent.

NETWORK ETIQUETTE AND PRIVACY:

1. Be polite and courteous at all times. Do not become abusive in your messages to others.
2. Use appropriate language. Transmitting obscene messages or images is prohibited. Do not swear, use

vulgarity or any other inappropriate language.

3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible via the network should be considered to be private property. However, communications and information should not be considered to be secure.
6. Do not place unlawful information on any network system. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's network.

SAFETY GUIDELINES FOR STUDENTS:

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you encounter any material that violates this Acceptable Use Policy

CONSEQUENCES OF VIOLATION

All policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administering the networks, so that more time can be spent enhancing services.

Use of the computer to access telecommunication resources is a privilege and not a right. Violation of the policies and procedures of Wickes School District concerning the use of computers and networks will result in disciplinary actions similar to other Code of Conduct violations:

Level 1 **Warning~ Student would lose computer privileges/Internet access until a parent conference. Further loss of privilege and length of time will be determined by the administration.**

Level 2 **Pattern of abuse or flagrant violations: Any student who, after Level 1 warning, continues to engage in serious or persistent misbehavior by violating the District's previously communicated written standards of conduct may be removed from class and recommended for suspension.**

Level 3 **Expellable offense: A student could be expelled from school if he or she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal Law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used Wickes School District Internet access to violate the law or to compromise the Wickes School District computer network or another computer network.**

WICKES SCHOOL DISTRICT
ACCEPTABLE USE POLICY
STUDENT/PARENT AGREEMENT FOR PARTICIPATION IN AN
ELECTRONIC COMMUNICATIONS SYSTEM

This agreement must be renewed each academic year.

STUDENT'S AGREEMENT

Name _____ Grade _____

Campus _____ Homeroom Teacher _____

I have read the District's Acceptable Use of Computers and Networks policy. I understand and will abide by the district guidelines and conditions for the use of the computer/network facilities of Wickes School District and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold Wickes School District or any of its employees or any of the institutions for networks providing access to Wickes School District responsible for the performance of the system or the content of any material accessed through it.

Student's signature _____ Date _____ (Student signature is not required for students at the elementary campus, Pre-school-3".)

SPONSORING PARENT/GUARDIAN AGREEMENT

I have read the District's Acceptable Use of Computers and Networks policy. I agree not to hold Wickes School District or any of its employees or any of the institutions or networks providing access to the Internet responsible for the performance of the system or the content of any material accessed through it.

As the parent or guardian of this student, I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Wickes School District responsible for materials acquired or sent via the network or Internet. (Check one.)

_____ **I give permission for my child to participate in the District's electronic communications system and certify that the information contained in this form is correct. I give permission for the District to act as the parent or guardian concerning permission to give out information on the Internet.**

_____ I do not give permission for my child to participate in the District's electronic communications system.

Signature of parent/guardian _____

Date _____ Home phone _____

**WICKES SCHOOL DISTRICT
ACCEPTABLE USE POLICY
EMPLOYEE AGREEMENT FOR AN ELECTRONIC COMMUNICATIONS
SYSTEM ACCOUNT**

I have read the Wickes School District Acceptable Use of Computers and Networks policy.

I understand and will abide by the district guidelines and conditions for use of the computer/network facilities of Wickes School District and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary actions and/or appropriate legal action will be taken.

I agree not to hold Wickes School District or any of its employees or any of the institutions for networks providing access to Wickes School District responsible for the performance of the system or the content of any material accessed through it. I agree to notify the Technology Director of any unacceptable sites accessed by my students or myself.

I agree to supervise students using the District's computer/network system while they are in my class and/or working on assignments for my class. I agree to follow the guidelines set forth by the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CLPA).

Name

(Please print your name as you wish it to appear in your grade book, email, etc.)

Signature

Campus

Date

3.27—CERTIFIED PERSONNEL SUPERVISION OF STUDENTS

All District personnel are expected to conscientiously execute their responsibilities to promote the health, safety, and welfare of the District's students under their care. The Superintendent shall direct all principals to establish regulations ensuring faculty supervision of students throughout the school day and at extracurricular activities.

Date Adopted: March 18, 2004

CERTIFIED PERSONNEL DEBTS

GAMM

All employees are expected to meet their financial obligations. If an employee writes ‘~hot’ checks or has his **income garnished, dismissal may result.**

An employee will not be dismissed for having been the subject of one (1) garnishment. However, a second or third garnishment may result in dismissal.

At the discretion of the Superintendent, he or his designee may meet with an employee who has received a second garnishment for the purpose of warning the employee that a third garnishment will result in a recommendation of dismissal to the school board.

At the discretion of the Superintendent, a second garnishment may be used as a basis for a recommended dismissal. The Superintendent may take into consideration other factors in deciding whether to recommend dismissal based on a second garnishment. Those factors may include, but are not limited to, the amount of the debt, the time between the first and the second garnishment, and other financial problems which come to the attention of the District.

Date Adopted: March 18, 2004

CERTIFIED PERSONNEL EMPLOYMENT

GAMMA

All prospective employees must fill out an application form provided by the District, in addition to any resume provided, all of which information is to be placed in the personnel file of those employed.

If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal.

The Wickes School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, age, or disability.

Date Adopted: March 18, 2004

3.18—CERTIFIED PERSONNEL OUTSIDE EMPLOYMENT

GAMMB

An employee of the District may not be employed in any other capacity during regular working hours.

An employee may not accept employment outside of his district employment which will interfere, or otherwise be incompatible with the District employment, including normal duties outside the regular work day; nor shall an employee accept other employment which is inappropriate for an employee of a public school.

The Superintendent, or his designee(s), shall be responsible for determining whether outside employment is incompatible, conflicting or inappropriate.

Legal Reference: A.C.A. § 6-24-106, 107, 111

Date Adopted: March 18, 2004

3.15—CERTIFIED PERSONNEL LEAVE –INJURY FROM ASSAULT

Any teacher who is injured by an assault or other violent act, while intervening in a student fight; while restraining a student; or while protecting a student from harm, shall be granted a leave of absence for up to one (1) year from the date of the injury, with FULL pay.

A leave of absence granted under this policy shall not be charged to the teacher's sick leave.

In order to obtain leave under this policy, the teacher must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the teacher to return to work, and written statements from witnesses (or other documentation as appropriate to a given incident) to prove that the incident occurred in the course of the teacher's employment.

Legal Reference: A.C.A. § 6-17-1209

Date Adopted: March 18, 2004

CERTIFIED PERSONNEL SCHOOL CALENDAR

GB

The Superintendent and Personnel Policy Committee shall present to the Board, for its' approval, the calendar for the succeeding year at the March regular board meeting. The Superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals.

The Wickes School District shall operate by the following calendar.

Act 1120 of 2003 requires that personnel policies include the annual calendar, holidays and non-instructional days, and designation of work days

Legal Reference: ACA 6-17-201

Date adopted: Feb. 17, 2003

Revised: May 2007

SCHOOL CALENDAR

GB

The 2007-O8 school calendar has been approved by the Wickes School Board Adopted:
May, 2007

Wickes School District Calendar 2007-2008

Aug 15, 16, & 17	Teacher Inservice
Aug 16	Open House
Aug 20	First Day of School
Sept. 3	Labor Day
Oct. 19	End of 1st qtr 44 days
Oct 25	Parent Teacher Conferences
Nov 2 1-23	Thanksgiving Break
Dec 20-21	1st Semester Test Days
	End of 2'nd Qtr 42 Days
Dec 25-Jan 6	Christmas Break
Jan 7	3rd semester begins
Feb 15-18	Winter Break
Mar11	End of 3rd'Qtr 45days
Mar 20	Parent Teacher Conference
Mar 24-28	Spring Break
May24	End 4th Qtr 47 days
	Last day of school

178 Teacher/Student Days

Revised March 20, 2008

GBAA

WICKES SCHOOL DISTRICT CERTIFIED SALARY SCHEDULE

	BSE	MSE			
1	31,885.00	36,000.00	20	40,425.00	45,500.00
2	32,325.00	36,500.00	21	40,875.00	46,000.00
3	32,775.00	37,000.00	22	41,325.00	46,500.00
4	33,225.00	37,500.00	23	41,775.00	47,000.00
5	33,675.00	38,000.00	24	42,225.00	47,500.00
6	34,125.00	38,500.00			
7	34,575.00	39,000.00			
8	35,025.00	39,500.00			
9	35,475.00	40,000.00			
10	35,925.00	40,500.00			
11	36,375.00	41,000.00			
12	36,825.00	41,500.00			
13	37,275.00	42,000.00			
14	37,725.00	42,500.00			
15	38,175.00	43,000.00			
16	38,625.00	43,500.00			
17	39,075.00	44,000.00			
18	39,525.00	44,500.00			
19	39,975.00	45,000.00			

QUALIFICATIONS AND DUTIES

All teaching personnel employed by this School District must possess those qualifications set forth by the State

Department of Education and by all accrediting agencies of which this school is a member. It is recognized by the Board of Education that these qualifications are set to promote minimum standards. Therefore, it is the policy of the Wickes School District to employ persons who exceed these minimum requirements whenever possible. Selection will be based on the following considerations:

- 1. Certification requirements**
- 2. Experience and past performance**
- 3. Health qualifications**
- 4. Personal interview**
- 5. Continuous college level education**

Specific duties of personnel would be left to the discretion of Superintendent and Building Principal.

Adopted: 1997

TEACHER JOB DESCRIPTION

1. **Maintain appropriate discipline.**
2. **Adhere to the policies of the Wickes School District as stated in written policies.**
3. **Cooperate with the principal's decisions concerning the operation of the school.**
4. **Adhere to the school day and arrive at meetings on time.**
5. **Require students to be attentive, alert, and awake in the classroom.**
6. **Refrain from eating, drinking, using tobacco, working on personal projects, etc. in the presence of students.**
7. **Willing to give individual help to students when needed or requested during the school day.**
8. **Show proper respect for the student as a person.**
9. **Work and communicate with parents and colleagues in a positive and professional manner.**
10. **Remain in the classroom or work area with students.**
11. **Speak and write standard English.**
12. **Accept and carry out assigned duties.**
13. **Maintain an attractive and neat classroom.**
14. **Maintain a positive relationship with other personnel.**
15. **Maintain a professional attitude.**
16. **Prepare written lesson plans.**
17. **Personal appearance is neat, clean, and appropriate.**

GBBC

TEACHER DRESS AND BEHAVIOR

It is the feeling of the Board of Education and Administration that in every way the teacher should set a good example for the students in speech, dress, grooming, morals, manners, and behavior.

- 1. Professional dress and styles should be used by all teachers at all times.**
- 2. Regardless of provocation, the teacher should maintain a calm, professional manner. Harsh language, profanity, and physical contact must be avoided.**
- 3. Off-color jokes are never appropriate.**

Adopted 1994

CRIMINAL RECORDS CHECK

GBDA

It is the policy of the Wickes School District to pay the fee required for the Criminal Record Check required before employing a new certified and a new classified employee.

Adopted 1994

Revised 1997

ASSIGNMENT

GBE

Teachers will be assigned to positions for which they are best qualified. Also, reasonable effort will be made to honor teacher preference in assignment. Whenever possible, lighter teaching loads will be reserved for beginning teachers. All assignments will be made by the Superintendent. Employees may be assigned, reassigned, or transferred by decision of the Superintendent.

ADOPTED 1997

GBG

PROBATION

The Board of Education shall require, in accordance with statutory provisions, each teacher to serve a probationary period of three (3) successive years of employment in the school district. During the probationary period, the Superintendent may recommend to the Board non-renewal of a probationary teacher's contract in accordance with Arkansas law.

ADOPTED 1997

EVALUATION

Philosophy of Evaluation

The Wickes School District believes the purpose of evaluation is to assure the continuing improvement of all certified personnel.

It is the Wickes School District's belief that evaluation should be conducted with the improvement of the educational process as the major goal.

As professionals, all certified personnel can and should improve their on-the-job performance to enhance student achievement.

Principles of Evaluation

1. Evaluation is a continuous process throughout the year. It is geared toward professional improvement of the evaluatee and the instructional process.
2. The evaluation process requires a cooperative effort between the evaluator and the evaluatee.
3. The evaluation program includes the development of individual improvement plans by mutual interaction of the evaluator and evaluatee.
4. Each staff member needs to know in advance the criteria used in the evaluation process.
5. All data collected should be available to the evaluatee within a 48-hour period after observation.
6. Provisions will be made for procedural due process, including confidentiality for both parties and the opportunity for rebuttal and appeals.

Goals of Evaluation

1. to improve the teacher-learning environments of our schools and individual classrooms in order that students may be provided with maximum educational opportunities.
2. to provide job descriptions which indicate the expectations of the system regarding job performance and feedback regarding performance.
3. to allow for professional growth of the faculty.
4. To provide data for decisions concerning assignments, promotions, renewal and non-renewal of personnel.

Each teacher will receive a copy of the District's Evaluation Plan.

Adopted :1997

GBIA

EVALUATION OF RELATIVES

No person shall be employed in or assigned to a position which would require that he/she be evaluated by any relative, by blood or marriage, including spouse, parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew or first cousin.

Adopted: March 18, 2004

SUSPENSION

The Board of Education may suspend any person in its employment when the Superintendent has reason to believe that cause exists for such suspension when the interests of the School District so dictate.

The Superintendent has authority to temporarily suspend school personnel when, in his opinion, the circumstances necessitate immediate action. Any such action will follow legal guidelines, including due process.

Adopted 1997

STAFF REDUCTION IN FORCE

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

When situations occur that require reduction in staff, employees with the least seniority in the district will be the first affected.

Prior to any staff reduction, normal attrition, voluntary retirement, and other voluntary leaves of absence shall be considered.

Adopted 1997

SEPARATION

It shall be the policy of the Board of Education to strive to assist personnel in every way possible to adjust to their positions and to perform their responsibilities satisfactorily. Every reasonable effort shall be made to avoid the necessity of dismissing personnel.

The Board may terminate the contract of any teacher or non-renew the contract of any teacher having served three (3) successive years of employment in this district upon the recommendation of the Superintendent. The notice of termination of a contract of a teacher or non-renewal of a contract of a teacher who has successfully completed the probationary period shall be made in accordance with the law. The employee will be afforded all legal rights of due process.

If a teacher quits, refuses to teach, or otherwise breaks or violates the terms of their employment contract and enters into a contract with another school district, the Board may, at its discretion, petition the State Board of Education to revoke or suspend the certificate of the teacher for the remainder of the period of the broken contract. Other legal actions of recourse may be taken.

Adopted 1997

GBNA

CERTIFIED PERSONNEL DISMISSAL AND NON-RENEWAL

The Wickes Board of Education follows the Arkansas Fair Dismissal Act ACA 6-17-1501 through 1510 in procedures relating to the termination and non-renewal of teachers.

A copy of the ACT is available for review in the office of the principal in each school building.

Legal reference: ACA 6-17-201

Adopted: 1994

Revised 2/5/04

CONTRACT RETURN

An employee shall have thirty (30) days from the date of the receipt of his/her contract for the following school year in which to return the contract, signed to the office of the superintendent. The date of receipt of the contract shall be presumed to be the date of a cover memo which will be attached to the contract.

Failure of an employee to return the signed contract to the office of the Superintendent within thirty (30) days of the receipt of the contract shall operate as a resignation by the employee. No further action on the part of the employee, the superintendent, or the school board shall be required in order to make the employee's resignation final.

Legal Ref: ACA 6-17-1506 (c) (1)

Date Adopted: 3/18/04

GBO

RESIGNATION

When so stated in the contract of employment, an employee may resign for just cause from the school system after having submitted written notice thirty (30) days prior to said resignation. The teacher's pay will be held until all required records and reports have been completed and submitted in proper order to the Superintendent.

If a teacher quits or refuses to teach in accordance with his or her contract without just cause, or otherwise breaks or violates the contract between the teacher and the school district, and enters into a contract with another school district during the term of the contract, the School Board may, at its discretion, petition the State Board of Education to revoke or suspend the certificate of such teacher for the remainder of the period of the broken contract. Other legal actions of recourse may be taken against the teacher.

Adopted 1997

RE-EMPLOYMENT

GBO

A professional employee of the School District shall be considered reemployed unless he is notified of the cancellation or non-renewal of his contract during the period of such contract or within ten (10) days after the termination of said school term.

Adopted: 1997

GBRA

ASSIGNMENT OF TEACHER AIDES (PARAPROFESSIONALS)

The assignment of teacher aides in the Wickes School District shall be made by the principal or designee. Changes in the assignment may be made as necessary due to changes in the student population, teacher changes, and to best meet the educational needs of the students.

Employment of paraprofessionals will meet the state and federal regulations for qualifications and training.

(Arkansas State Law mandates this policy to be included in the certified policy section.)

Legal Reference: ACA 6-17-201

Date Adopted: Feb. 5, 2004

3.26—CERTIFIED PERSONNEL SEXUAL HARASSMENT

The Wickes School District is committed to having an academic and work environment in which all students and employees are treated with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences.

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

- 1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;**
- 2. Submission to, or rejection of; such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; and/or**
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.**

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment.

Within the educational or work environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; employees and non-employees.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not are not limited to: unwelcome

touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; to sexual characteristics; intimidation by words, actions, insults, or name calling; teasing related and spreading rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator who will assist them in the

complaint process. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

**Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq.
ACA § 6-15-1005 (b) (1)**

**Date Adopted: 5-27-04
Last Revised: 5-27-04**

GBRAD

3.21—CERTIFIED PERSONNEL TOBACCO USE

Smoking or the use of tobacco, or products containing tobacco in any form, in or on any property owned or leased by the district, including buses or other school vehicles, is prohibited.

Adopted : 1999

Legal Reference: A.C.A. § 6-21-609

GBRA

GBRF

Also:
DJI)

REIMBURSEMENT POLICY

Wickes Public Schools will require the attendance of many of the faculty and staff at various workshops, seminars, informational meetings, and other activities of importance. Attendees traveling to such meetings will be required to car pool as much as feasible.

For all out-of-district travel in personal automobiles, the district will reimburse the employee at the mileage rate approved by the State of Arkansas. Attendees traveling to such meetings will be required to car pool as much as feasible.

Meals will be reimbursed at a maximum of \$30.00 per day. Employees must stay overnight to be reimbursed for meals. Evening meals will not be reimbursed unless the employee must be out after 6:00 p.m. The reimbursement rate schedule for meals will be as follows:

Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$13.00

Itemized receipts from the restaurant must be provided showing the name of restaurant, date, and amount paid.

Lodging will be reimbursed at the standard rate for the room at the inn where the meeting is held. Requests for lodging must be approved by the immediate administrator prior to making the reservation. Receipts must be presented with the reimbursement request. Lodging in establishments other than the meeting site are approved if the cost is less than at the meeting site or if rooms are unavailable at the site.

Registration fees are reimbursable if approved in advance by the immediate administrator.

Parking fees are reimbursable. Items such as car repairs, tips for services, luggage handling, etc., are not reimbursable.

Other Restrictions:

1. No advances will be issued for expenses.
2. Reimbursement for meals and lodging will be for actual expense incurred only.

3. **Other reimbursement rates may be approved by the Superintendent for special events where the regular rates are insufficient to reimburse personnel for necessary expenses.**

Adopted 1997 Revised May 11, 2006

REIMBURSEMENT FOR TUITION

The following guidelines are to be used for reimbursement of college tuition for certified personnel:

Only courses that are in the area of teaching duties will be reimbursed.

A maximum of 6 hours per year will be reimbursed.

All requests for tuition payment are to be approved prior to enrollment in courses. If the district requests a person to complete an area of certification or obtain a different area of certification, the district may waive guidelines 1 & 2.

Adopted September 14, 1995

GBRFB

CERTIFIED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the superintendent, principal, or other immediate supervisor with the authority to make school approvals, or the appropriate designee of the superintendent.

It is the responsibility of the employee to determine the appropriate supervisor from which they must obtain approval.

Reimbursement claims must be made on forms provided by the Wickes District and must be supported by appropriate original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

Adopted: February 5, 2004

CERTIFIED PERSONNEL BENEFITS

The Wickes School District provides its certified personnel benefits consisting of the following.

- 1. The priceless reward of helping shape the life and future of the children**
- 2. Health insurance assistance**
- 3. Contribution to the teacher retirement system.**
- 4. One (1) day sick leave per month contracted plus one (1); two of which can be used as personal days each year.**

Legal reference: ACA 6-17-201

Date Adopted: Feb. 5, 2004

ILLNESS

The Board of Education shall grant to every full time employee and bus driver sick leave at full pay at a rate of one (1) day per month or major portion thereof that the employee is contracted plus one (1).

Teachers shall be entitled to take sick leave for personal illness or illness in his immediate family, including spouse, children, parents, or other relatives.

The Board shall maintain a record of sick leave used and accumulated for each employee. Sick leave not used by an employee shall be credited, to the employee up to a maximum of 120 days. The Superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work to the end that there be no abuse of sick leave privileges. The Superintendent shall require a physician's verification of sick leave when absence exceeds four continuous days or when absence indicates need for verification.

Upon proper verification in writing of previous employing Board of Education, a teacher employed by the Board may transfer up to 120 days of sick leave from another School District in Arkansas.

Adopted 1999

GBRIC

UNUSED SICK LEAVE

After the maximum sick leave accumulation of 120 days for has been reached, any additional days will be reimbursed to the teacher at the end of the school year at the daily rate paid for a certified substitute teacher.

Date adopted: May 9, 2002

GBRIC
Also: GAMA

EXTENDED SICK LEAVE

If an employee's accumulated sick leave expires, in the case of a catastrophic accident or serious illness,

certified by a physician, the school board may grant extended sick leave at the following rate, with only the cost of the substitute's salary being deducted:

up to 5 years service in district..... 45 days

5 or more years service in district.....60 days

The Board of Education will act upon each request for extended sick leave on an individual basis at a regular meeting. This policy does not cover pregnancy-related absence.

Substitute pay for an extended period of time may exceed the normal rate of pay.

Adopted: 1999

CERTIFIED PERSONNEL
MILITARY LEAVE

Section 1

- A. All teachers and administrators employed by any public school in this state who desire to take a leave of absence for the purpose of participating in the military training programs made available by the National Guard or the reserve branches of the armed forces and all teachers and administrators employed by a public school who desire to take a leave of absence for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Services shall be entitled to such a leave of absence for a period of fifteen (15) days, plus necessary travel time in any fiscal year. For the purpose of this policy, fiscal year shall be the fiscal year now established for the United States Government.
- B. Whenever any teacher or administrator is granted a leave of absence under the provisions of this policy, he/she shall be entitled to his/her regular salary during the time he/she is away from his/her duties during such leave of absence. The teacher or administrator will be responsible for paying for the cost of any substitute employed in the teacher's or administrator's absence.
- C. Such leave of absence shall be in addition to the regular vacation time allowed the employee.

Section 2

- A. An employee having one full year of employment in the Wickes School District who is called in to the armed service shall be granted a leave of absence for the length of his/her tour of duty. If this person desires to return to his/her position of employment with the school district, he/she must notify the Superintendent of Schools ninety (90) days prior to his/her being separated from the armed service. Upon receiving an honorable discharge, and being able to carry out his/her duties he/she shall be reinstated, with all benefits, in his/her previous position or equal status and pay scale.

Legal References:

Act 586 of 1989;
REVISED: June 27, 1989; Act 673 of 1991

Adopted: 2002

GBRJ
Also: IKI

LESSON PLANS

The Board of Education believes a general plan or work, including schedules, improves the organization and overall efficiency of the school system. A copy of the teacher's lesson plan shall be available to the Principal when necessary or for the substitute when the regular teacher is absent.

While the Board desires to afford teachers maximum latitude relative to lesson plan organization, every plan should contain adequate information to assure that every class period provides pupils with optimal learning experiences.

Adopted 1994

GBRJ

CERTIFIED PERSONNEL PLANNING TIME

A master schedule shall be created by the building level principal indicating when each teacher's planning period and scheduled lunch period will be. Planning time is for the purpose of scheduling conferences, instructional planning and preparation. Each teacher will have the ability to schedule these activities during their designated planning time. Teachers may not leave campus during their planning time without prior permission from their building level supervisor.

Teacher planning time will be based on the Arkansas Department of Education requirements. (84th Gen. Assembly-Act 462 of 2003/Senate Bill # 349 specifies that teachers shall have 200 minutes of planning time per week beginning in 2003-04 with increment of no less than forty minutes.)

Legal reference: ACA 6-17-114 (a)

Date Adopted: 1994

Revised: Feb. 5, 2004

GBRJA

PARENT-TEACHER CONFERENCES

Teachers shall attempt to communicate personally with the parents or guardians of each student at least twice during the school year to discuss the student's academic progress. Teachers shall communicate more often with parents/guardians of students below the level expected for their grade.

Wickes School District will conduct parent-teacher conferences at the end of the first and third nine weeks grading period. Teachers will be required to keep logs and records of conferencing times. Whenever parents are unable to attend these conferences, efforts will be made by the teachers to contact parents by telephone or letters.

Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with their teacher. Conferences shall be scheduled at time and place to best accommodate those participating in the conference.

Legal Reference: State Board of Education Standards of Accreditation VII (D)

(I) ACA 6-15-1601 (b) (3) (c)

Date Adopted: February 5, 2004

GBRJAB

ASSIGNMENT OF EXTRA DUTIES FOR CERTIFIED PERSONNEL

From time to time, extra duties may be assigned to certified personnel by the school principal or the Superintendent as circumstances dictate. Extra pay will be approved by the Superintendent.

Legal reference: A.C.A. 6-17-201

Adopted: February 5, 2004

GBRJ
B

SUBSTITUTE TEACHERS

Substitute teachers shall be provided in the absence of regular personnel. The amount of pay shall be as follows:

Teacher with a degree:	<i>\$55.00</i>
With a degree in some field:	<i>\$55.00</i>
All others:	<i>\$50.00</i>

Adopted 2002

PROFESSIONAL ORGANIZATIONS

GBS

The Board of Education encourages all certified personnel to join and actively participate in professional organizations related to their specific educational field.

Adopted: 1997

ABILITY OF SCHOOL EMPLOYEES TO HOLD PUBLIC OFFICE*

All Employees of the Wickes 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 in which they serve.
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 to engage in public service or related activities, with the prior approval of the 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 purpose 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 non-renewal or termination.

Any school employee who runs for public office or participates in political activity shall refer to Act 1302 of 1997
Adopted 1997

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GBTA

POLITICAL ACTIVITY

Employees are free to engage in political activity outside of work hours and to the extent that it does not affect the performance of their duties or adversely affect important working relationships.

It is specifically forbidden for employees to engage in political activities on the school grounds or during work hours. The following activities are forbidden on school property.

Using students for preparation or dissemination of campaign materials.

Distributing political materials.

Distributing or otherwise seeking signatures on petitions of any kind.

Posting political materials, and

. Discussing political matters with students, in or out of the classroom, in other than Circumstances appropriate to the nature of the class.

Date Adopted: March 18, 2004

ETHICS

The Board of Education expects all employees to maintain high standards in their school relationships. These standards include:

The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.

The maintenance of their own efficiency and knowledge of the developments in their fields of work.

The transaction of all official business with the properly designated authorities of the school system.

The establishment of friendly and intelligent cooperation between the community and the school system.

The representation of the school system on all occasions that the contributions of the school system to the community are recognized.

The placement of the welfare of children as the first concern of the school system, thus appointments to position and promotions must be solely based on merit. The use of pressure on school officials for appointment or promotion is unethical.

Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then the Superintendent, if necessary.

The proper use and protection of all school properties, equipment, and materials.

ADOPTED 1997