

# **Little Rock School District**



## **Personnel Policy Manual For Teachers**

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# **Section I**

## **Employment of Certified Employees**

## **1. Employment Requirements**

### **A. Required Procedure**

Upon hire every certified employee must have on file in the Department of Human Resources Office an official transcript of all college credit, a valid teaching certificate/ license from the state of Arkansas, an employee withholding tax certificate, fingerprints and criminal background check information, insurance paperwork, social security card, I-9 form, Direct Deposit form, reference forms, and an official birth certificate. No compensation will be issued until the aforementioned material is on file in the Department of Human Resources Office. Exceptions may be made for good and valid reasons as determined by the Department of Human Resources.

### **B. Procedure for Credit for Experience**

Upon being initially employed by the Little Rock School District, the employee shall be given full credit for previous certified teaching experience in schools, colleges, or universities accredited in Arkansas or by an accrediting agency of comparable rank. Credit for non-licensed college and university teaching will not be allowed unless the experience was in the certified employee's major teaching field and is based on an identified critical needs area(s). Individual situations may be considered on a case-by-case basis.

### **C. Notification of Employment**

1. Unless a certified employee receives notice of nonrenewal by May 1 of the current school year, his/her contract will remain in effect for the next school year.
2. Certified employees will have thirty (30) calendar days after contracts are issued to accept and return their contracts to the Administration Office.

### **D. Career Technical Education Certified Employees and Non-Traditional Certified Employees**

Career Technical Certified employees and Non-Traditional Certified employees' Salary Schedule Placement (Career Technical Certified employees are defined as certified employees who are certified / licensed with a vocational permit in a professional / vocational area. Examples are food production, law enforcement, automotive, computers, etc.)

#### **1. Certified Employees with degrees**

Career Technical certified employees and non-traditional certified employees who have a bachelor's or master's degree will be placed on the same salary schedule adopted by the LRSD Board of Directors of the Little Rock School

District for the regular academic certified employees. Actual work experience for these certified employees will be substituted for teaching experience on the salary schedule for Career Technical Certified employees.

## **2. Certified Employees Without Degrees**

Non-degree Career Technical certified employees with minimum qualifications (high school education and six years' work experience) will be placed at the beginning certified employees' classification on the regular bachelor's degree salary schedule. Credit will be given for work experience in excess of the minimum of six (6) years up to a maximum placement at step ten (10) on the regular bachelor's degree range of the certified employee's salary schedule.

## **E. Insurance**

- 1. Major Medical**-Various policies are provided by different vendors. If Major Medical coverage is elected, an additional \$5,000 life insurance is included. Also, Major Medical for dependents and \$2,500 dependent life insurance may be purchased.\*\*
- 2. Life Insurance**-If the insured employee dies from any cause, while insured for life insurance under the policy, the amount of insurance, as provided in the policy in effect at the time, will be payable to the beneficiary when the carrier receives proof of death in writing. Additional Supplemental Life Insurance may also be purchased; the benefit amount is based on the employee's annual salary.
- 3. Accidental Death and Dismemberment**-The insured employee will be paid the applicable dismemberment benefit if he/she sustains a loss covered by the policy due to an accident sustained while insured. In the case of accidental death, benefits are payable to a designated beneficiary.
- 4. Hospital Indemnity**-If, as the result of a covered accident or sickness, the insured is confined as an inpatient in a hospital, the insured will receive a daily hospital indemnity benefit beginning with the first day of hospital confinement, not to exceed 365 days.
- 5. Short-Term Disability**-This insurance provides a monthly disability benefit, payable to the insured employee, on a weekly basis, in the event of a total disability as a result of a covered accident or a covered illness.
- 6. Long-Term Disability**-This insurance is a voluntary extension of short-term disability coverage. Employees may elect to cover up to a percentage of his/her salary up to a maximum amount.
- 7. Dental and Vision Insurance**-Coverage is available for employees and dependents.
- 8. Employee Assistance Program**-An Employee Assistance Program benefit is available to employees and covered family members to assess and treat depression and anxiety, assess eldercare and child care issues, assess and treat

alcohol and chemical dependency problems, assess financial and credit problems, address parenting teenagers, assess marital and divorce issues; and assist with other personal, family, or work-related problems. To access the EAP benefits, call toll free 1-866-378-1645.

9. All listed benefits are subject to revision, and the specific benefits are listed in separate booklets for each benefit program.
10. The LRSD Benefit Provider will provide an informational presentation on the benefits to all interested employees each year prior to Open Enrollment that outlines the coverage, exceptions, and any other information that employees need to know to make an informed decision on their benefits. Copies of all certificates related to benefits must be provided to employees during Open Enrollment.

## **F. Staff Definitions**

**Certified Employee**-Any person who must possess a teaching or administrative license issued by the Arkansas Department of Education.

**Probationary Teacher**-Any teacher with less than three consecutive years of teaching in the District is considered probationary for three years. Any new District teacher who completed three consecutive years in another Arkansas district is considered probationary for one year.

**Interim Teacher**-Teachers who receive an assignment after the first student contact day of the school year that continues until the end of the school year. The position is declared vacant at the end of the school year, and the interim teacher is encouraged to apply.

## **G. National Board for Professional Teaching Standards**

Recognizing the importance of a comprehensive support system for LRSD certified staff seeking to attain National Board for Professional Teaching Standards certification, the Board will:

### **1. Release Time**

Provide two additional days of professional release time above the three days provided by the Arkansas Department of Education to allow NBPTS candidates a week for portfolio assessment.

### **2. Stipend**

Teachers awarded the National Board Certification will receive an annual stipend of \$3,000.00 from the LRSD in addition to the state bonus.

## **H. Teaching Assignments**

### **1. Procedure**

The procedure outlined below shall be followed in making teaching assignments:

- a. Teaching assignments shall be based upon; certification, training, experience, performance (evaluations, leadership, etc.), seniority, non-probationary status, and such other factors as would indicate success in the position to be filled.
  - b. To assure that students are taught by teachers working within their areas of licensure, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates of their major or minor field of study. Teachers assigned outside their major or minor fields shall not be penalized on the salary schedule in any way. When requested, the Director of Human Resources will make available to the Association a list of teachers assigned outside their major or minor fields.
  - c. All teaching assignments will be made by the building administrator or his/her superiors after the following steps are taken:
    - i. Each year all teachers will submit in writing their personal preference for grade level, group, and subject assignments, and such preference shall be a factor in making assignments.
    - ii. Department Chairs will be consulted before assignments are made in their departments.
2. Schedules of teachers who are assigned to more than one (1) school shall be arranged so that such teachers shall not be required to engage in an unreasonable amount of interschool travel.
  3. The building administrator shall consult with the Continuous Improvement Committee in regard to the tentative master schedule for the following year.

### **4. Procedure for Notification of Assignments**

All certified personnel shall be given written notice of the next year's assignment not later than May 31. Such notice shall specify the building, grade level, subject area, and room to which the employee will be assigned. In addition, such notice shall explain the nature of unique (i.e. a medical plan) problems that may be experienced by pupils assigned to the employee. Newly



elected teachers shall be given such notice at the time of their employment or school assignment.

Secondary teachers shall not be required to teach more than four (4) courses\* in the areas of English, foreign language, math, business, social studies, or science and no more than one hundred fifty (150) students (See LRSD Board Policy 3.51). Teachers assigned four (4) courses will be so notified as soon as possible and in no case later than three (3) weeks before the teaching assignment is to commence. Under no circumstances shall a teacher be assigned more than four (4) courses without additional compensation at a rate of 10% of their daily rate of pay for each additional course. Virtual classes, even with the same course code, shall count as an additional course and require a separate prep. Blended courses will be counted as two courses. Teachers assigned to teach more than one course in a single class period will be compensated at a rate of 5% of their daily rate of pay for each additional course.

*All teachers will be given an opportunity to discuss their tentative assignments with the building administrator if they so request.*

*Adequate assistance in moving will be provided in addition to 2.5 days to prepare for effective instruction.*

*\*Course-has a specific course outline with specific connections to the appropriate curriculum framework. Specifically, regular and Pre-AP and/or AP courses in the same subject are not to be considered one course. (Grievance Finding-June 8, 2007-H.O. Victor Anderson)*

## **Section II**

# **Certified Employee Responsibilities**

## **A. Procedure for Notification of Absences**

### **1. Predictable Absence:**

In the case of any use of regular sick leave or extended sick leave which may be predictable (e.g., elective surgery and pregnancy) and which will probably last five (5) consecutive days or longer, the certified employee shall notify the building administrator and the Department of Human Resources in writing at least thirty (30) days prior to the expected commencement of such leave and an anticipated date of return. In the case of sick leave use for appointments, the certified employee shall notify the building administrator and the LRSD Sub System as soon as the appointment is made. Employees may apply for leave under the Family Medical Leave Act (FMLA) after three (3) or more consecutive days of absences. Employees may apply for Intermittent FMLA for absences that occur on a regular basis but intermittently.

### **2. Unpredictable Absence**

Except in cases of emergency when certified employees are physically or mentally incapable of meeting these criteria, the following conditions must be met in order to use sick leave:

The LRSD Designated Sub System must be notified of the use of sick leave at least two (2) hours before the start of the certified employee's workday.

The building administrator or designee must be notified of the use of sick leave (phone call, email, or text) at the certified employee's school at least two (2) hours before the start of the certified employee's workday

**B. Tardies**-Any certified employee arriving more than ten (10) minutes after his/her scheduled starting time will be considered tardy. Any three occurrences of tardiness within a 30-day period shall be considered excessive.

## **C. Procedure for Use of Sick Leave**

1. A certified employee shall be entitled to sick leave only for reasons of personal illness, bereavement, scheduled medical appointments, or illness in his or her immediate family.

2. Except in cases of emergency when certified employees are physically or mentally incapable of meeting these criteria, the following conditions must be met in order to use sick leave:

- a. The LRSD Designated Sub System must be notified of the use of sick leave at least two (2) hours before the start of the certified employee's workday.

b. The Building Administrator must be notified of the use of sick leave at least two (2) hours before the start of the certified employee's work day.

3. On the first day of their contract period, all certified employees who are employed by LRSD on or before October 31, 2015 will be credited with the number of sick leave days without loss in pay as indicated by the table below, with an accumulation from year to year to a maximum of one hundred seventy-eight (178) days:

Length of Contract	Number of Sick Leave Days
190-200	10
201-220	11
221 or over	12

4. Certified employees hired by LRSD beginning November 1, 2015 will receive leave in accordance with "The Teachers' Minimum Sick Leave Law," A.C.A. § 6-17-1201 et. seq. Other certified employees hired by LRSD beginning November 1, 2015 will receive leave in accordance with "The School Employees Minimum Sick Leave Law," A.C.A. § 6-17-130 et. seq. Certified employees hired beginning November 1, 2015 will accumulate sick leave from year to year to a maximum of ninety (90) days.

5. Forfeit at Resignation

Certified employees who resign from their positions with the Little Rock School District forfeit all accumulated sick leave in excess of ninety (90) days if they do not return to the District within three (3) years from the time of their resignation.

**D. Doctor's Certificate Requirement Procedure**

In the case of any use of regular sick leave or extended sick leave of more than five (5) consecutive days' duration, a doctor's certificate verifying the illness or disability shall be submitted to the Department of Human Resources. Progressive Discipline will begin after three occurrences (use of sick leave) in a thirty (30) day period or upon a pattern of frequent absence. The Department of Human Resources Staff is available to review with the employee their rights under applicable laws and policies. Upon a certified employee's return to work after an illness of more than five (5) consecutive days' duration, a statement from a doctor certifying that the certified employee is capable of performing normal employment functions may be required by the Superintendent or his/her designee. In cases where a certified employee has developed a pattern of sick leave for personal illness, a medical examination may be required by the Superintendent or his/her designee; such action may be initiated only by direct order of the Superintendent.

#### **E. Procedure Regarding Lack of Notification**

When a teacher is absent from work for more than five (5) consecutive days without notifying the building administrator (or his/her designee) and the Human Resources Department, the teacher shall be considered as abandoning his/her position. If the teacher or his/her designee is unable to make the required contact, it is incumbent on the teacher to notify in writing the Superintendent's office or the office of any of the Executive Directors to establish his/her intent to return to work and that he/she has been unable to provide the usual notification.

#### **F. Procedure for Use of Personal Leave**

1. At the beginning of each school year, every employee will be credited with two (2) days personal leave.
  - a. Those two (2) days will be available without loss of pay. Any of these days not used within a school year will be credited to accumulated sick leave.
  - b. The building administrator or support staff supervisor must be notified twenty-four (24) hours prior to taking such leave. In cases of emergency, including inclement weather, where such notice is impossible, the Sub System and the building administrator and/or the support staff supervisor must be notified.
  - c. The terms of this agreement do not preclude the past practice of allowing an employee to arrange, with his/her building administrator's or support staff supervisor's approval, to be absent without penalty for a short duration. If the absence exceeds one half (1/2) day, then the employee must take appropriate leave.

#### **G. Procedure for Temporary Leave of Absence**

A temporary leave of absence without deduction in pay may be granted as follows:

1. A certified employee in his/her first year of teaching service may be allowed up to four (4) days for visiting other schools within the district.
2. Other certified employees, on approval of the building administrator, shall be given two (2) days per year for visitation to another colleague's class or to attend a conference of an educational nature, provided that no more than twenty (20) percent of a school faculty may use such leave in any one (1) school year. All such leave shall be at the expense of the certified employee unless attendance is requested by the District.

3. Certified employees may be given time to attend meetings or conferences of an educational nature, subject to the discretion of the Administration. The number of certified employees allowed leave at any one (1) time will also be within the discretion of the Administration.
4. Certified employees will be given the time necessary for appearance in any legal proceeding connected with the teacher's employment, if the certified employee is required by law or subpoena to attend.
5. Requests for temporary leave must be submitted to the building administrator at least two (2) weeks before such leave would occur.

#### **H. Procedure for Military Leave**

Military leave will be granted, with increment but without pay, according to provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), to any certified employee who is inducted or enlists in active military service in time of war or other emergencies, or who is a member of a National Guard or Reserve Unit which is ordered to active duty by the proper Authority pursuant to law. Such leave will be granted in accordance with the Federal Guidelines and will apply to those who have official Military Orders to Report to Active Duty. The certified employee shall provide to Human Resources ten (10) days in advance the Military Orders to report to Active Duty or have his/her designee provide the Military Orders when timeline restrictions keep the employee from providing them in person.

#### **I. Procedure for Leave To Run or Serve in Public Office**

A Certified Employee has the right to become a candidate for public office and to serve in such elective office unless there is a specific legal prohibition. Regularly appointed/elected Certified Employees who have completed at least three (3) continuous years of service will be granted a leave of absence for the term of the office, without increment or pay, in order to run for and/or serve in public office. All requests for this leave must be submitted in writing to the Department of Human Resources.

#### **J. Family and Medical Leave Procedure**

Family and Medical Leave will be administered as per The Family and Medical Leave Act of 1993, as amended and LRSD Board Policy 3.30.

#### **K. Procedure for Establishing Employee Work Calendar**

##### **1. Workdays and Holidays**

Workdays or holidays for certified employees will not be established on Sunday.

## **2. Alternate Method of Instruction (AMI) Days**

AMI days will be used to deliver instruction to students on days that school cannot be held in the buildings, subject to the limitation of the number of days approved by the Arkansas Board of Education. In the event that AMI days are exhausted, makeup days will be added at the end of the school year calendar to make the required adjustments so that the number of pupil contact days will be one hundred seventy eight (178) except by mutual consent of the LRSD and the LRSD Personnel Policy Committee for Certified Employees.

When inclement weather forces the closing of the schools, all local radio and television stations shall be notified so that announcements may be no later than 6:30 a.m. insofar as possible. Whenever a particular building is closed and students are dismissed due to unsafe or hazardous conditions, the faculty of the building shall not be required to work in their particular building until conditions permit the school to be reopened. However, the faculty shall be responsible for assisting in the supervision of students until the students are evacuated from the building and/or grounds. The LRSD and the PPC-Certified agree that it is hazardous for certified employees and students to traverse ice and/or snow covered walkways and steps.

Therefore, a school will not be opened for classes until at least one (1) entrance to the building is safe.

## **3. Schedule of Workdays**

The workdays of certified employees employed on a nine and one-fourth (9 1/4) month basis will be one hundred ninety) 190 days as set forth below.

- a. Pupil-Certified Employee Contact Days - 178 days
- b. Professional Development –6 days as defined in A.C.A. 6-17-2402.
- c. Classroom Preparation – All certified employees will have, at a minimum, the three (3) consecutive, full workdays immediately preceding the first day of pupil attendance of each school year for their individual use in preparing their classroom or office. If a certified employee is reassigned after the first day of school, he/she will receive two and a half (2 ½) days of classroom preparation time before beginning his/her new assignment. If needed, only one (1) three hour meeting may be called on day one or day two of the three days preceding the first day of pupil attendance for department or group meetings to ensure a smooth opening of school. On the day immediately preceding

the first day of pupil attendance there will be no meetings scheduled or held for any reason.

- d. The two (2) full workdays/professional days at the conclusion of the second and fourth nine weeks will have a one-hour professional development meeting from 8:00-9:00 a.m. at the elementary level and 9:00-10:00 a.m. at the middle and high school level.
- e. There will be no meetings or school events scheduled on the evenings of high school graduations, scheduled LRSD meetings or elections, regularly scheduled LREA Representative Council meetings, or local, state or national elections.

#### **L. Pre-School Cleaning**

All classrooms and certified employee work areas will be cleaned before the preschool workdays.

#### **M. Class Rosters**

All certified employees will be provided with tentative class rosters no later than two (2) workdays prior to the first day of pupil attendance

#### **N. Excused from Pre-School Professional Development**

Certified employees who have not completed their coursework in summer school may be excused without penalty from the preschool professional development sessions upon prior approval by the Administration.

#### **O. Procedure for Receiving Salary Credit**

Certified employees will be given credit on the salary schedule for degrees earned, graduate hours completed during the same semester the degree was earned in excess of the degree requirements, and other graduate hours earned after a particular degree is conferred provided the college or university granting the degree is accredited in Arkansas, or by some other accrediting agency of comparable rank, and further provided that at least one of the following criteria is met:

- a. The degrees and/or earned hours are directly related to his/her teaching field(s).
- b. The degree and/or hours earned were directly related to his/her level of teaching assignment prior to employment.



- c. Eligible credit for degrees or hours earned during the preceding summer will be given during the current school year if a certified employee presents a written statement concerning such work to the Department of Human Resources by September 1, such statement to be supported by a transcript sent to this office by October 1. Upon receipt of such statement by the Department of Human Resources, a revised contract will be issued and the certified employee will be paid accordingly.
- d. Any certified employee who has completed 160 days or more of a school year shall be advanced to the next step the following year.
- e. Certified employees who participate in and successfully complete professional development workshops sponsored or approved by the Little Rock School District or required for continued certification by an appropriate state agency shall be given credit on the salary schedule equivalent to one (1) hour for every fifteen (15) hours of class work. (This applies to both degree and non-degree certified employees.) Certified employees will be limited to three (3) hours of professional development salary credit per semester.

**P. Procedure for Replacement of Personal Property**

The LRSD shall reimburse certified employees for any theft, damage, or destruction of personal property used for classroom instruction up to \$500.00, where the negligence of the certified employee is not involved, provided an itemized list with approximate value of each item has been filed in the building administrator's office prior to the personal items being placed on school property and provided the building administrator has approved the list as submitted.

**Q. Travel Expenses for Certified employees**

- 1. Certified employees who are assigned classes or other duties at more than one (1) school and are required to provide their personal automobile for transportation will be reimbursed according to LRSD policy. Travel time will not be taken from the preparation time for certified employees who must travel from one school to another. If preparation time must be lost to allow a certified employee to travel between schools, a stipend of \$2000 will be paid to the certified employee.

2. Certified employees who take students to contests or activities approved by their building administrators will be reimbursed for travel expenses in the following manner:
  - a. Prior approval of the trip (and absence if involving school days) must be secured from the appropriate Executive Director.
  - b. Prior approval for reimbursement of expenses must be obtained from the building administrator.
  - c. If use of a certified employee's personal automobile is required, mileage at the state mileage rate will be paid to the certified employee. If sufficient numbers of persons are participating, a bus should be used.
  - d. Reimbursement for meals and lodging will be paid at the state per diem rate. The policies of the LRSD Board of Directors are to be adhered to, and itemized receipts for lodging must be turned in to the Business Office.
  
3. Certified employees who are asked to attend workshops or meetings not listed in the monthly calendar of events by Central Office administrators will be reimbursed (a) for use of their personal automobile at the state mileage rate (b) registration fees, and (c) meals and lodging at the state per diem rate if overnight stay is involved. Trips to destinations in Pulaski County will not qualify for reimbursement of meals and lodging.

#### **R. Additional Workday**

Certified Employees requested (by the building administrator or Central Office administrator) to provide professional services (attend Saturday PD, Summer PD, provide a workshop, etc.) on a day not specified as a workday shall be compensated for the time spent in performing those services at a rate of \$25 per hour with a daily cap of \$200 per day. This provision does not apply to teachers who are paid a stipend for extra duty, for services performed outside the minimum scheduled hours of work on a contracted day, or for State Department requirements for job performance. If a teacher is mandated (by the building administrator or Central Office Administrator) to provide professional services (attend Saturday PD, Summer PD, provide a workshop, etc.) or to be in attendance on a day not specified as a contracted day or during a time outside of contractual hours, the teacher will be compensated for the time spent in performing those services at the employee's individual daily rate of pay.

## **S. Procedure for Tuition Reimbursement**

When a certified employee has worked for three years with the Little Rock School District, he/she is eligible to make application for tuition reimbursement according to the following conditions:

- 1.** The application form will require the normal personal and professional data. Tuition reimbursement will be granted to applicants based on the order in which they are received as long as total budgeted monies have not been expended. If requests for funds exceed budgeted appropriations, total years of service with the Little Rock School District shall be the determining factor for granting tuition reimbursement.
- 2.** The applicant, except non-degree career technical certified employees, must hold the standard bachelor's degree plus six (6) semester hours of graduate work.
- 3.** Successful applicants will be granted reimbursement for actual tuition not to exceed the rate charged by the U of A system for the course of study; provided a passing grade or credit for the course is received. Payment to the certified employee will be made within thirty (30) days after the district has been provided with an official transcript and receipts for tuition payments.
- 4.** Any certified employee who receives financial reimbursement for in-service advanced study shall be provided released time upon notice to his/her building administrator with no loss of accumulated leave at a rate of one (1) day for each three (3) semester hours of course work.
- 5.** Financial reimbursement may be granted for a maximum of six (6) credit hours earned during a twelve (12) month period.
- 6.** Applications must be received in the Department of Human Resource's office ten (10) days prior to the attendance of the first class meeting for the proposed course of study.
- 7.** The maximum financial reimbursement granted shall be equivalent to four (4) beginning certified employee's annual salaries in effect at the time of application.
- 8.** Successful applicants will sign a non-interest bearing promissory note in favor of the Little Rock School District for the amount of the reimbursement granted, said note to be cancelled and of no effect at the conclusion of one (1) semester service (following the completion of the course of study) for each six (6) hours of credit with the district's financial aid. Failure on the part of the district to offer grantee a

contract for periods sufficient to cause the note to be cancelled shall cause the remaining balance of the note to be cancelled. The balance of the note shall become due and payable if the grantee voluntarily fails to render service of sufficient length to cause cancellation of the note as described above.

9. Tuition reimbursement shall be used to pay tuition for completion of any course which qualifies for salary credit anywhere in the Agreement.

**Exception:**

Tuition reimbursement may be used to pay for any computer training course directly applicable for educational research and/or instruction. The course does not have to be part of a program of advanced study or qualify for salary credit.

**T. Teaching Hours and Load Procedure**

Certified employees are encouraged to spend additional time before or after school within reasonable limits and on an occasional basis in order to comply with parental requests for personal conferences. The restrictions stated herein should not be construed to imply that certified employees may not or should not arrive at school earlier or remain later than the times specified.

1. No certified teacher shall be assigned more students than allowed by the Arkansas Standards for Accreditation of Public Schools, regardless of the type of schedule followed by the school, except in courses that lend themselves to large group instruction, such as band, choir, physical education, etc.
2. The certified employee's work time, before and after school, shall not be considered instructional time. An elementary certified employee may be assigned supervisory duties during this time up to one hour (60 minutes) per week without additional compensation, as long as their individual planning time requirement is met.
3. Certified employees assigned non-teaching duties over sixty (60) minutes per week will be compensated at their daily rate of pay.
4. Every certified employee shall have a duty-free, uninterrupted lunch period of thirty (30) minutes. A fifteen (15) minute unassigned relief period will be provided for each elementary certified employee each day. This can be attached to a lunch period.
5. The hours of service shall be continuous and in no instance shall the certified employee's workday exceed the provisions set forth in this section.

6. There will be no coercive measures taken to solicit volunteers and there will be no reprisals of any kind taken against any certified employee who chooses not to volunteer to perform duties during his/her lunch period without pay.
7. Any certified employee who is performing supervisory duties on the playground or in the cafeteria shall be given release time from his/her instructional duties for any discipline-related activities resulting from incidents that occur while performing the supervisory duties

#### **U. Planning Time Procedure**

1. Planning time for all certified employees is a most important adjunct to an effective instructional program. The parties, therefore, agree that time allocated for this purpose will be used, except in emergencies, for instructional planning.
2. Instructional time for all certified employees will not exceed 30 hours per week. Every certified employee will have at least two hundred (200) minutes for individual planning each week. Time in blocks of fewer than forty (40) minutes will not be considered planning time. Certified employees will not be assigned duties beyond seven hours and thirty minutes in a contract workday. Scheduled direct instructional time to students will not exceed 30 hours per week.
3. For schools on a block schedule, four hundred fifty (450) minutes each week will be used for planning and/or preparation and consultation. At least two hundred (200) minutes per week will be individual planning time. The length of a certified employee's contract day will not exceed eight hours, inclusive of a 30 minute duty-free lunch period and a 15 minute relief period.
4. A minimum of 200 minutes of scheduled time will be provided each week (based on a 5 day workweek) for each elementary classroom certified employee for individual planning. Sixty minutes each of Art, Music, Physical Education, and Computer Lab classes will serve as planning time for elementary schools.
5. For Middle Schools, certified employees will have a minimum of 315 minutes per week of planning time. Planning time provided above the two hundred (200) minutes of individual planning time will be used for collaboration and teaming.

6. Certified teachers may be required to attend a Professional Learning Community (PLC) collaboration for sixty (60) minutes one day per week before or after school, with the exception of Friday.
7. Certified employee work schedules will be assigned by the building administrator. However, secondary certified employees will report to school ten (10) minutes before their instructional day begins and remain at school until the instructional day ends. Secondary certified employees will supervise the students in their classrooms and at their hallway doors five (5) minutes before the instructional day begins. Secondary certified employees may leave the building no sooner than five (5) minutes after the students leave. Elementary certified employees will report to class five (5) minutes before the pupils' instructional day begins and may leave the building no sooner than five (5) minutes after the students leave.

**V. Non-Instructional Duty Procedure**

Certified employees may be assigned non-instructional duty for up to sixty (60) minutes per week under the following guidelines:

1. Elementary certified employees will work with their administrator to establish the time and the length of when their duty will be assigned.
2. Elementary duty may include bus duty before or after school, recess, lunch, etc.
3. All certified employees will have their thirty (30) minute, duty-free lunch period each day. If they are assigned lunch duty, it must be at a different time.
4. Elementary certified employees may choose to do their thirty (30) minute planning time before or after school based on their needs. Their principal will be made aware of their choice, as well as any changes that may occur throughout the year.
5. All certified employees are required to attend one one-hour staff meeting after school monthly regardless of when their extra planning time occurs. At least one (1) week's notice will be given for all meetings except in emergencies.
6. Secondary certified employees may fulfill their non-instructional duty requirements by subbing one period per week for up to sixty (60) minutes. For

schools on a block schedule, secondary certified employees may sub for one block every other week to fulfill their duty requirement.

#### **W. Procedure to Prevent Conflicts of Interest**

1. Certified employees will uphold the LRSD policy prohibiting a conflict of interest which states that gifts, favors, or gratuities from suppliers, contractors, or people performing services for the LRSD should not be accepted.
2. Employees will not utilize LRSD facilities, contract time, or the LRSD name for private advertising for personal products and/or services.
3. At no time will an administrator be directly responsible for evaluating a certified employee that is directly related to him/her.

#### **X. Mandated Reporters of Child Maltreatment Procedure**

All certified employees of the LRSD are mandated reporters. This means that all certified employees are required by law to report any known or suspected child maltreatment to the Department of Human Services (DHS). Reports should be made to the Child Abuse Hotline by telephone, or in non-emergency situations, by facsimile or online reporting. Child maltreatment includes physical, intellectual, emotional or psychological injury, sexual abuse or exploitation, neglect or abandonment.

The failure to report suspected child maltreatment in accordance with the law and LRSD policy concerning Child Abuse/Neglect Reporting will result in disciplinary action, which may include a written reprimand, suspension, dismissal, or loss of certification, and may result in criminal sanctions. If the suspected abuser is a LRSD employee or volunteer in a school, following the initial call to DHS, the reporter, principal or designee must immediately contact LRSD Safety and Security.

#### **Y. Procedure for Transporting Students**

No employee, except an authorized bus driver or Safety and Security officer, has the authority to provide transportation for any student unless express written permission is given by the principal/supervisor and a parent/guardian permission slip. District employees who receive written permission via approved LRSD transportation forms should not travel alone with a student. District employees who wish to transport students must have current proof of liability insurance, current driver's license, and auto registration on file prior to transporting students.

## **Z. Procedure for Grants and Online Fundraising**

All grant applications will be submitted to the Grants and Program Development Department prior to submission. The Grants Department will provide an application review and support for district grants. An Intent to Apply form is available on the Grants Department website. All certified staff will utilize the form as part of the grant submission process.

Online fundraising campaigns shall have prior approval from the school principal, as well as the Chief Financial Officer and the appropriate Executive Director. This includes campaigns on Go Fund Me, KickStarter, Facebook, or any other online fundraising site. Any property acquired through grant funding becomes the property of the LRSD.



# **Section III**

## **Building Procedures**

## **A. Library Media Specialists and Library Media Facilities**

The LRSD and the LRSD PPC agree that library facilities will be available for use by students during the entire school term. In order to accomplish this objective, all fully certified librarians will be placed on 9 1/2 month contracts. Library Media services are not to be considered as planning time, preparation time, or released time for certified employees. Library Media Specialists should be on duty in the Library Media Center before school, after school, and during the lunch hour to provide services to students and certified employees as needed. Duties may not be assigned outside of the Library Media Center Duties.

*(Public School Library Media Services and Technology Act 1786 of 2003, LRSD Policy IJ-R2, Arkansas Standards for Accreditation of Arkansas Public Schools, AASL Interpretation of the Library Bill of Rights 1990, ADE Commissioner's Memo ACC-04-012, ALA Position Statement on Flexible Scheduling, ALA Position Statement on Appropriate Staffing for School Library Media Centers)*

## **B. Kindergarten/Restrooms**

Kindergarten classrooms should be located near restrooms. In the assignment of classrooms, building administrators will give major consideration to this factor.

## **C. Procedure for Assigning Kindergarten/Instructional Aides**

An instructional aide will be provided in accordance with state standards.

Kindergarten will be no more than twenty (20) students to one (1) certified employee in a classroom. However, kindergarten class maximum may be no more than twenty-two (22) with one half-time instructional aide.

## **D. Procedure for Assignment of Students**

In an effort to provide more effective instruction to students covered by the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act of 1973, (revised 1997, 2004) and to ensure that no certified employee is assigned a disproportionate number of identified students, the LRSD will strive to see that the students are assigned in an equitable manner in the elementary classrooms.

## **E. Procedure for Procurement and Distribution of Teaching Materials**

### **1. Textbooks Provided Students/Certified Employees**

LRSD guarantees to make available to each student in grades K-12 sufficient basal textbooks in subject areas which require their use. LRSD also agrees to make every effort to provide supplementary materials for growth and enrichment. Certified employees will be provided teacher editions of all textbooks that they are assigned to teach.

## **2. Career Technical Education**

### **a. Supplies**

All Career Technical Education certified employees will be able to request before the end of the certified employee's current contract any supplies which will be needed to open school the following year.

### **b. Textbook Selection**

LRSD agrees that before a new textbook is selected, administrators and a textbook adoption committee will jointly discuss selections with certified employees. The certified employees' recommendations will be the criteria upon which the textbook adoption committee makes the recommendation for the new textbook.

### **c. Instructional Budget**

Within the confines of the budget, certified employees will be provided sufficient teaching equipment and supplies necessary to support an effective education program. Certified employees will have daily access to the Internet and email provided there are not technical problems beyond the control of the district. Each department coordinator will confer with the members of his or her department. All certified employees or their department coordinators will meet with the building administrator to discuss the school's allocations for equipment and supplies to his/her building administrator or department coordinator each spring. The building administrator will make an instructional budget for the school, distribute it, and discuss it, as well as any subsequent changes, with the faculty.

### **d. A.C.A. 6-21-303-Classroom Supplies**

Each school district, according to its established reimbursement policy, shall provide to each Pre-Kindergarten through sixth grade and Self Contained Special Education certified employee in each fiscal year the greater of twenty dollars (\$20.00) per student enrolled in the certified employee's class at the end of the first three (3) months of the school year or five hundred dollars (\$500.00) per classroom for the certified employee to apply toward the purchase of related commodities for use by that certified employee in his or her classroom for classroom activities.\*

\*Per LRSD policy, these monies may not be spent on technology, technology related equipment, nor may certified employees be required to purchase copy paper, ink, or office supplies. All supplies purchased with these monies must remain in the LRSD. If a certified employee transfers to another school within the district, the supplies purchased with these monies may transfer with the certified employee. However, if the certified employee leaves the district, all supplies purchased with these monies must be surrendered at the time of separation.

**e. A.C.A. 6-16-130-Visual Art and Music Classroom Supplies**

The Department of Education shall provide a stipend of not less than one hundred dollars (\$100.00) per class to each school for the purchase of necessary supplies or equipment for the classes required by this subsection. (Visual Art and Music)

**F. Procedure for Establishing Certified Employee Facilities**

**1. Work Area**

A separate work area for certified employees containing adequate equipment and supplies to aid in the preparation of instructional materials will be provided in each school building. This work area will include, as a minimum, the following items:

- a. Copy equipment with all necessary supplies in sufficient quantities.
- b. A computer with internet access.
- c. A table large enough to assemble multiple-page tests or other instructional materials.
- d. Students shall not be allowed in the certified employees' work area. If certified employees deem it necessary, the work area shall be locked at all times, and each certified employee shall be provided with a key to the workroom.

**2. Lounge**

An appropriately furnished room (in addition to the aforementioned certified employee work area) for the exclusive use of the professional staff as an employee lounge. The employee lounge will include the following minimum facilities:

- a. A telephone
- b. Seating
- c. A serviceable refrigerator
- d. Vending Machines
- e. Bulletin Board (all notices concerning certified employees shall be posted on this bulletin board.)
- f. Restrooms-Well-lit, stocked and clean employee restrooms will be provided.

### **3. Communication System**

A communication system that allows two-way communication between the office and all areas of the school.

### **4. Parking Facilities**

Free and adequate off-street parking facilities, properly maintained and identified for the exclusive use of the professional staff, including ADA parking will be provided. If this is not possible, the LRSD will contact the City and request that a study be made at each school to improve parking where needed.

### **G. Procedure for Establishing Classroom Facilities**

Within the financial ability and available space of the District, properly lit, ventilated, air conditioned, heated, and maintained classrooms with minimum facilities as follows:

1. Student desks (ample, serviceable, and suitable)
2. Networked Student Computers at a ratio of one (1) Internet accessible computer for every four (4) students, exclusive of administrative computers.
3. Serviceable certified employee's desk and chair
4. Networked Administrative computer with Internet access and access to a printer.
5. Display device (SmartBoard with project or similar)

6. Filing cabinet
7. Storage space for instructional materials, supplies, and lockable storage for personal articles and high interest equipment.
8. If a certified employee is not assigned a classroom, a serviceable certified employee's desk, chair, and filing cabinet will be provided for his/her exclusive use somewhere in the building.
9. For certified employees who serve primarily support functions (counselors, librarians, etc.) every reasonable effort will be made to provide them with their own office/room with appropriate office supplies and equipment in compliance with state law.

#### **H. Procedure for Providing ADA Accommodations**

The Administration will make every reasonable effort to insure that all building facilities properly accommodate the physical limitations as required under ADA.

#### **I. Building Procedure**

##### **1. Mailboxes**

Certified employees will check their mailboxes and district email upon arriving at school in the morning and before leaving school in the afternoon. All mail will be placed in the certified employees' mailboxes as soon as possible after it is received. If an email requires a response, the certified employee will respond within 24 hours or one business day. All Certified Employees are responsible for the information that is provided via email or placed in mailboxes.

##### **2. Leave School During Preparation Period**

Certified employees may leave school during their preparation period on matters of school business but will notify the building administrator before doing so. With the approval of the building administrator, certified employees may leave school during their preparation period for reasons other than school business. The above restrictions do not apply to certified employees leaving school during their lunch period. No certified employee will be required to sign in or sign out to indicate their presence in a building at the beginning or end of the workday.

##### **3. Activities**

A monthly schedule of all activities (building and system) will be made available to each certified employee at the beginning of each month via email, Principal's newsletter, etc.

**4. Class Interruptions**

Every effort will be made to keep such interruptions at a minimum. The building administrator and Continuous Improvement Committee will be responsible for jointly developing and evaluating guidelines for reducing class interruptions.

**5. Assemblies and Schoolwide Activities**

Certified employees will be notified of all assemblies and/or schoolwide activities not listed on the monthly calendar at least one (1) week before the assembly/activity.

**6. Staff Handbook**

A staff handbook may be developed in individual buildings. However, no staff handbook shall conflict with Arkansas State Law, School Board Policy, or Personnel Policy.

**J. Procedure for Recording Grades and Attendance**

1. For the first three (3) grading periods, certified employees will not be required to turn in quarterly/semester grades prior to the end of the second workday following the record days for the grading period. Certified employees will not be required to record quarterly grades for any grading period while students are in attendance for that grading period. (Exception: The recording date for the last grading period will be decided jointly with the PPC-Certified as part of the annual school calendar.)
2. Certified employees are directed to post grades on a weekly basis and to submit daily attendance to the web-based program at all LRSD schools. Allowances for the required weekly grade posting may occur when the instructional curriculum or special projects do not provide a weekly grade for posting. The failure of a certified employee to comply with the regulation of posting grades and attendance to the web-based program may result in progressive discipline.
3. Online access to the web-based program for grades/attendance will serve as the documentation for Interim Reports at all levels via parental access. Interim reports will be printed and sent home for all students with a grade of D or F.
4. Attendance will be entered electronically via the web-based system on a daily basis. Attendance is required to be taken within the first thirty (30) minutes of

class in all elementary schools and the first 15 minutes of class in secondary schools.

**K. Procedure for Assignment of Intern Teachers**

An intern teacher will not be assigned to a certified employee without the certified employee's approval. The supervising certified employee will schedule and direct all activities of the intern teacher.

**L. Procedure for Lesson Plans**

1. An individual certified employee's lesson plans will be subject to the review of the building administrator electronically or in the classroom at any time, but certified employees will not be required to submit/post their lesson plans on a scheduled basis. This includes providing copies of lesson plans on a scheduled basis.
2. A certified employee's lesson plans will remain the intellectual property of the certified teacher that created the lesson plans.

**M. Procedure for Access to Buildings**

Upon request, provisions will be made for giving certified employees access to the building when school is not in session.

**N. Procedure for Collection of Money for Field Trips and Fundraisers**

When budgeted monies for field trips are unavailable, certified employees may collect a nominal sum of money from students following the procedures found in the LRSD Activity Fund Handbook. If any children are financially unable to obtain the finances for such trip, every effort should be made to appropriate the monies from every available source to provide said funds. If a certified employee volunteers to conduct a fundraiser or to sell products for the benefit of the students in their charge, such certified employees will be required to follow the procedures outlined in an official District Activity Fund handbook on fundraising developed and distributed by the Administration.

All certified employees handling money will be given specific written direction in the requirements for collecting, depositing, and accounting for all money collected. Directions will be included in the Activity Fund Handbook and will be discussed with affected Certified employees. Employees will not be allowed to co-mingle District and personal funds under any circumstances.

**O. Unlisted Procedures**

Any building procedures not covered in this manual will be open to joint discussion by the building administrator and the Continuous Improvement Committee within the



terms of this manual. No individual school policy will take precedence over policies applying to the District as a whole.

## **P. Procedure for Scheduling Required Meetings**

### **1. Types of Required Meetings**

Certified employees may be required to attend the following meetings:

- a.** Five (5) general staff meetings a year called by the Superintendent or his designee. Three (3) of these meetings may be allocated to other purposes, such as building level work sessions for School Improvement Planning.
- b.** One (1) regularly scheduled faculty meeting each month. At the beginning of each school year, the building administrator, in collaboration with the Continuous Improvement Committee, will agree on a set time and date for each of these regularly scheduled monthly faculty meetings. If a regularly scheduled faculty meeting must be canceled due to circumstances beyond the district's control, the meeting can be rescheduled. Whenever possible, at least one (1) day's notice will be given to certified employees for any rescheduled meetings.
- c.** Certified employees will be involved in planning the content of professional development including the method of evaluation and will be given the opportunity to complete an evaluation at the conclusion of each meeting.
- d.** The following additional meetings may be used for building level or district level planning or professional development.

#### **i. Elementary**

Elementary Building Level – two (2) meetings a year

#### **ii. Secondary –Middle Schools and High Schools Building Level-Seven (7) meetings per year**

- iii.** Certified employees new to the District may be required to attend, in addition to the regularly scheduled professional development, three (3) orientation meetings during the first semester of employment.

### **2. Procedure for Scheduling Other Meetings**

Certified employees may not be required to attend more than two (2) evening meetings each year for open house and/or parent visitation. A Back-to-School

Bash/Meet the Teacher event may be scheduled in lieu of Open House, but certified employees are required to attend only one of this type of event.

### **3. Attendance**

Attendance at all meetings not specifically authorized in this Personnel Policy Manual will be at the option of the individual certified employee.

### **4. Length**

All meetings held immediately after school will not be scheduled for more than one (1) hour past the certified employees' normal dismissal time. (This does not preclude the practice of allowing elementary schools to meet during the afterschool preparation time if the majority of the certified employees in the building vote to forego that preparation time.) No meeting will be prolonged after the regular agenda has been completed.

### **5. Notice**

At least one (1) week's prior notice will be given for all meetings except in emergencies.

## **Q. Procedure for Establishing Certified Employee's Rights**

### **1. Academic Freedom**

Certified employees will have full academic freedom in the teaching methods and techniques that they use in the classroom in developing the prescribed curriculum as long as such methods and techniques are research-based best educational practices.

### **2. Grade Change**

If a grade is changed by a building administrator, the building administrator must initial the change and inform the certified employee, in writing, that a change has been made and of the reason for the change. If the certified employee is dissatisfied with the reason provided by the building administrator, the certified employee may appeal the building administrator's decision to the appropriate Executive Director, whose decision will be final.

## **R. Procedure for Ensuring Certified Employee Protection**

### **1. Hazardous Conditions**

Certified employees will not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Employees should report hazardous conditions immediately to their building supervisor.

## **2. Harassment**

The LRSD will maintain a work environment free of all forms of bullying and harassment. This policy applies to students, teachers, administrators, certified, and classified employees. This includes all forms of harassment and extends to all school settings and activities. Any such conduct will result in disciplinary action and notification to the proper authorities. The LRSD will promptly investigate any complaint of harassment and follow the investigation with the appropriate means of discipline and resolution. A complaint should be filed with the building Principal. If the employee is uncomfortable reporting the alleged harassment to the building Principal, the employee should report the allegations to the harasser's supervisor or to the Department of Human Resources. Harassment includes unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race, color, ethnicity, genetic information, marital status, sex, national origin, religion, disability, or sexual orientation that substantially interferes with the victim's employment or ability to perform his/her job. Harassment may include posts on social media and blogs, or conduct regardless of methodology of transmission, that offends, denigrates, or belittles any individual.

## **3. Bullying**

Violence or injury to certified staff will not be tolerated. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence on a continual basis. If an incident is repeated or has the potential to be repeated over time toward a certified employee by means of a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- a. Physical harm to a certified employee or damage to the certified employee's property.
- b. Substantial interference with a certified employee's role in a student's education.
- c. A hostile environment for a certified employee due to the severity, persistence, or pervasiveness of an act;
- d. Substantial disruption of the orderly operation of the school or educational environment.

Any certified employee who is a target of bullying or is a witness to bullying shall report the incident to the building administrator. Incidents may also be reported on the "Employee Formal Complaint Form" available from Administrators or from the Department of Human Resources.

#### **4. Report Assaults**

Certified employees will immediately report to the school building administrator all cases of assault in which they are involved while acting in the course of their employment.

This report will be forwarded to the Executive Directors, Superintendent, and LRSD Safety and Security who will comply with any reasonable request from the certified employee for information in their possession relating to the incident or the persons involved and will act in appropriate ways as a liaison between the certified employee, police, and the courts.

The LRSD will give full legal support and other assistance to a certified employee who has been assaulted while acting in the discharge of his/her duties.

#### **5. Legal Counsel**

If criminal or civil proceedings are brought against a certified employee alleging wrongful conduct arising out of his/her employment, the LRSD will furnish legal counsel to defend the certified employee in such proceedings and will give support and other assistance to him/her as are necessary except in those cases where either the LRSD Board of Directors is the plaintiff in the case or the alleged actions of the certified employee that prompted the proceedings are clearly not within the effective policies of the School System or violate the Arkansas Department of Education Code of Ethics, the Little Rock School District policies or local, state, or federal laws.

#### **6. Compensation for Absence**

Whenever a certified employee is absent from school as a result of personal injury caused by either an assault or other violent act committed against the certified employee in the course of his/her employment, he/she will be paid his/her salary for the period of such absence up to one (1) year from the date of injury, and no part of such absence will be charged to his/her annual sick leave. The LRSD will have the right to have the certified employee examined by a physician designated by the LRSD for the purpose of establishing the length of time during which the certified employee is temporarily disabled from performing his/her duties, and the opinion of said physician as to the said period will control.

If a certified employee contests the decision of the physician, the certified employee may select another physician for a second opinion. If the second opinion differs from the first, the two physicians will name a third physician whose decision will be final. The District will pay the cost of the first and third examinations conducted in accordance with this section.

## **S. Procedure for Selection and Duties of Department Chairs**

1. Department Chairs are to be selected by the building administrator with the approval of his/her supervisor.
2. The Department Chair:
  - a. will serve in coordinating and administering affairs of the department
  - b. will be responsible for the expenditure of all fees and funds allocated to the department, subject to the approval of the building administrator
  - c. will work in the area of curriculum improvement
  - d. will serve as a liaison between the certified employees in that department and the school administration.
  - e. Department Chairs will have no role in evaluating the certified employees in their department.

## **T. Procedure for Assignment of Extra Curricular Activities, Duties, and Committees**

Certified employees will not be assigned to sponsor an extra-curricular activity without being consulted by the building administrator and will not be asked to sponsor more than one (1) such activity unless they volunteer to do so.

A certified employee will not be asked to serve on more than two (2) faculty committees each year and will be consulted by the building administrator before being assigned such duties. Faculty committees will be appointed by the building administrator after conferring with the Continuous Improvement Committee. Meetings of faculty committees will be held on school time whenever possible.

Assignment of non-teaching duties, faculty committee appointments, and extracurricular activities should be equitably distributed and rotated where preferences of certified employees overlap.

## **U. School Security Procedures**

All employees have a responsibility to ensure that they follow and enforce security directives, policies, and regulations. It is every employee's responsibility to report security violations or security hazards/risks immediately. The following security guidelines must be followed while working at your school or work location:

1. Report suspicious activity and unauthorized visitors to school administrators or the building manager immediately.
2. Report criminal activity to school administrators immediately, and/or report violent or dangerous criminal activity to the police immediately.

3. Do not use or permit students to use unauthorized entrances and exits. Do not prop open doors or circumvent door locks to gain access to facilities or rooms that are locked.
4. Do not use or permit students to use fire exits or alarmed doors without specific permission from the principal or the building manager.
5. Do not leave laptops, computers, or other high value equipment that can be easily taken in unsecured areas.
6. Avoid bringing high value personal items to work. Do not leave purses or wallets unattended. LRSD does not take responsibility for personal items that are stolen.
7. Lock your automobile and do not permit others access to your personal vehicle.
8. Do not loan building or room keys to anyone without permission from the Principal or the building manager.
9. Properly secure and account for funds left in your charge. Employees who do not adequately manage or secure funds shall be held financially responsible.

#### **V. Procedure for Visitors in the Workplace**

All visitors are expected to enter any district facility through the main entrance, report to the building's main office, and sign in as a visitor. Authorized visitors will receive and wear a visible visitor's pass. Directions or an escort to their destination will be provided. Employees who observe an unauthorized individual on the District premises will immediately direct him or her to the building's main office and contact the administrator in charge.

#### **W. Procedure for Emergencies**

All employees will be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams and procedures for their work areas. Emergency drills will be conducted monthly to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator and fire extinguishers. Employees will know the location of these devices and the procedures for their use. All employees will follow local, state, federal, and CDC guidelines regarding Personal Protective Equipment in district buildings.

#### **X. Procedure for Administering Medication to Students**

Only medication prescribed by an Arkansas licensed medical or dental provider may be administered to students by an employee trained to administer medications.

**Y. Professional Dress and Appearance**

All certified employees are expected to dress in clothing appropriate for their profession. Employees must remember their obligation to set an example for their students. When a certified employee is not dressed in professional attire, the principal will communicate this to the certified employee. Buildings may elect to dress in a casual manner on specific days.

## **Section IV**

# **Classroom Management and Discipline**



#### **A. Procedures for Physical Restraint**

In its support of its certified employees, the LRSD recognizes the right of certified employees to use reasonable force as is necessary to protect the student causing the disturbance, other students, staff, other persons, and/or property, to quell a disturbance, or to obtain possession of weapons or other dangerous objects. The LRSD further recognizes the right of any employee assaulted by a student to file appropriate charges with the Little Rock Police Department. All Certified Staff should utilize de-escalation techniques before using physical restraint on a student.

#### **B. Procedures for Sending Students to the Building Administrator**

Certified employees should handle minor infractions of rules and minor disciplinary problems to the extent possible. When this is not possible, certified employees have the right to send students to the building administrator or designated locations. The certified employee will send a brief written explanation of the problem with the previous steps taken to the appropriate office as soon as possible, but by the end of the teaching period in secondary schools or within one (1) hour in elementary schools. The certified employee may make a recommendation for appropriate action. The administration will take appropriate action that shall incorporate and be consistent with the guidelines in the Student Handbook.

The student may report back to class after meeting with the building administrator or his/her designee and will present an admission slip to the certified employee indicating how the problem has been dealt with. The certified employee will receive within two (2) working days a written report of the conference. A copy of this report, together with the certified employee's statement of the original problem, will be filed.

#### **C. Procedure for Student's Due Process Rights Records**

Individual records will be maintained on student discipline and will be available to certified employees as an aid for determining disciplinary recommendations concerning particular pupils, while adhering to the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **D. Procedure for Student Suspension Appeal**

Any student whose suspension is on appeal may be required to attend an alternative classroom or other alternative setting during the appeal. During that time, the student may not return to the class of the certified employee initiating the referral which resulted in the suspension except by permission of the certified employee.

#### **E. Procedure for Alternative Classrooms**

Effective alternative classrooms/settings are an important tool for maintaining an orderly school and classroom environment. Therefore, to the extent possible, the establishment of alternative classrooms or settings for every school will be made.

#### **F. Procedure for Due Process Rights**

Nothing in this section should be interpreted to supersede student's due process rights for a hearing where appropriate.

#### **G. Procedure for Discipline of 504 Students**

Students covered by IDEIA and Section 504 of the Rehabilitation Act of 1973 have statutory rights that supersede the normal disciplinary plan for students. Prior to implementation of a student's Section 504 plan, all certified employees affected must be notified and given the opportunity to be included in the plan development. Therefore, a special section of the Student Handbook will specify the appropriate action for certified employees and administrators to take in dealing with disciplinary infractions committed by students covered by these statutes. Once developed, student plans will be distributed to applicable staff for implementation.

#### **H. Student Exclusion Procedure-A.C.A. 6-18-511**

All certified employees have the right to exclude a pupil from class when his/her presence is intolerable to the learning process and after documented attempts have been made to follow the Student Handbook and/or School Discipline Plan. Under such circumstances, the pupil will be referred to the appropriate building administrator. Within forty-eight (48) hours of the exclusion, the building administrator will arrange a meeting. Such meeting will include the building administrator, the certified employee, the pupil's parents and any specialist deemed necessary by any of the parties. Following this meeting, the building administrator and certified employee will make a joint decision on the disposition of the case. In the event the certified employee and building administrator do not reach a joint decision, the matter will be referred to the appropriate Executive Director. In a secondary school, if the student is excluded from the same class a second time, he/she may be dropped from that course for the remainder of the year. In an elementary school, if a pupil is excluded a second time, he/she may be transferred to another certified employee's class after conferring with the receiving certified employee or to another school.

If the student continues to be disruptive to the learning process in his/her new environment, placement in an alternative setting or a recommendation for expulsion for the remainder of the year is in order.

#### **L. Procedure for Distribution of Student Information**

The following information will be made available to all certified employees at least two work days prior to the students' first day of class or as soon as possible after a student enters school. Such information will be treated in a confidential manner:

1. Achievement scores.
2. The names of their students who qualify for services under IDEIA or "Section 504".

3. Data obtained from individual tests administered by certified psychological examiners.

**M. Student Placement**

Building administrators, through consultation with counselors (if available) and certified employees will determine the placement of all students in groups based upon individual achievement scores.

**N. Verbal Abuse at Parent Conferences**

No certified employee will be required to participate in/attend a parent conference in which the certified employee is threatened or verbally abused. In the event a certified employee believes he/she has been threatened or verbally abused by a parent, any future conferences between the certified employee and the parent must be attended by an administrator if requested by the certified employee.

**O. Interference of Instruction**

If a certified employee believes a parent is actively interfering with the delivery of instruction in his/her classroom, the certified employee may exclude the parent from his/her classroom. Within 48 hours of the exclusion, the building administrator will arrange a meeting. Such meeting will include the building administrator, the certified employee, and the parent. Following this meeting, the building administrator and the certified employee will make a joint decision on the disposition of the case. In the event the certified employee and the building administrator do not reach a joint decision, the matter will be referred to the appropriate Executive Director. If the parent is excluded a second time, he/she may be prohibited from entering the classroom and/or the school building for the remainder of the school year.

**Section V**  
**Transfers, Evaluations, and Separations**  
**Of Certified Staff**

## **A. Procedure for Voluntary Transfers of Certified Staff**

### **1. Application**

A change in teaching position from one school to another may be requested by a certified employee by filing an online application (short form) for transfer to a posted position within the District. All requests for transfer will remain active for one (1) year from the date of application submission.

### **2. Listing of Vacancies**

Vacancy lists are posted online via the LRSD website and through district email and are continuously updated. Certified employees who want to apply for these positions must submit an online application to the Department of Human Resources no later than ten (10) days after the vacancy is published. If the vacancy has not been filled within seven (7) calendar days after the applicable deadline, additional applications shall be accepted.

## **B. Vacancy Posting**

Whenever a teaching vacancy exists at a school, that vacant position will be posted electronically on the district's website and sent to all employees via email. Existing teaching staff in the district that make timely applications for the position will be interviewed before and preferred over any outside applicants. Further, existing employees will be given preference for position, and senior district employees will be given preference in order of seniority among district employees.

## **C. Request for Transfer**

A request for transfer to the same teaching assignment at a different school should be honored, and whenever possible, all parties involved should be agreeable to said transfers. In all cases of transfers of certified employees to a different grade level or course offering, preference will be given to the best qualified applicant based on training, experience, performance, and other factors relevant in predicting success. However, within three (3) years of the effective date of involuntary transfer, first consideration in order of seniority will be given in granting requests for voluntary transfers to certified employees who were previously transferred involuntarily, provided that the Department of Human Resources is notified of the certified employee's desire to transfer by May 1 of each year.

## **D. Notification**

No vacancies for which an application is on file will be filled until all pending requests have been acted upon either by granting or denying the request. Certified employees whose requests for a voluntary transfer have been granted will be notified within ten (10) days after such decision has been reached. The

certified employee whose requests for voluntary transfer have been denied will, upon request, be notified in writing of the reason for denial.

## **E. Procedure for Certified Employee Evaluation Under TESS**

### **1. Open Observation and Certified Employee Copy**

All monitoring or observation of the work performance of a certified employee will be conducted openly and with full knowledge of the certified employee. Certified employees will be given access to any reports prepared by their evaluator and will have the right to discuss, in a scheduled meeting, all such reports with their evaluator before it is submitted to the Department of Human Resources and/or placed in their personnel files. Formal Observations of Non-Probationary Certified Staff will be conducted during their assigned cycle year, unless the administrator intends to place the certified employee into the Intensive Support Status. All Certified Staff must complete a Professional Growth Plan (PGP) and fulfill the expectations for Domain IV each year.

Informal observations should focus on the PGP goals of the certified employee and should occur at least once per quarter. They may occur more often and may be unannounced.

All End of Year Reviews will be held by May 15. During this review, the certified employee will receive his/her PGP rating which will be placed in the personnel file. The appraisal and procedure are subject to the grievance process. An adverse appraisal shall mean any performance rating level less than Progressing.

## **F. Procedure for Intensive Support Status**

At least one formal observation must be held before placing a certified employee in intensive support status.

An individual plan for improvement will be written collaboratively by the certified employee and the administrator. The certified employee is entitled to have an Employee Representative of his/her choice at this meeting.

### **1. Confidentiality and Representation**

Any criticism, reprimanding, warning or disciplining of any employee by a supervisor, an administrator, or any other agent of the employer shall be made in confidence and never in the presence of pupils, parents, other employees, or at public gatherings. All critiques shall be confidential. However, the certified employee shall have the right to have another staff member of his/her preference present at such a meeting. If the discipline is a written reprimand or above, or if the certified staff member is being

placed into the Intensive Support Status Plan of TESS, he/she has the right to an Employee Representative of his/her choice in the meeting.

## **2. Conditions of Evaluation**

Certified employees will be formally evaluated each year by their building administrator as outlined in the Arkansas Teacher Evaluation Support System (TESS).

### **G. Timeline for Evaluation Procedure**

All final certified employee evaluations will be completed and delivered to each certified employee by May 31st.

### **H. Procedure for Certified employee Dismissal(Performance)**

Certified Employee Dismissal for performance concerns will be conducted as outlined in the Arkansas Teacher Evaluation and Support System (TESS).

### **I. Procedure for Final Probationary Conference**

At the final probationary conference, an Employee Representative of his/her choice must be present. In the final meeting, the building administrator will inform the certified employee of his/her decision and respond to any questions about his or her decision to extend the probation, to recommend non-renewal, or to recommend termination of the certified employee's employment if the identified competencies have not been remedied.

### **J. Procedure for Appeal of Level II Hearing**

If the certified employee is not satisfied with the administrator's recommendation, he/she may file a Level II Grievance Hearing Appeal with the Superintendent or his/her designee. If the certified employee is not satisfied with the results of the Level II grievance hearing, the certified employee may elect to appeal the issue to the LRSD Board of Directors in a Level III Hearing.

### **K. Compliance Procedure**

A recommendation for non-renewal, termination or an evaluation on which these actions are based will be void unless the District complies with all the provisions of this article and its amendments and the school district's applicable evaluation procedures.

### **L. Arbitrary or Capricious Reasons**

No probationary or non-probationary certified employee will be non-renewed or terminated for arbitrary or capricious reasons or without justification.

**M. Procedure for Renewal of Annual Contract**

The annual contract of all probationary and non-probationary certified employees will be renewed unless the above procedures regarding performance have been followed. (This relates to performance only.)

**N. Procedure for Certified Employee Suspension**

Certified employee suspensions associated with a termination recommendation for performance will comply with the Arkansas Teacher Fair Dismissal Act and the Certified Employee Grievance Policy.

**O. Coaches**

Athletic coaches will be observed and evaluated in accordance with the “Coaches Evaluation Procedure”.

**P. Procedure for Certified Employee Discipline**

**1. Progressive Discipline**

LRSD will follow the principles of progressive discipline with respect to minor offenses. Any action taken against a certified employee will be appropriate to the behavior which precipitated such disciplinary action.

**2. Administrative Leave**

Upon approval by the Superintendent and/or Executive Director, a certified employee can be placed on administrative leave with pay pending the outcome of an investigation.

**3. Stages of Progressive Discipline**

Progressive discipline will include a written warning, written reprimand, suspension without pay, and finally discharge as a last resort.

**a. Written Warning**

A written warning may not be placed in a certified employee’s personnel file.

**b. Written Reprimand**

A copy of the written reprimand will be placed in the certified employee’s personnel file.

**c. Suspension Without Pay**

A suspension without pay is normally from one to ten days. It is the third step in progressive discipline for minor offenses. However, the pay will not be withheld from the certified employee until after:



A hearing at Level III has been conducted and a decision rendered, or Five (5) calendar days after the disciplinary action is taken if the suspension is not grieved.

**Q. Procedure for Recommendations for Dismissal**

Recommendations for dismissal through either progressive discipline or for serious misconduct are administered per the Arkansas Teacher Fair Dismissal Act.

**R. Procedure for Just Cause**

No certified employee will be disciplined, reduced in rank or compensation, reprimanded, or deprived of any professional advantage without just cause.

**S. Procedure for Discipline for Certified Employee Conduct**

Under no circumstances shall the disciplinary provisions of this contract as they apply to certified employee conduct be linked to the essential instructional competencies covered by TESS.

**T. Procedure for Certified Employee Representation**

The certified employee will be entitled to have an Employee Representative of his/her choice present during any disciplinary action. During a written warning, the certified employee will have the right to have another staff member of his/her choice present from his/her building at such meeting. During a written reprimand or above, the certified employee has the right to an Employee Representative of his/her choice. If no request for representation is made, the Administration will advise the certified employee of his/her right to have representation.

If an Employee Representative is requested, the Representative will be required to be present within 48 hours of being notified of the impending action.

**U. Procedure for Submission of District Property**

Any certified employee placed on administrative leave, suspended, or recommended for termination will be required to submit to the administration keys and any other district property. This may be required prior to the certified employee leaving the building.

**V. Procedure for Violations of Criminal Codes**

Any certified employee who is charged with a violation(s) of the Arkansas or United States criminal code must report the charge(s) to his/her immediate supervisor. The report will be made immediately following the charge(s) being levied. After the initial report has been made to the immediate supervisor, any change in the status of the charge(s) must be reported to his/her immediate

supervisor before the start of the next workday. Failure to make the required notifications will be grounds for termination.

All certified employees with pending criminal charges will have all the rights afforded by the Arkansas Teacher Fair Dismissal Act and LRSD Board Policy. Employees with pending criminal charges will not utilize the grievance procedures with regard to any suspension and/or termination recommendation arising out of the charges.

**W. Procedure for Insubordination**

Insubordination is defined as a willful or intentional failure to obey a lawful and reasonable request of a supervisor. The elements of insubordination are:

1. A direct order was issued to an employee.
2. The employee received and understood the order.
3. The employee refused to obey the order through an explicit statement of refusal or through nonperformance.
4. In the case of abusive language toward a supervisor, insubordination may not be found if:
  - a. It was provoked by the supervisor.
  - b. It was not spoken in the presence of others.

**X. Procedure for Involuntary Transfers/Displaced Certified employees**

**1. District Reorganization**

This section will be applicable for instances in which a school is closed, and/or the entire or part of the district is reorganized or as otherwise specified in Section X.

**2. Definitions:**

**SENIORITY** - Defined as a certified employee's total number of years of employment by the Little Rock School District, with those certified employees having the greatest length of service having the most seniority.

**CERTIFICATION AREAS** - Defined as those grade levels or subject discipline that the State of Arkansas provides a license to teach.

**DISPLACED CERTIFIED EMPLOYEE** - Defined as any certified employee whose school is closed, reorganized, or is involuntarily transferred.

INVOLUNTARY TRANSFER--Defined as the involuntary reassignment of teaching personnel.

GRADE LEVEL - Defined as Elementary (K-5), Middle School (6-8), and Senior High (9 -12).

SURPLUS CERTIFIED EMPLOYEE - Defined as teaching personnel who are without an assignment after all positions have been filled.

### **3. Conditions of Reassignment**

The LRSD recognizes that the reassignment of some certified employees within a school may be unavoidable. However, such reassignments will be held to a minimum and made only under the following provisions:

Reassignments within a school will not be made without the consent of the certified employee except as follows:

- a. Substitution of a study hall or a non-teaching duty for a teaching period.
- b. Reduction of the number of courses.
- c. Significant change in school enrollment (at least five (5) %) or loss of a class.
- d. Factors related to job performance indicate that a certified employee may perform more effectively in another assignment. Factors related to teaching performance shall be defined as evaluations, experience in a particular grade level, and preference of the certified employee based on seniority.
- e. Certification needs of the school.
- f. No certified employee may be involuntarily reassigned for reasons other than those listed above.
- g. Certified employees shall be notified immediately following their reassignment.

#### **4. Procedure for District Reassignment:**

- a. All Certified Employees are district employees and are assigned to a worksite/school. In the event of a school closing or reorganization, those certified employees in the affected school(s) will be ranked by area of certification with seniority to be based on total years within the district except that certified employees with three (3) years or fewer experience in the certification area to which he/she is assigned at the time of the school closing or reorganization will have his/her seniority counted in the certification area in which he/she has the most years of experience within the district.
- b. Along with this, a ranking of all the district's certified employees by seniority as described above, will be made by the same grade-level organization as the school(s) involved in the closing or reorganization.
- c. A list of the known vacancies in the district will be compiled and published at the time of school closing(s) or reorganization.
- d. If the number of vacancies available within each area of certification at school(s) involved in the closing or reorganization is fewer than the number of displaced certified employees, the position(s) of the least senior certified employee(s) in each certification area will be declared vacant so that the number of vacancies will then equal the number of displaced certified employees.
- e. These displaced certified employees will then be given the opportunity to choose from the positions vacant at the same grade-level as the school(s) involved in the closing or reorganization where they will be assigned for the upcoming school year. The most senior displaced certified employee will choose first, the second most senior displaced certified employee will choose second, and etc.

#### **5. Rights of Surplus Certified employees**

Those certified employees whose positions are declared vacant because of their position on the seniority list will be declared surplus. These surplus certified employees will be assigned as regular substitutes. All surplus certified employees will be the first to be offered a position in the district for which they are currently certified or become certified for before any new certified employee is hired and after all previously surplus certified employees have been duly placed or offered a permanent full-time position. First offer of employment will be made to certified employees in the reverse order in which they are declared surplus.

## **6. Court Orders**

The LRSD reserves the right to make assignments which will enable compliance with court orders.

## **7. Certified employee Transfer**

Any certified employee transferred or reassigned as a result of a school closing or reorganization shall be classified as involuntarily transferred provided that the Elementary (K-5) assignments resulting from involuntary transfers will not be changed until the end of the school year in which the reassignment occurred.

## **Y. Procedure for Displaced Certified employees**

In the event that the number of certified employees employed in a given school year is in excess of the number of certified employees allocated to that particular school, and such excess is a result of decrease(s) in student enrollment, displaced certified employees at the affected school will be identified by appropriate central office staff on the basis of his/her district seniority as established by the procedure described in Section W.

## **Z. Procedure for Reduction-In-Force**

### **1. Definition**

A reduction-in-force will mean a reduction of 5% or more in the number of certified personnel to be employed for the successive year when compared to the number employed at the end of the first semester in any current year.

### **2. Notification to the Personnel Policy Committee for Certified Employees**

LRSD will notify the Personnel Policy Committee for Certified Employees (PPC-Certified) of its position at least forty-five (45) calendar days prior to the implementation of the reduction-in-force. Such notification will include the basis for the position and a listing of the needed reductions by certification (elementary, secondary, and subject area - math, science, English, social studies, etc.) During this forty-five (45) calendar day period, representatives of the LRSD will meet and confer with representatives of the PPC-Certified for the purpose of discussing the basis for the planned reduction-in-force and consider alternatives, such as decreases in extra-curricular programs, non-instructional personnel, administrative staff, and expenditures non-essential to the learning process.

### **3. Selection of Certified employees to be Included in the RIF**

A reduction -in-force will be accomplished through attrition as far as possible. If the entire reduction cannot be accomplished through attrition, the RIF Rubric will be utilized.

### **4. Procedure**

- a) A hiring freeze will be instituted immediately.
- b) LRSD will develop lists of positions identified for Reduction-in-Force, as well as positions that will be available for certified employees in that category.
- c) LRSD will develop lists by rubric score of current certified employees within each category of certified employees that will be affected by the Reduction-in-Force.
- d) Affected certified employees will be offered/placed in available positions based on their rubric scores. Certified employees with the highest rubric scores will be placed first. In the event of a tie, the certified employee with the earliest date of hire will be placed first.

### **5. Rehiring**

If the LRSD increases the number of certified employees or has a vacancy at any time after the RIF, the LRSD will first offer re-employment to the certified employee(s) in the reverse order of the RIF specified in number five (5.) above. A certified employee's failure to respond affirmatively within fifteen (15) calendar days after receipt of the LRSD's letter sent by registered mail to the certified employee's address on file with the LRSD recalling such certified employee, will result in termination of the certified employee's right of recall thereafter. A certified employee who has been the subject of a Reduction-in-Force can be recalled for a period of up to one (1) year.

### **6. Federal Funds**

The LRSD agrees that every certified employee whose position is funded through federal monies will be given preference for similar positions if federal monies for their positions are discontinued or held.

## **AA. Procedure for Resignations/Re-employment**

### **1. Resignations**

Letters of resignation will be submitted to the Department of Human Resources. Resignations become effective on the date specified in the body of the resignation letter. While unusual circumstances may dictate otherwise,

usually a resignation will occur at least 15 days before the effective date of the resignation. Certified employees under annual contract will give thirty (30) days' written notice of resignation or intent to retire. An employee's contract may only be voided by mutual consent.

## **2. Reemployment**

All employees who leave the LRSD in good standing will be available for reemployment consideration. Those employees re-hired will have all years of service (less time away) restored.

**RIF (Reduction-in-Force) Scoring Rubric**

<b>Domain-Based on Prior Year</b>	<b>Points Possible-25 Points</b>	<b>Points Earned</b>	<b>Total</b>
<b>Seniority-Total Years in LRSD</b>	0-3 Years=5 points 4-10 years=10 points 11-20 years=15 points 20+ years=25 points		
<b>Performance Evaluation</b> <i>Average of All Areas on TESS</i>	Below Basic=0 points Basic=5 points Proficient=15 Points Distinguished=25 Points		
<b>Attendance (excluding FMLA or ADA)</b>	13+ Missed Days=1 Points 10-12 Missed Days=2 Points 8-9 Missed Days= 3 Points 4-7 Missed Days=4 Points 0-3 Missed Days=5 Points		
<b>Professional Development</b>	Less than 10 hours=0 points 10-29 hours=5 points 30-59 hours=10 points 60-74 hours=15 points 75+ hours=25 points		
<b>Educational Preparation</b> <i>Degrees</i>	BA + 12=5 points BA + 24=10 points BA + 36 or MA=15 points SP or MA +30=20 points Doctorate=25 points		
<b>Other-See Definitions</b> <i>Bilingual</i> <i>Extracurricular Responsibilities-See List</i> <i>Pathwise Mentor Leadership-See List</i> <i>Certification-See List</i> <i>NBCT</i> <i>Specialized Training-See List</i>	Bilingual=5 points NBCT=5 points AIMMS Mentor=4 points Specialized Training=3 points Leadership=3 points Certification=3 points Extracurricular Responsibilities=2 points  <i>*Up to 25 points total</i>		
<b>Armed Forces Veteran</b>	1 point		

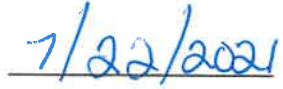


# Personnel Policy Manual for Teachers

## Signature Page



Board President  
Little Rock School District



Date



Superintendent of Schools  
Little Rock School District



Date