Policies and Procedures Manual

for the

Arkansas Correctional School

William "Dubs" Byers
Superintendent of Schools

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This manual contains the policies of the Board of Education, the major administrative regulations intended to implement policy, and certain references or "exhibit" documents that relate to policies and/or regulations.

Policy development in a modern, forward-looking school system is a dynamic, on going process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the loose-leaf format for this manual. It is easy to keep up-to-date.

Each person holding a copy of this manual should make a diligent effort to keep it up-to-date as new policies, regulations, and exhibits are distributed by the central office.

HOW TO USE THIS MANUAL

The Department of Correction School District operates according to policies established by the Board of Education. The Board, which represents both the state and local community, develops the policies after careful deliberation, and the school administration implements them through specific rules and regulations. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interest of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

HOW THE MANUAL IS ORGANIZED

The manual is organized according to the classification system developed by the Educational Policies Service of the National School Boards Association. The system provides an efficient means for coding, filing, and finding board policies, administrative rules, and other documents.

PLEASE NOTE: All copies of this manual are the property of the Arkansas Department of Correction School District.

USING THE SIGNS AND SYMBOLS

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or examining policies. Included are the following:

ALSO: Certain policies bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "ALSO". This means that the identical policy (or regulation) is filed under both codes.

CF: Confer. Certain policies relate to other policies. When a policy bears two or more codes in the upper right-hand corner with the second code (and perhaps others) appearing in parentheses and preceded by the symbol of CF., check statements under such codes for related statements.

DATES: When possible the original date of adoption/issuance appears immediately following each policy/regulation.

Additional cross references are offered in notes throughout the manual to help the reader

find all of the related information he/she seeks.

ABOUT SCHOOL BOARD POLICIES

Generally, the role of a Board of Education is to set policy and the role of the administration is to execute it. Here is the basic distinction as set forth by the National School Board Association and by the Arkansas School Boards Association.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted and may also include why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day after day problems, they need to be narrow enough to give administration clear guidance.

Rules are the detailed directions developed by the administration to put the policy into practice. They tell how, by whom, where, and when things are to be done.

These definitions are serviceable most of the time. They reflect sound theory of governance and administration. But the real world of school boards does not always conform. For example:

* - Often the state and federal governments confuse the distinction and require Boards of Education to make detailed rules; and many regulations are established by law or by State Department of Education.

* - A School Board also signs many contracts which incorporate rules and regulations.

* - Additionally, the public may demand that the Board, itself, not the administrator, establish the specific rules and procedures in certain sensitive areas. Thus, the separation of policies and administrative regulations in this policy manual follows several rules of thumb in addition to "basic theory".

1. All edicts of the state (even though regulations are considered mandated Board policy).
2. All agreements signed through contract (even though regulations are considered mandated Board policy).
3. Where the Board has written regulations in particularly sensitive areas, and has incorporated them into policy, the entire statement is presented as policy.
4. Where the Board has adopted rules and regulations concerning its own procedures (as how it conducts meetings), these statements concerning operations of the Board appear as policy.

As long as the administration operates within the guidelines of a general policy adopted by the Board of Education, it may change administrative regulations without prior approval of the Board--unless the Board has specifically asked that a particular regulation be given prior Board approval. However, only the Board can adopt new policies or revise old ones.

Every effort was made in this 2006 revision of the Personnel Policy Manual to make information current and up-to-date. Acknowledgment is made that no manual can be all inclusive and completely current. Each teacher and School District employee should refer not only to this manual, but current Department of Correction regulations as outlined in the most current DOC manual, as well as current AR's which are included in this manual.

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It is the hope of the Board of Education that this collection of policies and regulations will

make a greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty-the development of long range policies and planning for the future of the school system.

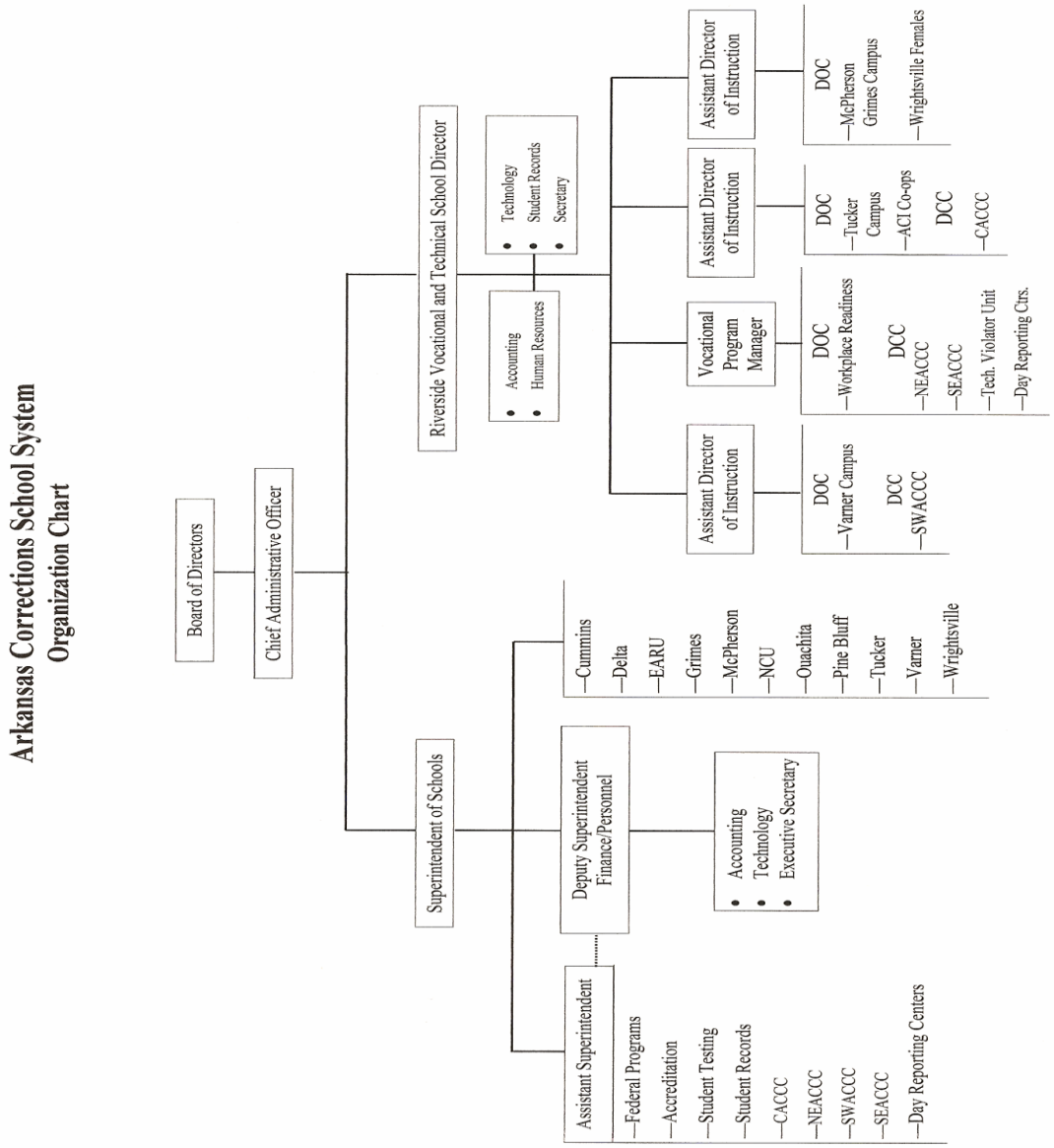
Dr. William (Dubs) Byers
Superintendent of Schools

Policy Name:	DEPARTMENT OF CORRECTION SCHOOL DISTRICT	Policy Code:	N/A
		Date Adopted:	4/27/01

Act 279, Sixty-Ninth General Assembly, Regular Session, 1973, established a school district within the Arkansas Department of Correction. The curriculum is non-graded and provides for continual progress. The system operates on a nine (9) month scholastic year. Each student progresses at his or her own rate through the various levels of language arts, social studies, science, and mathematics. Instruction includes classes in health, remedial reading, special education and current events. Inmates are given time off their regular job assignments to participate in the program.

Classes are conducted at the various units by professional teachers who are certified by the Arkansas Department of Education. State adopted texts are used in the school program.

Policy Name:	ORGANIZATION CHART	Policy Code:	N/A
		Date Adopted:	5/18/06



Policy Name:	TERMS - DEFINITIONS	Policy Code:	N/A
		Date Adopted:	4/27/01

I. Board of Education - Refers To Board of Correction/Community Punishment.

II. Board of Directors - Refers To Board of Correction/Community Punishment.

III. School Board - Refers To Board of Correction/Community Punishment.

IV. Superintendent - Refers To Superintendent of Schools

VI. Student or Students - Refers To Inmate or Inmates.

LICENSED PERSONNEL POLICIES

GA	General Section Policies
GAA	Philosophy - Goals and Objectives
GAAA	Equal Opportunity Employment
GAAB	Teacher Employment and Qualifications
GAB	General Rules and Regulations
GABA	Business and Industry Involvement
GAC	Staff Involvement in Decision Making
GAD	Professional Development Opportunities
GADA	In-Service Education of Instructional Personnel
GADAA	To Increase the Racial and Ethnic Sensitivity of K-12 Teachers and Administrators
GADAB	AEA Staff Development Sessions
GAE	Grievance Procedures
GAEA	Staff Protection
GAF	Familiarity with Inmates
GAFA	Relationships with Inmates and Parolees
GAG	Commitment of Relative or Close Friend
GAH	Use of Volunteer Service Community Activities
GAHA	Institutional Tours
GAHAA	Staff, Student, and Administration Relationships
GAHB	Staff Participation in Political Activities
GAHC	Giving Information
GAI	Solicitations by Staff Members
GAIB	Gratuities, Bribes, and Gifts
GAIC	Dealing with Inmates
GAK	Personnel Records
GAKA	Confidential Nature of Records
GAKAA	Services
GAL	Salary Deductions
GAM	Staff Rights and Responsibilities
GAN	Post Secondary Programs
GB	Professional Staff (Philosophy concerning staffing)
GBA	Program Approval
GBAA	Pay Dates
GBAB	Salary Schedules
GBABA	Returning Contracts
GBAC	Holiday Pay for Central Office Personnel
GBAD	Drawing Salaries From Two State Agencies
GBB	Professional Staff Positions
GBBA	Qualifications of Teachers
GBBAA	Licensure and Relicensure
GBBAB	Job Description: Instructional Staff
GBBAC	Duties and Responsibilities of the Superintendent of Schools

GBBACA Duties and Responsibilities of the Assistant/Deputy Superintendent for Finance
GBBACAA Duties and Responsibilities of the Assistant/Deputy Superintendent of Schools
GBBAD Job Description: Principal
GBBADA Job Description: Dean of Students
GBBADAA Duties and Responsibilities of the Data Management Specialist
GBBADDAAA Job Description: Assistant Principal
GBBAE Acceptable Use Policy for Technology
GBBAF Inventory Disposal
GBBAG Student Teachers
GBC Recruitment
GBCA Minority Teachers/Administrator Recruitment Plan
GBCB Job Description: ESL Coordinator
GBD Employment Policy
GBE Assignment
GBF Orientation
GBHA Supervision of Inmate Students
GBHAA Discipline
GBJ Promotion
GBKA Staff Reduction in Force
GBNA Employee Discipline of Contract
GBR Working Conditions
GBRA Health Examinations
GBRAA Sex Discrimination/Harassment of Students
GBRABC Drug Free Policy Statement
GBRB Time Schedules
GBRBA Daily Schedule
GBRBAB School Calendar
GBRBAC Inclement Weather Policy
GBRBAD Grade Placement
GBRBAE Curriculum
GBRC Homework Policy
GBRCA Grading Policy
GBRCAA Educational Incentives
GBRCAB Community Transition Services
GBRCAC Education for Segregated, Restricted or Suspended Students
GBRD Staff Meetings
GBRE Extra Duty (Assignment of Duties)
GBREA Record Keeping
GBREAA Maintenance of Student Records
GBRF Travel Expenses
GBRG Non-School Employment by Licensed Staff Members
GBRH Educational Leaves and Absences
GBRHA Leave of Absence For Attendance at Conferences and Professional Meetings
GBRHC Exchange Teaching
GBRI Leave Of Absence Without Pay

GBRIA	Jury Duty or Court Appearance Leave
GBRIAA	Absenteeism
GBRIAB	Authorized School Business
GBRIABA	Compensatory Leave
GBRIB	Illness
GBRIBA	Transfer of Accumulated and Unused Sick Leave
GBRIBAD	Sick Leave Compensation
GBRIC	Maternity Leave
GBRID	Military Leave
GBRJ	Planning
GBRJA	Testing
GBRJAA	Loss or Theft
GBRK	Vacations
GBT	Professional Research and Publishing
GBU	Professional Dress Code
GBUA	Code of Ethics for Teachers of the Department of Correction School District
GBUAA	Staff Job Action
GBUB	Program Evaluation

Policy Name:	GENERAL SECTION POLICIES Page 1 of 2	Policy Code:	GA
		Date Adopted:	4/27/01

The Board of Education is required by law to establish personnel policies within the School District. Said policies shall be filed, along with an affidavit signed by the President of the Board attesting compliance with State law requiring personnel policies, with the Chairman of the State Board of Education.

All personnel policies adopted by the Board shall be given to each teacher or administrator employed for the first time by the School District. Any amendments to the personnel policies shall also be given to all personnel within thirty (30) days of approval by the Board.

The personnel policies of each School District in effect at the time a teacher's contract is entered into or renewed shall be binding upon both parties unless changed by mutual consent.

Any amendments to personnel policies adopted during the term of such contract shall become effective the following July 1. Provided, such amendments may take place immediately with mutual consent.

The Board shall provide for a Committee on Personnel Policies, as composed by law, to annually review the personnel policies of the Board to determine if additional policies or amendments to existing policies are needed. The committee may propose new policies or amendments to existing policies.

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

The District shall have a personnel policies committee consisting of no fewer than five (5) classroom teachers and no more than three (3) administrators, provided that the classroom teacher members shall be elected by a majority of the classroom teachers employed in the district by secret ballot in an election conducted by the teachers.

The School District's committee on personnel policies shall organize itself in the first quarter of each school year, elect a chairman and secretary, and develop a calendar of meetings throughout the year to review the District's personnel policies to determine if additional policies or amendments to existing policies are needed, and to review any proposed distribution of a salary underpayment from previous years.

Minutes of the committee meetings shall be promptly reported and distributed to members of the Board and posted in the buildings of the District including administrative offices.

Either the committee or the Board of Directors may propose new personnel policies or amendments to existing policies, if the proposals by the Board have been presented to the committee at a regular or special meeting of the committee at least ten (10) working days prior to presentation to the Board. The committee will hold a meeting within ten (10) working days of the School Board request to present a School Board proposal to the committee. The committee will present its proposed policies or amendments to existing policies to the Board of Directors.

The Chair of the committee or a member of the committee designated by the Chair will have the opportunity to orally present the committee's proposed policies or amendments to existing policies to the Board of Directors.

After presentation to the Board, final action may be taken at the next regular Board meeting. The Board of Directors shall have the authority to adopt, reject or refer back to the Committee on Personnel Policies for further study and revision of any proposed policies or amendments to existing policies that are submitted to the Board for consideration.

The Superintendent may recommend any changes in personnel policies to the Board of Directors or to the personnel policies committee. Such recommendations shall become proposals if adopted by either the Board or the committee.

Policy Name:	MISSION STATEMENT	Policy Code:	GAA
		Date Adopted:	5/19/05

We, the ADCSD, believe each person has worth, dignity, and the ability to learn. Our mission is to provide a positive, safe, educational environment, where self-worth and success are natural outcomes.

We work to foster positive change in others and ourselves, and to be an asset to the community and institution we serve.

Policy Name:	EQUAL OPPORTUNITY EMPLOYMENT	Policy Code:	GAAA
		Date Adopted:	4/27/01

NON-DISCRIMINATORY PERSONNEL POLICY

The Arkansas Department of Correction School District is an Equal Employment Opportunity/Affirmative Action Employer. It is committed to recruiting, hiring, promoting, training and disciplining employees without regard to race, creed, color, religion, sex, national origin, or political affiliation. Its commitment extends to all phases of the Department's operations.

Policy Name:	TEACHER EMPLOYMENT AND QUALIFICATIONS	Policy Code:	GAAB
		Date Adopted:	6/15/04

General Requirements for Employment

1. QUALIFICATIONS: When possible, it shall be the policy of the Board of Education to employ on the instructional staff only those persons who hold an acceptable state teacher's certificate in the appropriate field.
2. CLASSIFICATION:

(A) All instructional personnel shall have a teaching certificate duly recorded with the Superintendent of Schools that legally qualifies them for the work to which they are assigned.

(B) All instructional personnel who do not have licensure in the appropriate field shall carry on a reasonable program of study toward licensure. Reasonable program is interpreted to mean at least six (6) semester hours of college credit per year.

(C) All instructional personnel employed in elementary and secondary schools should keep themselves informed of essential instructional improvement through professional study, group discussion, school visitations, and travel.

(D) Personnel Records: Each teacher must have his/her teaching certificate recorded in the office of the Department of Correction Superintendent of Schools. All teachers are required to have the following materials on file in the office of the Superintendent of Schools:

1. Income tax withholding form (exemption authorization).
2. Health certificate and or personal health statement.
3. Social Security number (teachers new to the system).
4. Arkansas teaching certificate.
5. Teacher Retirement number or application.
6. Up-to-Date transcript of college training.
7. Up-to-Date mailing address and telephone number.

Failure to meet these requirements will result in withholding of pay checks; and, if not corrected, would be considered as inability to meet legal and licensure requirements.

The evaluation of experience and assignment of a position is a responsibility reserved by the administration.

Policy Name:	GENERAL RULES AND REGULATIONS	Policy Code:	GAB
		Date Adopted:	5/18/06

A. INSTRUCTION:

The teacher is directly responsible to and is under the immediate supervision of the principal/dean of students/head teacher for the instructional program in the classroom and other duties as assigned.

B. HOSTAGE POLICY:

No inmate will be granted freedom by taking a hostage. In the event that an employee is taken hostage, he/she is automatically suspended of all duty and authority. He/she is suspended with pay.

Policy Name:	BUSINESS AND INDUSTRY INVOLVEMENT CEA Standard Number 27, 28, 29	Policy Code:	GABA
		Date Adopted:	5/19/05

A formal education and business/industry committee will meet regularly and review and make recommendations on current and proposed educational programs. The educational program administrators shall consider the advice offered by the committee.

Policy Name:	STAFF INVOLVEMENT IN DECISION MAKING	Policy Code:	GAC
		Date Adopted:	4/27/01

Members of the faculty shall participate in the decision-making process by working on various committees, participating in faculty meetings, and by communicating personally with their immediate supervisor and/or any of the administrators of the District.

Policy Name:	PROFESSIONAL DEVELOPMENT OPPORTUNITIES	Policy Code:	GAD
		Date Adopted:	6/17/09

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

1. Develop and implement a plan for professional staff development and in-service training based on local educational needs and state educational goals. The plan shall be subject to review by the State Department of Education. The plan shall provide education and training for School Board members, school and district administrators, teachers, and support staff on a continuing and regular basis throughout the school year. Teachers and other affected participants shall be involved in the development of the plan for their own in-service education. District programs for staff development and in-service training shall be evaluated by the participants in the regular staff development program.

2. Have flexibility in establishing plans for staff development and in-service training, provided the plans meet the standards for in-service education as developed by the State Department of Education.

The professional staff is directed to complete, initiate, and maintain documentation of this policy's implementation.

3. State guidelines regarding professional development will be followed and will include a minimum of sixty hours training per year for all educational staff.

Policy Name:	IN-SERVICE EDUCATION OF INSTRUCTIONAL PERSONNEL	Policy Code:	GADA
		Date Adopted:	4/27/01

The Board of Education recognizes the importance of in-service education as a vitalizing factor and as a factor which promotes progress toward established educational goals in this school system. All instructional personnel are encouraged to acquire additional college work for the purpose of keeping up with new developments in their subject matter field or for the purpose of working toward a higher degree. The administration and the faculty will make a concerted effort to discover means of defining school problems and working toward solutions of such problems to provide the most effective in-service education. Other activities which will contribute toward in-service education will be regular faculty meetings, class visitation, workshops, consultation service, conferences, and attendance at professional meetings. Whenever possible, in-service workshops will be held on contract days.

Policy Name:	TO INCREASE THE RACIAL AND ETHNIC SENSITIVITY OF K-12 TEACHERS AND ADMINISTRATORS	Policy Code:	GADAA
		Date Adopted:	4/27/01

The School District shall participate in an inclusive statewide program to increase the racial and ethnic sensitivity of teachers and administrators. The State Board of Education is authorized and directed to develop the program. "The program shall be implemented during the 1993-94 school year, contingent upon the availability of state staff development funds for this purpose, and shall serve to assist teachers and administrators in developing a greater awareness of ethnic and racial differences, improving interpersonal skills, and enhancing racial harmony."

The School District shall permit the teachers and administrators who have received training in the program to assist in training other teachers and administrators.

Policy Name:	AEA STAFF DEVELOPMENT SESSIONS	Policy Code:	GADAB
		Date Adopted:	5/19/05

It shall be the policy of the School Board that:

The School District shall permit a teacher the opportunity to attend instructional staff development sessions of the annual Arkansas Education Association (AEA) convention. Teachers may count up to two (2) days of five and one-half (5 ½) hours each of attendances at instructional professional development sessions of the annual AEA convention toward fulfillment of the 60 hours of staff development required by the Standards for Accreditation of Arkansas Public Schools, provided that the sessions have been certified by the State Department of Education.

PROCEDURES:

Level I: An employee who believes that there has been a violation of District policy which directly affects him/her may discuss the concern informally with his/her immediate supervisor in an attempt to resolve the problem at the lowest administrative level within ten working days of the employee's becoming aware of the problem.

If the issue cannot be resolved informally, the employee may present a written concern to the supervisor within five working days of the presentation of the informal concern. The supervisor shall present a written response to the employee within five working days of the presentation of the written concern to the supervisor, or within five working days of the conference with the employee, whichever is later.

Level II: If the employee is not satisfied with the written response, or if no written response is received within the five working day period, the employee may appeal to the Deputy Superintendent (or other person designated by the Superintendent) within ten working days of the employees's receipt of the Level I written response or of the date on which the response would have been received. Within five working days of the receipt of the written appeal, the Deputy Superintendent (or designee) shall meet with the employee in an attempt to resolve the issue. It is the responsibility of the employee to call the Deputy Superintendent (or designee) to schedule the meeting. If the meeting cannot be held within the five working day period for unavoidable cause, the Deputy Superintendent (or designee) and the employee may schedule the meeting at a later date. The Deputy Superintendent (or designee) shall present a written response to the employee within five working days after the meeting. The written response is deemed to have been "presented" to the employee when the response is placed in the United States mail.

Level III: If the employee is not satisfied with the written response from the Deputy Superintendent, or if no response is received within five working days, the employee may request a meeting with the Superintendent within ten working days of the employee's receipt of the Level II written response or the date on which the response would have been received. Within five working days of the receipt of the written appeal, the Superintendent shall meet with the employee in an attempt to resolve the issue. It is the responsibility of the employee to call the Superintendent to schedule the meeting. If the meeting cannot be held within the five working day period for unavoidable cause, the Superintendent and the employee may schedule the meeting at a later date. The Superintendent shall present a written response to the employee within five working days after the meeting. The written response is deemed to have been presented to the employee when the response is placed in the United States mail.

Level IV: If the employee is not satisfied with the written response from the Superintendent, or if no response is received within five working days, the employee may request, through the Superintendent of Schools, a hearing before the Board of Education. The request for the hearing before the Board must be made within ten working days of the date of the employee's receipt of the Level III written response or the date on which the response should have been received. The Board will hear the concern at the next regular meeting following the Superintendent's receipt of the hearing request, unless both parties have agreed to a different date. The hearing may be open or closed at the request of the employee. The Board will render a decision at the time of the meeting (unless unusual circumstances warrant a delay in the decision until the following regular Board meeting or an intervening special meeting). A decision by the Board is final.

CONSIDERATIONS:

There shall be no retaliation against the employee as a result of the filing of a grievance. The employee may be accompanied by a representative of his/her choosing at the Board meeting. The Board may also be represented by an attorney or other representative.

The grievance procedure may not be used for the purpose of challenging, attempting to remove from a personnel file, or otherwise objecting to, any evaluation of an employee's performance, behavior, etc., whether by way of a formal or informal evaluation or any other assessment, written, or verbal. The only appropriate response to such an evaluation to which the employee objects is for the employee to place a written response in his/her personnel file.

Policy Name:	STAFF PROTECTION	Policy Code:	GAEA
		Date Adopted:	6/15/04

A. WORKMAN'S COMPENSATION

Licensed personnel are covered for work related injuries or illnesses by the Arkansas Workmen's Compensation Law. If an employee has a claim, it is necessary to file the required form and reports in the Superintendent's office as soon as possible after the injury/illness.

B. LIABILITY INSURANCE

Liability insurance is provided by the State Board of Education to each public school employee being classified as follows: All persons requiring licensure by the Department of Education, school nurses, student teachers, teacher aides, substitute teachers, authorized volunteers, and school boards. Coverage is PRIMARY to any group policy furnished by any teacher organization. The coverage is EXCESS to any coverage purchased by a local school district. The state policy DOES NOT provide automobile coverage. The District has liability coverage for all school-owned vehicles used for school activities. The defense of any criminal charges arising from CORPORAL PUNISHMENT applies to licensed personnel ONLY. The defense of any other criminal charges (school boards excluded) will be covered up to $5,000 attorney's fees for incidents arising out of the insured's activities within the scope of his/her employment, provided the insured is exonerated by a court of law or law charges are subsequently withdrawn or dismissed. Employees should report immediately any incident which could cause a claim to their immediate supervisor or principal, who will in turn report to the Superintendent. The Superintendent will make appropriate reports to the State Department of Education.

C. INSULT OR ABUSE OF TEACHERS

Staff members confronted with abuse or insult shall report the incident to the principal of the school; and after consultation with the Superintendent, the principal should take appropriate and necessary action in regard to the matter.

Policy Name:	FAMILIARITY WITH INMATES	Policy Code:	GAF
		Date Adopted:	4/27/01

Employees will refrain from being overly familiar or personal with inmates, parolees, or any inmates under release supervision. An employee can be courteous, firm, and fair without being too familiar. One can be concerned, interested and helpful without being emotionally involved. Undue familiarity decreases the effectiveness of an employee as well as sometimes placing the employee in a compromising position. (See AR 210.)

Policy Name:	RELATIONS WITH INMATES AND PAROLEES	Policy Code:	GAFA
		Date Adopted:	4/27/01

In order to command the respect of those persons entrusted to the Department of Correction, all employees shall conduct themselves in a proper manner. Employees are to be firm but fair and have a genuine interest in the welfare of all inmates, persons under release supervision and parolees, treating them with dignity and respect.

Policy Name:	COMMITMENT OF RELATIVE OR CLOSE FRIEND	Policy Code:	GAG
		Date Adopted:	5/18/06

If any employee becomes aware that any relative or close friend has been committed or transferred to the institution of their employment, the employee shall report it to the principal/dean of students/head teacher and the Unit Warden.

Policy Name:	USE OF VOLUNTEER SERVICE COMMUNITY ACTIVITIES	Policy Code:	GAH
		Date Adopted:	4/27/01

The Department of Correction has established a Volunteer Services Program to assist in treatment programs of inmates in the institutions, as well as to assist in programs for those individuals on parole or under community supervision. Individuals interested in volunteer work for the Department of Corrections should apply for assignment in the Unit Warden's/Center Supervisor's Office. Each applicant will be interviewed and screened according to a thorough background check. The coordinator of Volunteer Services for the Department of Correction will be responsible for assisting the unit wardens and administrators in the development of volunteer programs. (See AR 881).

Policy Name:	INSTITUTIONAL TOURS	Policy Code:	GAHA
		Date Adopted:	4/27/01

Any tours conducted through the correctional units will be sanctioned and/or approved by the unit warden/center supervisor or the Director. The Department of Correction reserves the right to search any visitor who may be suspected of carrying contraband or any item specifically prohibited by the Department before granting entry or leaving state grounds. Tours or visitations will be organized and well supervised by competent personnel of the Department (See AR 401).

Policy Name:	STAFF, STUDENT, AND ADMINISTRATION RELATIONSHIPS	Policy Code:	GAHAA
		Date Adopted:	4/27/01

School District Personnel are considered employees of the Arkansas Department of Correction and must abide by their regulations as outlined in the Arkansas Department of Correction Administrative Regulations and Administrative Directives.

IT IS THE DUTY OF EACH TEACHER TO MAINTAIN A HARMONIOUS RELATIONSHIP WITH STUDENTS, STAFF AND ADMINISTRATION. THIS INCLUDES BOTH SCHOOL DISTRICT AND DEPARTMENT OF CORRECTION ADMINISTRATION AND UNIT PERSONNEL.

Policy Name:	STAFF PARTICIPATION IN POLITICAL ACTIVITIES	Policy Code:	GAHB
		Date Adopted:	4/27/01

District employees shall not use their official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office; directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or be a candidate for public elective office in a partisan election. Candidacy for political party office is not prohibited. Any political activity shall be in accordance with all other applicable laws, rules, and regulations covering such activity.

Policy Name:	GIVING INFORMATION	Policy Code:	GAHC
		Date Adopted:	4/27/01

Employees are specifically prohibited from giving any information or discussing with the public or friends any matter pertaining to an inmate, person under supervised release, or parolee except as authorized by the Unit Warden or Administrator. Employees shall refrain from openly discussing the manner in which any other employees perform their duties and from making any remarks which tend to reflect upon the character or performance of such employees. They shall refrain from discussing in the presence of inmates, persons under supervised release, or parolees matters relating to the discipline or management of any institution or the administration of the Department. Also, personal matters of employees should not be discussed in the presence of inmates, persons under supervised release, or parolees of the Department.

In order to assure that the public's right to information is protected, the Department has established procedures for providing information to the media and other interested groups. Representatives of the news media will be treated cordially and respectfully when they are present at the institutions. Photographs of and interviews with inmates in the institution must be arranged through the Director or the Unit Warden/Center supervisor. A release must be signed by the inmate (See AR 009 and 011).

Policy Name:	SOLICITATIONS BY STAFF MEMBERS	Policy Code:	GAI (Also) GCAA
		Date Adopted:	4/27/01

No district employee shall knowingly accept any gift(s) from inmate(s)/parolee(s), their relatives, or friends for preferential treatment from district employees while under district supervision. No district employee shall receive compensation from any firm, person, or corporation conducting business with the district in exchange for advantage in securing commerce with the district.

Policy Name:	GRATUITIES, BRIBES AND GIFTS	Policy Code:	GAIB
		Date Adopted:	4/27/01

Employees are not permitted to accept gratuities or gifts from any inmate, parolee, persons under release supervision, or their friends and relatives. This rule can be superseded only by written permission from the Director or Unit Warden (See AR 206).

Any correspondence received by employees from inmates or family members other than in the course of assigned duties shall be immediately reported to the unit warden or center administrator.

Policy Name:	DEALING WITH INMATES	Policy Code:	GAIC
		Date Adopted:	4/27/01

Under no circumstances shall employees trade or traffic with inmates; neither shall they convey any message, written or verbal, from one inmate to another or to any person out side the institution. Trading or trafficking shall be defined as giving, securing, buying, selling, receiving, or trading anything not authorized by the institution (See AR 206, 210, 225, and 410).

Policy Name:	PERSONNEL RECORDS	Policy Code:	GAK
		Date Adopted:	5/18/06

The Board of Education shall require complete current personnel records on all employees.

All information contained in an employee's records shall be considered confidential and shall not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by legal authorities. It shall be the responsibility of each employee to insure that his/her central office and local school personnel files are complete and current in compliance with established Board procedures. The personnel file of each employee shall be available to the teacher for inspection and copying at the employee's expense. The employee may submit for inclusion in the file written information in response to any of the information contained in the file.

The teacher will be notified by the principal/dean of students/head teacher or Superintendent upon any additions to his/her or her personnel file.

All teachers are required to have the following materials on file in the office of the Superintendent of Schools:

1. Copy of transcript of college work.
2. A signed W-4 Form for deductions and Form AR 4EC for state withholdings.
3. Retirement application and/or appropriate forms.
4. Teaching certificate.
5. Other completed forms which may be required by the District or State.

Policy Name:	CONFIDENTIAL NATURE OF RECORDS	Policy Code:	GAKA
		Date Adopted:	4/27/01

The records or files of an inmate, relative to medical reports, psychiatrist reports, working documents, educational records etc., are highly confidential and may not be released or discussed except as provided in Administrative Regulation. Reasonable requests from relatives, attorneys, law enforcement officers, and news persons for other information may be granted. Files are not to be removed from institutions without the permission of the Warden/Center Supervisor. When in doubt about the confidentiality of a document, consult the Unit Warden/Center Supervisor or the department's Public Information Officer (See AR 225).

Policy Name:	SERVICES	Policy Code:	GAKAA
		Date Adopted:	4/27/01

TRAINING - The ADC Training Section is charged with the responsibility of establishing and maintaining a continuing pre-service and in-service training program, which deals with basic training and supervisory training for all personnel. All new employees will be given prescribed orientation training on the commencement of employment. All employees are required to participate in the in-service training program as directed. When work schedules permit, employees may attend in-service training classes on state time during regular working hours.

The Training Section is also responsible for the pre-service academy basic training program for all new security employees.

Policy Name:	SALARY DEDUCTIONS	Policy Code:	GAL
		Date Adopted:	4/27/01

Except for payroll deductions required by the state or federal government, all deductions made from salary shall be subject to be Board approval and voluntary on the part of the individual
employee. For all voluntary deductions, the employee shall complete a form authorizing the deduction and the specific amount. The Superintendent is authorized to establish reasonable cut-off dates for payroll deduction requests.

WITHHOLDING TAXES
The following are mandatory tax withholdings:

A. FEDERAL AND STATE INCOME TAX - Determined by your salary and information from your withholding statements (Form W-4). If at any time you decide to change your withholding, contact your personnel officer.

B. SOCIAL SECURITY TAXES - Determined by the current rate established by the Federal Government, obtainable from your Payroll Office.

Policy Name:	STAFF RIGHTS AND RESPONSIBILITIES	Policy Code:	GAM
		Date Adopted:	4/27/01

The Board of Education recognizes that each employee has the same civil and constitutional rights as any other citizen. Such rights shall be respected at all times, but shall be restricted if their exercise materially interferes with the educational process. No other rights and responsibilities shall be accorded staff members unless specifically incorporated in the contracts of employment entered into between the Board of Education and the employee.

Policy Name:	POST SECONDARY PROGRAMS CEA Standard Number 63	Policy Code:	GAN
		Date Adopted:	5/19/05

Unit educational administrators will provide support for post secondary programs. Support may be in the form of providing classes and assisting community college employees in organizing post secondary programs. Unit principals will act as proctors for correspondence course tests.

Policy Name:	PROFESSIONAL STAFF (PHILOSOPHY CONCERNING STAFFING)	Policy Code:	GB
		Date Adopted:	6/15/04

In order to achieve the learning objectives established by the Board, the classrooms must be staffed by competent, professional teachers. All other elements of learning -- materials, buildings, administrators, organization, and procedures -- though important, are secondary to the caliber of teacher assigned to the classroom. The recruitment, appointment, motivation, and retention of good teachers takes priority in the allocation of administrative energy.

We believe that the following characteristics describe the type of teacher wanted in the District schools:

1. Teachers prepared to meet the licensure specifications and prescriptions, preferably beyond, and who recognize that learning is an ever-continuing process.
2. A staff diversified in methodology so that inmates can profit from the challenges of a variety of teaching techniques in keeping with accepted learning principles.
3. Teachers who recognize that inmates differ in their capacities for mastering the various subject matters and that each pupil in this District is entitled to discover and perform to his/her intellectual capacity.
4. Teachers who recognize that motivation for learning is the primary task of a teacher.
5. Teachers who recognize that learning takes place in a variety of ways and stems from numerous sources, of which the school is just one important source.

Policy Name:	PROGRAM APPROVAL CEA Standard 11	Policy Code:	GBA
		Date Adopted:	5/19/05

Additional educational programs are proposed by the Chief Educational Officer as needed, usually concurrently with the opening of new prison facilities. Approval will be granted by the Board of Education.

Policy Name:	PAY DATES	Policy Code:	GBAA
		Date Adopted:	5/22/08

Monthly pay will be by direct deposit on the 15th of each month and June's pay will be issued on the 15th of that month in the amount due for the months of June and July. August's pay will be issued on the 15th of August if funds are available. All personnel will supply the necessary documentation from their bank in order for bookkeeping to execute direct deposit of monthly pay. If an employee changes banks during the course of a contract year, it is the responsibility of the employee to immediately notify the bookkeeping department of the school.

Policy Name:	SALARY SCHEDULES	Policy Code:	GBAB
		Date Adopted:	5/18/06

Teachers will be paid in accordance with the current salary schedule adopted by the Department of Corrections School Board. Teachers with out-of-state experience will receive one-half credit for each year up to a total of 10 years experience.

Policy Name:	RETURNING CONTRACTS	Policy Code:	GBABA
		Date Adopted:	4/24/07

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

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

Policy Name:	HOLIDAY PAY FOR CENTRAL OFFICE PERSONNEL Page 1 of 2	Policy Code:	GBAC
		Date Adopted:	4/27/01

The Arkansas Department of Correction observes the following holidays:

New Year's Day	January 1
Martin Luther King and Robert E. Lee's Birthday	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

THE EMPLOYEE'S BIRTHDAY - Employee is granted one holiday to observe his or her birthday.

The Governor, by Executive Proclamation, may proclaim additional days in observance of special events, or for other reasons at his/her discretion.

EXCEPTION 1: Except for the employees birth date listed above, all department offices will be closed on all other legal holidays. However, those closings do not apply to those state offices and employees who are essential to the preservation and protection of the public peace, health and safety.

EXCEPTION 2: When a legal holiday falls during a general or special session of the Legislature, the department offices shall remain open and maintain on duty only the minimum number of employees necessary to carry on the business of the office, unless these offices are permitted to close by Resolution of the General Assembly.

ELIGIBILITY FOR HOLIDAY PAY AND/OR EQUIVALENT TIME OFF

A. HOLIDAY PAY - To be eligible for holiday pay, the employee must be in pay status on the last scheduled work day before the holiday and on the first scheduled work day after the holiday.

(This applies to Extra Help employees also.)

B. HOLIDAY DURING LEAVE - When a holiday falls while an employee is on annual (vacation) or sick leave, that day will be charged as a holiday and will not be charged against the employee's annual (vacation) or sick leave.

C. HOLIDAY DURING DAYS OFF - When a holiday falls on an employee's regularly scheduled day off, the employee will be given equivalent time off.

The following provisions apply to employees who cannot take holidays off as scheduled:

1. Employees must work on holidays when the needs of the district required it. This need will be determined by the Superintendent.

2. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor and are to be taken as soon as it is practical.

3. Supervisors are responsible for scheduling days off in lieu of holidays worked by their employees. Supervisors are responsible for informing their employees of the schedule and of the observance of all provisions.

4. If a holiday falls on a part-time employee's day off, permission may be granted to take an equitable amount of time off at a later date with the approval of the warden or supervisor in charge.

Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the succeeding Monday, or as announced by Governor's Proclamation. Other information may be obtained at the Unit Personnel Office or the Central Personnel Office.

Policy Name:	DRAWING SALARIES FROM TWO STATE AGENCIES	Policy Code:	GBAD
		Date Adopted:	4/27/01

No person drawing salary or other compensation from one State agency shall be paid salary or compensation other than actual expenses from any other agency/institution. An exception may be approved by the Chief Fiscal Officer of the State after the head of each agency/institution provides written certification that:

1. The work performed for the other agency does not interfere with the proper and required performance of the person's duties in the primary position.

2. The combined salary payments from the agencies do not exceed the larger maximum annual salary of the line-item position authorized for either agency from which the employee is being paid.

Requests for such activity will be submitted in writing to the Superintendent, who will approve or deny, and then be forwarded to the Deputy Director of Administrative Services, who will seek the Director's action.

Policy Name:	PROFESSIONAL STAFF POSITIONS	Policy Code:	GBB
		Date Adopted:	6/15/04

All licensed staff positions are created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the School District's goals and objectives.

Before any new position is established, the Superintendent will present for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Board also instructs the Superintendent to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Policy Name:	QUALIFICATIONS OF TEACHERS	Policy Code:	GBBA
		Date Adopted:	6/15/04

All licensed personnel employed by the Department of Correction School District must possess those qualifications set forth by the State Department of Education. It is recognized by the Board of Education that these qualifications are set up to promote minimum standards; therefore, it is the policy of this School District to employ persons who exceed these minimum requirements whenever possible.

All instructional personnel must maintain on file in the Superintendent's office the following information:

1. Signed contract
2. Arkansas Teacher Certificate
3. Social Security number
4. Health Certificate
5. Statement of number of dependents
6. Official transcript of all college work
7. Current address and telephone number
8. Teacher retirement number

DEGREE AND LEGAL STANDARDS. All teachers shall hold a baccalaureate degree from an institution accredited by a regional accrediting association, and shall meet the legal standards for teachers in the state in which they are employed. Graduates of non-accredited institutions may have their under-graduate work validated by admittance to graduate standing and completion of a minimum of five semester hours of credit in a regionally accredited graduate college.

GRADUATE WORK FROM ACCREDITED INSTITUTIONS. Whenever in these standards a Master's Degree or graduate work is required, the work must have been taken in a regionally accredited institution. Work in a foreign university will be accepted only if the work is
evaluated by the graduate division of a regionally accredited University and is declared the equivalent of similar graduate work in an American institution. The graduate division must also declare that the foreign University is an established and internationally recognized institution.

GENERAL PREPARATION. All teachers shall have had student teaching or served an internship as part of an approved teacher education program in a higher institution accredited by one of the six regional accrediting associations and shall have satisfactorily completed course work in such areas as the learning process, measurement, philosophy, psychology, social foundations, and curriculum totaling at least 18 semester hours. Satisfactory teaching experience may be substituted for the student teaching requirement where state licensure permits. (Interpretation - If teaching experience is offered in lieu of student teaching up to six hours of professional preparation will be waived, in accordance with the practice prevailing in the specific state and provided the teacher is fully licensed by the state.)

Policy Name:	LICENSURE AND RELICENSURE	Policy Code:	GBBAA
		Date Adopted:	6/15/04

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

1. All administrative, teaching, and other personnel, shall meet appropriate state licensure and renewal requirements.
2. Personnel holding a probationary license or any other such license which results in an accreditation violation may be used in emergencies only and may not be replaced by a person not fully qualified for the position, unless appropriate documentation is provided to the State Department of Education describing effort to hire a qualified individual.
3. Licensure renewal in a subject area shall require intervening educational experience related to that subject area.
4. Licensure renewal for administrative and other personnel shall require appropriate intervening educational experience related to their responsibilities.
5. Issuance and revocation of a license shall be in accordance with Arkansas statute and State Board of Education regulations promulgated for such action.
6. The state licensure system shall include a process designated to provide qualified individuals applying for a license an alternative to completion of a traditional teacher education program.

Policy Name:	JOB DESCRIPTION: INSTRUCTIONAL STAFF	Policy Code:	GBBAB
		Date Adopted:	5/18/06

The teacher shall be employed by the Department of Correction School District and be directly responsible to the principal/dean of students/head teacher. The teacher is accountable for certain functions, procedures and activities of the school.

A. DUTIES AND RESPONSIBILITIES

1. To work in close harmony with the unit principal/dean of students/head teacher and follow the proper chain of command.
2. To plan and direct learning activities of inmate students in the classroom.
3. To keep an accurate record of student attendance and maintain proper records.
4. To assist in selection of text books and related materials.
5. To recommend student advancement.
6. To perform various other job related duties as required.

B. QUALIFICATIONS

The individual holding this position shall have a current teaching license in the appropriate field as a minimum requirement.

1. State Department of Education Regulations: Employees of the School District will be required to meet all regulations of the State Department of Regulations.

C. HEAD TEACHER

The Head Teacher is utilized at units where the population and school enrollment will not justify a full time principal. This person has both teaching and certain administrative and supervisory duties and responsibilities. The head teacher will be responsible for evaluating the unit's teaching personnel. The Superintendent or his/her designee will be responsible for evaluating the head teacher.

Policy Name:	DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT OF SCHOOLS Page 1 of 2	Policy Code:	GBBAC
		Date Adopted:	4/24/07

The Superintendent of Schools shall be directly responsible to the CAO of the Corrections School System for the planning, development, coordination and supervision of educational programs and related services for the Department. He/she shall assure the CAO that the philosophy and policies of the Board of Correction are being adhered to.

A. DUTIES AND RESPONSIBILITIES

1. To be responsible for coordinating and supervising the total educational program and related services for the department.
2. To provide assurance that all educational and related personnel comply with departmental and institutional rules, regulations, and policies.
3. To develop written policies, guidelines, and operational procedures for the education services.
4. To assist in recruitment, selection, training, and evaluation of educational personnel. To establish and implement goals, objectives, and standards for programs, budget development, fiscal control, regular inspection of institutional educational facilities, and programs, and to coordinate research.
5. To be responsible for compliance with laws, policies, practices, and procedures, which are relative to the School District situation as set forth by the Department of Education.
6. To be accountable for all records, reports, and general paperwork necessary to operate the total educational program.
7. To maintain attendance records.
8. To be responsible for curriculum development, scheduling of classes and personnel, procurement of instructional materials, and supervise supplies.
9. To investigate new and innovative educational programs and facilities. To constantly strive to keep advised of the times and educational programs of the highest possible standard.
10. To establish, coordinate, and maintain a record system of all educational activities.
11. To prepare regular reports of all educational activities for defined personnel.
12. To be responsible for a written report following an annual site visit evaluating personnel, facilities, and procedures for each school facility.
13. To participate in training programs for employees.
14. To assist in arranging and conducting graduation exercises.
15. To be responsible for planning and implementing programs and special projects as designated by the CAO.

B. QUALIFICATIONS

The individual holding this position shall have state license in school administration. In addition, some experience is required.

1. RELATIONS WITH STAFF

1. WARDENS - The Superintendent shall work closely with Unit Wardens in developing and maintaining educational programs and related services to meet individual unit needs, keeping them involved in planning and informed about ongoing programs. Teachers and educational personnel, will, for administrative purposes, be under the Supervision of the Superintendent. Wardens shall maintain line authority over all personnel assigned to their units.

2. STAFF - The Superintendent will provide supportive services when feasible and cooperate with all members of the staff.

Policy Name:	Duties and Responsibilities of Assistant/Deputy Superintendent for Finance	Policy Code:	GBBACA
		Date Adopted:	4/24/07

The Assistant/Deputy Superintendent for Finance shall be directly responsible to the Superintendent of the Arkansas Correctional School. He/she shall ensure that all financial transactions are in accordance with state law. He/she shall work with district personnel to provide financial support for the district's educational activities.

A. DUTIES AND RESPONSIBILITIES

1. Supervises the management of the financial affairs of the school.
2. Assumes responsibility for budget development and long-range financial planning
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as payroll officer for the district.
6. Manages the district's real estate and insurance programs.
7. Administers a budget control program for the district.
8. Arranges for the internal auditing of school accounts.
9. Purchases by competitive bidding, informal quotations, and negotiation, items of supply and equipment necessary for the operation of the school.
10. Assists in hiring personnel.
11. Performs various and other job related duties as required.

B. QUALIFICATIONS

The individual holding this position shall have a Bachelors Degree in business, accounting, or related field, or be a licensed school administrator.

Policy Name:	Duties and Responsibilities of Assistant/Deputy Superintendent of Schools	Policy Code:	GBBACAA
		Date Adopted:	4/24/07

The Assistant/Deputy Superintendent of Schools shall be directly responsible to the Superintendent of the Arkansas Correctional School. He/she shall work with the superintendent to provide supervision for the educational programs.

DUTIES AND RESPONSIBILITIES

1. Assists in coordinating and supervising the total educational program.
2. Prepares drafts of needed Board policies, administrative rules, and status reports for the superintendent's review and action.
3. Communicates to the superintendent the requirements and needs of the district as perceived by staff members.
4. Remains abreast of developments and innovations in the field by reading current literature, attending professional meetings and conferences, and discussions with others in the field.
5. Conducts research on correctional education and related fields.
6. Assists in planning appropriate professional development activities for the district.
7. Works with ADC staff to maintain coordination with correctional and educational staff.
8. Performs various and other job duties as required.

B. QUALIFICTIONS

The individual holding this position shall have a state license in district level school administration. Some additional experience is required.

Policy Name:	JOB DESCRIPTION: PRINCIPAL	Policy Code:	GBBAD
		Date Adopted:	6/17/09

The Principal shall be employed by the Department of Correction School District and be directly responsible to the Superintendent. The Principal shall have administrative and supervisory duties and responsibilities, and is accountable for certain functions, procedures, and activities of the School District.

A. DUTIES AND RESPONSIBILITIES

1. Directly responsible to the Superintendent of Schools.
2. Works in close harmony with unit personnel.
3. Plans and directs learning activities of inmate students in the non-graded curriculum.
4. Administers school attendance, maintains proper records, and files necessary school district reports.
5. Coordinates development of course of study outlines and lesson plans for instructional purposes.
6. Recommends various teaching materials and media.
7. Assists in selection of necessary textbooks and related materials.
8. Assists in developing budgets and requests supplies, materials, and instructional aids.
9. Assists in maintaining and gathering various statistical information.
10. Recommends student placement and advancement.
11. Perform various and other job related duties as required.
12. The Principal is the teachers' immediate supervisor and is responsible for teacher evaluation.

B. QUALIFICATIONS

The individual holding this position shall be licensed by the State Department of Education.

Policy Name:	JOB DESCRIPTION: DEAN OF STUDENTS	Policy Code:	GBBADA
		Date Adopted:	5/18/06

The Dean of Students may be employed by the Arkansas Correctional School and be directly responsible to the Superintendent. The Dean of Students shall have administrative responsibilities, and shall be accountable for certain functions, procedures, and activities of the district. The Dean of Students will supervise unit schools with fewer than eight (8) teachers. The implementation of this policy will be accomplished through attrition.

A: DUTIES AND RESPONSIBILITIES

1. Directly responsible to the superintendent of schools
2. Works in close harmony with unit personnel
3. Plans and directs learning activities of inmate students in the non-graded curriculum
4. Administers school attendance maintains proper records, and files necessary school district reports
5. Coordinates development of course of study outlines and lesson plans for instructional purposes
6. Recommends various teaching materials and media
7. Assists in selection of necessary textbooks and related materials
8. Requests supplies, materials, and instructional aids
9. Assists in maintaining and gathering various statistical information
10. Recommends student placement and advancement
11. Performs various and other job related duties as required
12. The Dean of Students is the teachers' immediate supervisor and is responsible for teacher evaluation.

B. QUALIFICATIONS

The individual holding this position shall be licensed by the State Department of Education.

Policy Name:	DUTIES AND RESPONSIBILITIES OF THE DATA MANAGEMENT SPECIALIST	Policy Code:	GBBADAA
		Date Adopted:	4/24/07

The data management specialist works under the direct supervision of the assistant/deputy superintendent.

A. DUTIES AND RESPONSIBILITIES

1. Manages the district electronic student database
2. Inputs educational records
3. Scans documents into the district database.
4. Updates student records on district server.
5. Notifies principals of database updates.
6. Regularly meets with principals to get feedback and monitor the system.
7. Works with principals as needed
8. Assumes other duties as assigned by the superintendent.

B. Qualifications

The individual holding this position shall have an Associate of Arts degree or experience in a related field.

Policy Name:	JOB DESCRIPTION: ASSISTANT PRINCIPAL	Policy Code:	GBBADAAA
		Date Adopted:	8/6/09

The Assistant Principal shall be employed by the Department of Correction School District and be directly responsible to the Principal. The Assistant Principal shall assist the principal with administrative and supervisory duties and responsibilities, and is accountable for certain functions, procedures, and activities of the School District.

A. DUTIES AND RESPONSIBILITIES

1. Works in close harmony with unit personnel.
2. Assists in selection of necessary textbooks and related materials.
3. Assists in maintaining and gathering various statistical information.
4. Assists with attendance records and student discipline.
5. Performs various and other job related duties as required.

B. QUALIFICATIONS

The individual holding this position shall be licensed by the State Department of Education.

Policy Name:	ACCEPTABLE USE POLICY FOR TECHNOLOGY	Policy Code:	GBBAE
		Date Adopted:	6/17/09

Security for access to the Internet will be of the utmost concern. No minors will have access to the Internet. No inmate will be allowed access to an online computer. Educational information will be dispersed according to applicable laws.

A computer room will be provided to allow ACS teachers access to the Internet. The location of the room and the locking system will be approved by ADC security and IT personnel. The computer room will be locked except when teachers are present. The computers and data cables used in this area will be approved by ADC IT personnel. Computers in the room will be secured by passwords assigned to each teacher. Every teacher will log on and off the computers to ensure Internet security.

The Internet will be used for educational purposes only. Instructors will be able to download material for use in class. Instructors will also be able to use the Internet for professional development activities and research.

Arkansas Department of Correction and ACS equipment and software will only be used for educational purposes. Employees will not utilize Department of Correction or district equipment for personal use. Cellular telephones purchased by the district will only be used for official district business.

Policy Name:	INVENTORY DISPOSAL	Policy Code:	GBBAF
		Date Adopted:	5/18/06

Fixed assets that are no longer operable may be disposed of only after the unit principal/dean of students/head teacher has received approval from a minimum of 2 (two) central office administrators.

Policy Name:	STUDENT TEACHERS	Policy Code:	GBBAG
		Date Adopted:	4/27/01

It shall be the practice of the District to work with the teacher-training institutions in connection with the student teaching program in the line with arrangements required by each institution. Generally these arrangements provide:

That a student teacher is assigned to a cooperating teacher for a period of time determined by the college.

That the student teacher adheres to all requirements expected of a regular staff member.

That during this time, the student teacher is under the supervision of his/her college or university.

That all arrangements by the teacher-training institution making available to the cooperating teacher a stipend shall send it directly to the teacher.

That all arrangements by the teacher-training institution shall be made through the principal's and Superintendent's office.

That the Superintendent shall work with the principals in arranging the assignments.

That no regular teacher shall be assigned a student teacher unless he/she is agreeable to this arrangement.

The staff of the Department of Correction Schools has been very cooperative in all phases of this program and has accepted these assignments as an obligation to the profession in preparing better qualified teachers.

Policy Name:	RECRUITMENT	Policy Code:	GBC
		Date Adopted:	4/27/01

The Board recognizes the Superintendent of Schools as the chief executive officer of the Board, and places upon him/her the responsibility for recommending the appointment of personnel.

Although the Superintendent may assign to others certain duties respecting the appraisal of the qualifications of candidates, the final decision concerning the recommendation of candidates shall be the responsibility of the Superintendent. All recruitment and hiring practices shall adhere strictly to applicable equal employment opportunity policies and regulations.

Notice of staff openings will be available in the Superintendent's office.

Policy Name:	MINORITY TEACHER/ ADMINISTRATOR RECRUITMENT PLAN	Policy Code:	GBCA
		Date Adopted:	4/27/01

It shall be the policy of the Board of Education that beginning with the 1992-93 school year that the school district shall prepare a minority school teacher and administrator recruitment plan. The plan shall place emphasis on recruitment of African Americans and other members of minorities for teacher and administrator positions and on encouraging minority students to pursue a career in education. Recruitment plans shall cover the next ten (10) year period and set forth the goal of developing equity in employee composition that reflects racial and ethnic diversity. The plan shall be a part of the Equity Assistance Plan filed annually with Equity Assistance Center of the State Department of Education and shall be updated annually for an additional ten (10) years.

The minority teacher and administrator recruitment plan shall include but not be limited to the following information:

1. The goals of the school district for the recruitment of minority teachers and administrators for the next school year and for the next ten (10) school years;
2. The steps the school district has taken to meet its goals;
3. The progress of the school district in recruiting minority teachers and administrators;
4. The measure the school district will use to meet its employment goals;
5. If the school district did not meet the district's goals for the previous reporting period, the school district shall state the reasons for not meeting the goals;
6. The steps the school district will take to encourage minority students to pursue a career in education;
7. The number and percentage of members of racial minorities who were employed as teachers or administrators in each of the last five (5) years; and
8. The racial composition of the student body and the racial composition of the residents of the district.

The school district shall establish a minority teacher/administrator goal at least equal to the percentage of minority students of the district.

The school district shall designate an employee to coordinate implementation of its recruitment plan. The designated Equity Assistance Coordinator in the school district may serve as the coordinator of the district's recruitment plan.

Policy Name:	JOB DESCRIPTION: ESL COORDINATOR	Policy Code:	GBCB
		Date Adopted:	5/18/10

DUTIES AND RESPONSIBILITIES

The ESL Coordinator, in addition to his/her other teaching responsibilities, will oversee the orientation and instructional activities for ESL students. Inmates with limited English language skills will receive a standardized test to determine their language proficiency. The ESL Coordinator will supervise all phases of the ESL program including testing, curriculum, and ESL tutors, if utilized. The ESL Coordinator will be responsible for any record keeping associated with the ESL program.

Policy Name:	EMPLOYMENT POLICY	Policy Code:	GBD
		Date Adopted:	4/27/01

The following is general information that you as the employee need to know to be fully aware of your rights, privileges and responsibilities. It also contains specific information regarding the operations of the Department of Correction School District.

1. EMPLOYMENT POLICY

A. EMPLOYMENT - It is the policy of the Department of Correction School District to employ, recruit, and compensate persons on the basis of merit, qualifications and competence, and to deal with employees fairly. All applicants for positions with the Department of Correction School District shall provide information during the hiring process that is true and factual to the best of their knowledge and ability. Intentional false statements made on the application or during
interviews could lead to dismissal as an employee or rejection as an applicant.

B. EQUAL OPPORTUNITY EMPLOYER STATEMENT - In keeping with the mission of the ADCSD, the district desires to employ individuals who are dependable and sincerely interested in serving the mission of the district. The ADCSD seeks employees who can handle these important matters in a professional manner.

The ADCSD is an equal opportunity employer providing employment opportunities without regard to race, color, sex religion, national origin, age, physical or mental handicap or veteran status. This policy and practice relates to all phases of employment including, but not limited to: recruiting, hiring, placement, promotion, transfer, layoff, recall, termination, rates of pay, or other forms of compensation, training, use of all facilities, and participation in all district-sponsored employee activities and programs.

All members of ADCSD administrative staff are familiar with this statement of policy, the philosophy behind it, and their responsibility to apply these principals in good faith for meaningful progress in the utilization of minorities and women.

Policy Name:	ASSIGNMENT	Policy Code:	GBE
		Date Adopted:	5/18/06

Individuals accepting employment in the Department of Correction Schools agree to accept the position assigned by the principal or Superintendent. The administration will make teaching assignments based on what they feel is best for the total school program. Transfers in assignment may be granted by the Superintendent after written request has been filed, approved by both principals concerned, and determined to be in the best interest of the School District.

The principle criterion for consideration of a request for transfer is whether or not the request will result in the best educational program for the School District. The best educational program results from selection of a school faculty which is well balanced in terms of teacher's experience, general background, and competence. A request for transfer will not be granted if the teacher does not qualify for the existing vacancy.

The teacher understands and agrees that his/her teaching assignment under contract (regarding subject areas, grade levels, and campus unit locations) is subject to change at the discretion of the superintendent or designated supervisor of said school district.

Extra-curricular duties are considered a normal part of teachers' work; therefore, it will be necessary for all teachers to share in these assignments.

The principal/dean of students/head teacher of each school shall have the responsibility of assigning extra-curricular duties.

Policy Name:	ORIENTATION	Policy Code:	GBF
		Date Adopted:	5/19/05

New full time employees will receive a minimum of 40 hours of pre-service training including but not limited to the following:

1. Personnel policies and procedures
2. Orientation to the mission, goals, policies and procedures of the education department, institution, and parent agency.
3. Overview of the corrections field
4. Basic security training
5. Emergency plans, procedures and responsibilities
6. Teaching the correctional student

Part time staff will participate in a structured institutional orientation program that covers the above mentioned topics.

Policy Name:	SUPERVISION OF INMATE STUDENTS	Policy Code:	GBHA
		Date Adopted:	5/18/06

Teachers will assist in the movement of students to and from the school in the manner directed by the principal/dean of students.

A. DISCIPLINE

The problems of discipline are, in most cases, symptomatic of fundamental deficiencies in the teacher. When the right classroom conditions exist, there are few opportunities for inattention and misbehavior. It is commonly recognized that GOOD DISCIPLINE IS A PRODUCT OF GOOD TEACHING.

1. The teacher should have but few regulations. These regulations should be so obvious in intent that no student can plead ignorance of them.
2. Teachers are to handle discipline problems according to unit regulations. In cases where help is needed the teacher should consult the principal.
3. In maintaining discipline, the teacher should manifest a spirit of self-control, kindness, and determination.
4. Teachers are not security personnel, but must constantly "think" security.

Teachers must try to secure good inmate conduct by kind and judicious means, and expertise in teaching methods and techniques. The teacher must demonstrate self-control in the presence of inmates and avoid nagging, sarcasm, and use of harsh, abusive, or violent language. A good example set by the teacher may be of more value than any amount of talking about good conduct. Reasonable classroom behavior is the target, keeping in mind that noise levels should be kept to the level that will not unduly disturb fellow teachers and their classrooms.

B. FORMS OF DISCIPLINE MEASURES

1. Minor Disciplinary:

A minor disciplinary may be written for such things as sleeping in class, unnecessary noise, horseplay, refusing to obey an order, etc.

2. Major Disciplinary:

A major disciplinary may be written for more serious offenses or when an inmate continues to commit an offense for which he/she has already received a minor disciplinary.

In most cases, an inmate should be warned that he/she is in danger of having a disciplinary written on him/her. If a disciplinary is written, care should be taken to make sure all events of the incident are clearly written in the disciplinary. The Rule number must be written on the disciplinary and all other required information.

After a disciplinary is written, the teacher should inform the inmate that he/she has been "written up" and why. For more information refer to the Department of Correction Inmate Handbook.

C. IN A TENSE SITUATION:

In case of extremely disruptive behavior in the classroom or school area (such as fighting, making violent threats on the teacher or other persons in the class, etc.) the objective is to remove the disruptive inmate(s) from the classroom or school area and get them to the office as quickly and calmly as possible. Do not hesitate to seek the assistance of a nearby colleague, principal, or other department employee.

NEVER argue with an inmate who is exhibiting extremely disruptive behavior. If there are no supervisory personnel in the school or the situation warrants such action, call security and request assistance.

Policy Name:	PROMOTION	Policy Code:	GBJ
		Date Adopted:	6/15/04

The Board of Education shall consider and determine all promotions of employees based upon the recommendations of the Superintendent. All employees considered for promotion must possess the appropriate license issued by the State Board of Education for said position.

Policy Name:	STAFF REDUCTION IN FORCE	Policy Code:	GBKA
		Date Adopted:	4/27/01

In the event that a reduction of teaching personnel becomes necessary, layoffs will be made in reverse order of district seniority.

Policy Name:	EMPLOYEE DISCIPLINE OF CONTRACT	Policy Code:	GBNA
		Date Adopted:	5/19/05

Disciplinary action may initiated against an employee by the designated administrator for failure to follow the Department of Correction School District's and the Departments of Correction's and Community Corrections' policies, rules and regulations. Such action may include one or more of the following: verbal or written reprimand, probation, demotion, suspension or dismissal. Employees should refer to AR 225 for further information.

The Teacher Fair Dismissal Act will be followed in all matters related to employee dismissal.

Policy Name:	WORKING CONDITIONS	Policy Code:	GBR (Also GCRAB)
		Date Adopted:	4/27/01

In order for all employees to function efficiently and properly, district rules are established as a guideline. These procedures and regulations are written for the protection and benefit of employees. A violation may cause serious deterioration of a proper correction program. Disciplinary action may result when there is an infraction, whether through ignorance or through a willful act. Violation of departmental rules and regulations may result in disciplinary action up to and including dismissal. Wardens and Division Administrators will have the authority to promulgate specific rules and regulations pertaining to their employees consistent with the guidelines and philosophy of the Department and district. In the event of a conflict with Administrative Regulations and any other published rules or regulation, the Administrative Regulation will take precedence. It is the employee's responsibility to read and understand each Administrative Regulation, policy and procedure of the Department. A copy will be made available by your supervisor, for your review upon your request.

Policy Name:	HEALTH EXAMINATIONS	Policy Code:	GBRA (Also GCRAB)
		Date Adopted:	6/15/04

Licensed personnel must submit an annual health certificate. New employees must submit one before a contract shall be completed.

The certificate must attest to the person's freedom from any and all forms of contagious or infectious diseases, including tuberculosis. The health certificate must not bear a date longer than three months prior to the application.

In case a person is hired on a temporary basis, he/she shall be allowed three months to submit the health certificate.

Policy Name:	SEX DISCRIMINATION/ HARASSMENT OF STUDENTS	Policy Code:	GBRAA (Also GCR)
		Date Adopted:	5/18/06

Sexual harassment and other forms of sex discrimination are forms of employee misconduct that undermine the integrity of the employee-student relationship. All students must be allowed to pursue their education in an environment free from unsolicited and unwelcome sexual overtures.

Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, that debilitates student morale, and that therefore interferes with the study habits of its victims and their fellow students. Sexual harassment may include actions such as:

1. Verbal sex-oriented "kidding", insults, or subtle pressure for sexual activity.
2. Physical contact such as patting, pinching, or constant brushing against another's body.
3. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment, or threats concerning a student's academic status.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against a student on the basis of conduct not related to class performance, such as the taking or refusal to take student action, including passing of students who submit to sexual advances or refusal to pass students who resist or protest sexual overtures.

In fulfilling our obligation to maintain a positive and productive educational environment, the Board and District officials will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

If students feel they have been sexually harassed, the following steps should be taken without fear of retaliation:

1. Inform a teacher, counselor, or administrator.
2. Write a detailed account of the incident including the date, time, place and witness(es) , if any.

This information will then be forwarded to the principal's/dean of students' office for review and possible disciplinary action.

Policy Name:	DRUG FREE POLICY STATEMENT	Policy Code:	GBRABC
		Date Adopted:	4/27/01

In a good-faith effort to create a healthy environment for students and staff members, the board of directors prohibits the possession, use, or distribution of illegal drugs and/or alcohol by its employees on school district property or as a part of any school activity.

The illegal manufacture, distribution, dispensation, possession, or use of narcotics, drugs, alcohol, or controlled substances during working hours, school activities, or on Department of Correction property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work or perform assigned duties while under the influence of alcohol or any prohibited drug. Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to and including discharge.

Compliance with the standards of conduct stated in this policy is mandatory of all employees. Violations of any part of this policy may result in disciplinary action, including suspension and termination. If the situation warrants, the superintendent shall communicate all available information promptly to the proper law enforcement agency and offer full cooperation of the Department of Correction School District in an investigation.

Employees are encouraged to seek treatment and/or counseling for drug problems. The Department of Correction School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. The district has established a referral process with a recognized care giving organization. This process shall be employee initiated.

As a condition of employment, the employee will abide by the terms of the statement and notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no longer than five (5) calendar days after such conviction.

All employees shall be given a copy of this policy statement and be made aware of the effective date.

Policy Name:	TIME SCHEDULES	Policy Code:	GBRB
		Date Adopted:	5/18/06

Prior to the beginning of the school year, a time schedule for each school will be established by the Superintendent of Schools. These schedules will meet all requirements of the Arkansas Department of Education and accrediting agencies.

In order to provide guidance to all licensed personnel, the following time schedule will be followed:

1. Teachers: All teachers in the District are expected to arrive at their individual school as scheduled by each school principal/dean of students/head teacher. Teachers who must leave during the day will have the approval of the principal/dean of students of the building. Teachers will remain after school as scheduled by each principal/head teacher.
2. Supervisors, Directors, etc: These persons will follow a schedule as required and as approved by the Superintendent. Generally, the schedule will be the same as the one for the principal.

Policy Name:	DAILY SCHEDULE	Policy Code:	GBRBA
		Date Adopted:	6/17/09

THE SCHOOL DAY - TEACHER

The school day will vary from unit to unit, but shall consist of 30 student contact hours per week with additional time for lunch and teacher preparation. School schedules are to be approved by the Superintendent.

1. Arrival Time:

To be announced by the principal/dean of students/head teacher. It is the duty of the teacher to be prompt.

2. Inmate Counts:

To be conducted as the individual unit requires.

3. Bulletin board will be checked in the school office at least daily for newly posted memos.

4. Outside Duty.

The Duty Roster will be posted in the school office.

Teachers are expected to be on duty at all assigned times. The purpose is to supervise and keep order among the inmates during break.

5. Inmate Problems:

As the primary responsibility of the teachers is to teach, caution should be used concerning personal involvement in inmate personal problems.

Policy Name:	SCHOOL CALENDAR	Policy Code:	GBRBAB
		Date Adopted:	4/27/01

During the spring term the Superintendent shall develop, or cause to be developed, a school calendar for the ensuing year. Said calendar shall be presented to the Board no later than the regular June meeting.

The calendar shall set forth days of attendance for students, days of inservice and organizational meetings for teachers and administrators, holiday periods, and other schedules of importance to the staff and public.

Policy Name:	INCLEMENT WEATHER POLICY	Policy Code:	GBRBAC
		Date Adopted:	5/18/06

The unit principal/dean of students will have the authority to cancel school due to inclement weather with the approval of the superintendent. All unit teachers will be contacted by the principal as early as possible once the decision to cancel has been made. The unit warden will be informed that school has been canceled. The determination to cancel school will be made one day at a time. Any school days missed due to inclement weather will be made up at a time determined by the unit principal/dean of students with the approval of the superintendent. Staff who miss work when school is not canceled will be charged with sick leave.

The ADCSD will comply with the state inclement weather policy in regard to arrival time on inclement weather days.

Policy Name:	GRADE PLACEMENT	Policy Code:	GBRBAD
		Date Adopted:	4/27/01

Inmates are placed in class according to educational ability.

Policy Name:	CURRICULUM CEA Standard Number 52, 53, 54, 55	Policy Code:	GBRBAE
		Date Adopted:	5/19/05

There is an adopted curriculum for each educational course that was developed or selected by a district curriculum committee. The curricula will be maintained in the central office. Teachers will be given preparation time as required by law.

Policy Name:	HOMEWORK POLICY	Policy Code:	GBRC
		Date Adopted:	11/16/00

Department of Correction School District instructors do not assign homework. Students do not have a suitable place in the living area to complete homework assignments. Instructors allow ample time for guided practice in class. Instructors may provide extra work to be taken to the living area if a student requests.

Policy Name:	GRADING POLICY	Policy Code:	GBRCA
		Date Adopted:	11/16/00

The Department of Correction School District does not assign grades in the traditional sense. The district is an open entry, open exit system allowing inmates to be placed in school at any time during the school year based on standardized achievement test scores. Students are retested periodically and placed in the most appropriate class based on test scores.

Policy Name:	EDUCATIONAL INCENTIVES CEA Standard Number 32	Policy Code:	GBRCAA
		Date Adopted:	5/19/05

The ADCSD will hold a graduation ceremony yearly for the GED graduates. Other incentives for academic achievement will be available as specified by law.

Policy Name:	COMMUNITY TRANSITION SERVICES CEA Standard Number 45	Policy Code:	GBRCAB
		Date Adopted:	5/19/05

The educational programs will coordinate with other institutional programs and community agencies to provide students with assistance in preparation for returning to the community.

Policy Name:	EDUCATION FOR SEGREGATED, RESTRICTED, OR SUSPENDED STUDENTS CEA Standard Number 61, 62	Policy Code:	GBRCAC
		Date Adopted:	5/18/06

Students who are placed on segregated status may receive homebound educational services. Students may be enrolled in school upon their release from segregation. Educational work done while receiving homebound educational services will be recorded in the student's cumulative record.

Policy Name:	STAFF MEETINGS	Policy Code:	GBRD
		Date Adopted:	5/19/05

The Board considers it part of a teacher's and administrator's professional responsibility to attend such staff meetings as may be required for the proper functioning of the schools, to serve on committees involved in curriculum development and textbook selection.

School administrators will seek to give sufficient notice of staff meetings, hold them to reasonable frequency and length, and make committee assignments equitably. Staff meetings will be held at the unit level at least quarterly. Administration staff education meetings will be held at least semi-annually for the system-wide organization.

Policy Name:	EXTRA DUTY (ASSIGNMENT OF DUTIES)	Policy Code:	GBRE
		Date Adopted:	5/18/06

Extra curricular duties are considered normal in a teacher's work. Allocation and assignment of extracurricular duty is the responsibility of the principal/dean of students/head teacher.

Policy Name:	RECORD KEEPING	Policy Code:	GBREA
		Date Adopted:	5/18/06

The principal/dean of students/head teacher must compile monthly attendance reports and send them to the Superintendent of Schools on the approved forms. Students under 21 years of age will be identified on the reports as required.

The importance of accurate records cannot be overemphasized. Each teacher will keep an accurate up-to-date roster of his students. A record of the number of hours spent in class must be maintained.

Attendance in each class period must be recorded accurately on the proper forms. See the Unit Principal/dean of students/head teacher for exact requirements.

Policy Name:	MAINTAINENCE OF STUDENT RECORDS CEA Standard Number 40	Policy Code:	GBREAA
		Date Adopted:	5/18/06

Student records documenting progress will be maintained on the district's server and will be accessible by the principal/dean of students at each facility. The records will be cumulative and will contain all relevant educational information.

Policy Name:	TRAVEL EXPENSES	Policy Code:	GBRF (Also GCRE)
		Date Adopted:	4/27/01

The Board of Education authorizes the reimbursement of professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel which is at the request of, or has received prior approval from, the Superintendent and said employee's immediate supervisor. Such reimbursement shall be at the rate set by the Board.

Policy Name:	NON-SCHOOL EMPLOYMENT BY LICENSED STAFF MEMBERS	Policy Code:	GBRG
		Date Adopted:	6/15/04

All full-time employees of the Board of Education are expected to devote full-time to their assigned duties. No outside employment or activities during the work day of the employee shall be allowed by the Board. Only at the discretion of the Board are teachers allowed to be released from their contract before the contract's expiration date. The Board strongly emphasizes that all contracts be honored by the School District and the teachers.

No employee of the Department of Correction shall act as a salesperson for any type of school supplies or books which are used in the Department of Correction Schools or by pupils of any school while he/she is in employment of the District.

Any employee who represents any particular company must refrain from recommending the product he/she sells during the time he/she is employed.

The time referred to in the paragraph above, "while he/she is in the employment of the District", refers to the time covered by the contract of the employee. That is, if the teacher's or other employee's contract is for nine months, the policy applies to those nine months and not to the three months not included in the contract. The teacher or employee may use the time not covered by the contract according to his/her own desire so long as it is not out of character with the dignity of the teaching profession.

Policy Name:	EDUCATIONAL LEAVES AND ABSENCES	Policy Code:	GBRH
		Date Adopted:	4/27/01

A full-time employee who is given out-service training may be granted educational leave by the Superintendent on the following basis:

The employee will continue in the service of the District for a period of time as statutorily required or, in the absence of a specific law, at least twice the length of his/her course of training.

An employee who does not fulfill the qualifications shall be required to pay the District the total cost, or a proportionate share of the cost, of the out-service training and compensation paid during the training period. A written contract setting forth all terms of the agreement shall be signed by the employee and the District.

The employee shall retain all rights in the position held at the time when leave was granted or in one with comparable security and pay. The amount of the salary paid during the training period will be as agreed on by the employee and the District, but shall not exceed the regular salary paid the employee.

Payment of tuition, fees, books and transportation may be made if such sums have been specifically appropriated by the General Assembly for such purposes.

Policy Name:	LEAVE OF ABSENCE FOR ATTENDANCE AT CONFERENCES OF LOCAL, STATE AND NATIONAL PROFESSIONAL MEETINGS	Policy Code:	GBRHA
		Date Adopted:	5/22/08

1. The Arkansas Department of Correction Board of Education does encourage employees to actively participate in meetings of local, state and national organizations.
2. Requests for permission to attend professional meetings must be approved by the principal/dean of students/head teacher AND the Superintendent of Schools.
3. Employees must use personal leave or leave without pay when away from the school premises for reasons other than attendance at school functions that occur away from the school premises.

Policy Name:	EXCHANGE TEACHING	Policy Code:	GBRHC
		Date Adopted:	6/15/04

The term "exchange teacher" applies both to teachers from foreign countries and to teachers from other American communities who come to our community on a direct exchange formally approved by the Superintendent. Official arrangements will include assurances that the teacher is properly licensed and qualified for work in the District schools.

Teachers may apply for and be granted a 12 month leave of absence to permit them to teach in schools in foreign countries. Teachers on leave for this purpose may also request and be granted a
12 month extension in time to permit a second year in such assignment. Upon returning to the District school system, the teacher will not ordinarily be granted another leave of absence for this same purpose until five additional years of teaching in the District schools are completed.

Policy Name:	LEAVE OF ABSENCE WITHOUT PAY	Policy Code:	GBRI
		Date Adopted:	4/27/01

An employee may request a continuous leave of absence without pay not to exceed six months unless granted in accordance with the provisions of military leave. The leave is granted at the discretion of the superintendent. However, leave without pay is not to be granted until all of the employee's accumulated annual leave has been exhausted; leave of absence without pay due to illness shall not be granted until all of such employee's accumulated sick leave has been exhausted.

Any employee on leave of absence without pay does not accumulate leave time, participate in group insurance programs in which the state contributes, nor receive pay for any legal holidays. However, this does not preclude an employee's paying the total cost of the insurance program during leave and being fully covered in the program until return to duty.

At the expiration of such leave, the employee is to be reinstated without loss of any rights, unless the position is no longer available due to a budgetary reduction in staff. Employee's eligibility dates do not change as a result of leave without pay. However, step increases may be delayed at the option of the district. Failure on the part of the employee to report promptly at the expiration at the leave of absence, except for satisfactory reasons submitted in advance, is cause for dismissal.

The establishment of leave records and internal leave procedures are the responsibility of the district. Internal policy and procedures may cover such things as requesting leave or length of leave without pay. All employees should be informed of any internal policy and procedure as well as statewide policy and procedure.

Policy Name:	JURY DUTY OR COURT APPEARANCE LEAVE	Policy Code:	GBRIA (Also GCRGA)
		Date Adopted:	5/24/07

COURT AND JURY LEAVE – Any employee who is required to appear in court as a result of any ACS-related activity or is required to serve as a juror shall be entitled to full compensation in addition to any fees paid for services, and such court appearances shall not be counted as annual leave.

Policy Name:	ABSENTEEISM	Policy Code:	GBRIAA
		Date Adopted:	4/27/01

POLICY REGARDING ABSENTEEISM - Absenteeism is the continued regular or irregular absence from a position for reasons where approval has not been granted. All positions in the Arkansas Department of Correction School District require that the employee be on the job every day or some other employee must accept extra responsibility. Continued absence indicates a decided lack of interest and will subject the employee to disciplinary action up to and including termination.

Policy Name:	AUTHORIZED SCHOOL BUSINESS	Policy Code:	GBRIAB
		Date Adopted:	5/18/06

A teacher may be absent without loss of pay for school business or educational meetings provided the absence is approved in advance by the principal/dean of students/head teacher.

Policy Name:	COMPENSATORY LEAVE	Policy Code:	GBRIABA
		Date Adopted:	4/24/07

Compensatory leave will be allowed for employees who perform necessary district tasks while off contract. Employees will receive approval from the superintendent or his/her designee before working off contract. A leave form will be used to document the date the compensatory time was taken.

SICK LEAVE - Sick leave is a form of insurance benefit which is available to employees. Unlike annual leave, however, sick leave can only be used whenever the employee is unable to work because of sickness, injury or for medical, dental or optical treatment. Sick leave may also be granted to the employees due to the death or serious illness of a member of the employee's immediate family. Immediate family means the father, mother, sister, brother, spouse, child, grandparents, in-laws or any individual acting as a parent or guardian of the employee. If your spouse is ill and your participation in the treatment is necessary, an employee must obtain a written statement from a doctor to that effect and present same to their supervisor. Others may be considered immediate family due to special circumstances. Like an insurance policy, the benefits provided the employee are contingent upon the occurrence of one of the above events. An employee shall be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. If the event never occurs, the employee is not entitled to the sick leave benefits.

An employee working in a regular salary position accrues sick leave at the rate of one day for each complete month of service, up to a maximum of 120 days. Employees working less than full-time but more than 1,000 hours per year in a regular salary position accrue sick leave in the same proportion as time worked. Example: Employees working half-time would accrue one-half day per month. Sick leave may not be accumulated during a period of leave without pay when such leave totals ten or more days within a calendar month.

When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six months, accrued sick leave may be restored.

Sick leave is granted on the basis of work days, not calendar days and is deducted from the employee's accrued sick leave in increments of not less than one hour.

Non-work days such as weekends and holidays falling within a period of sick leave is not charged as sick leave.

Absence due to illness or disability is charged in the following order:(1) Earned sick leave (2) earned annual leave, (3) leave without pay.

The Superintendent may require a statement from a medical doctor, or other acceptable proof that the employee was unable to work to the end that there will be no abuse of sick leave privileges. The Superintendent shall require a physician's verification of sick leave when an absence exceeds five continuous days or when an absence indicates need for verification.

Employees who are absent from work due to temporary occupational injury or illness and who are entitled to Worker's Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplement to Worker's Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a proportional basis. For example, an employee's normal weekly pay is $130.00. He/she is receiving $65.00 per week Worker's Compensation and elects to receive an additional $65.00 sick leave. Therefore, he/she used sick leave at a rate of one-half which is two and a half days for each week of disability. Please check with the Central Personnel Office before cashing a Worker's Compensation check. This is necessary to ensure you do not receive payments from both Worker's Compensation and the Department totaling more than your normal weekly rate of pay. Should this happen, you will be required to reimburse the Department for the amount of overpayment.

Employees receiving Worker's Compensation benefits for a permanent disability are eligible for full pay from both sources.

Maternity leave is to be treated as any other leave for sickness or disability.

Request for sick leave must be made in advance. However, if the nature of the illness makes this impossible, the employee must notify the unit principal/dean of students/head teacher no later than the normal time to report for work. Failure to do this will result in the employee being charged with sick leave. Application for sick leave must be filed within two days after the employee returns to work. In addition, the employee shall be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. Administrators may require a doctor's statement for an absence due to illness or injury if they have reason to believe or suspect that an abuse of the sick leave policy is being committed or unusual circumstances exist. If notification is not made in
accordance with this procedure, the absence will be charged to annual leave or leave without pay at the discretion of the superintendent. Employees are urged not to abuse the sick leave policy. Continued abuse may result in disciplinary action.

Employees transferring between state agencies and/or state institutions of higher education, without a break in service, shall at the time of transfer, retain all accumulated sick leave credits.

The establishment of leave records and internal leave procedures are the responsibility of the district. Policy and procedures covering such things as requesting leave, approving authority or use of sick leave may be covered.

Policy Name:	TRANSFER OF ACCUMULATED AND UNUSED SICK LEAVE	Policy Code:	GBRIBA
		Date Adopted:	4/27/01

Whenever a school teacher employed by a School District in this state shall leave said School District and accepts employment in another School District in this state, said teacher shall be granted credit by such new School District for any unused sick leave accumulated by said teacher in the former School District, but not to exceed ninety (90) days. Said accumulated and unused sick leave credit shall be granted to the teacher upon furnishing proof in writing thereof from the School District of former employment of the teacher.

The School Board will have to approve all deviations from the above regulations.

Policy Name:	SICK LEAVE COMPENSATION	Policy Code:	GBRIBAD (Also GCRGBAB)
		Date Adopted:	5/19/05

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment except the following:

A. Upon retirement or entry into the Teacher Deferred Retirement Option Plan (T-Drop), any employee of the Arkansas Department of Correction School District shall receive compensation for accumulated unused sick leave as follows:

1. If the employee has accumulated at least fifty (50) days, but less than sixty (60) days of sick leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued sick leave days (rounded to the nearest day) times fifty percent (50%) of the employee's daily salary.

2. If the employee has accumulated at least sixty (60) days, but less than seventy (70) days of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued sick leave days (rounded to the nearest day) times sixty percent (60%) of the employee's daily salary.

3. If the employee has accumulated at least seventy (70) days, but less than eighty (80) days of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.

4. If the employee has accumulated at least eighty (80) or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.

B. For purposes of this section, the employee's daily salary shall be determined by dividing the annual salary by the number of contract days.

C. In no event shall an employee receive an amount that exceeds seven thousand five hundred dollars ($7,500) upon retirement due to the provisions of this section. Employees shall receive compensation for unused sick leave one time during their tenure with the Correctional School System.

Policy Name:	MATERNITY LEAVE	Policy Code:	GBRIC
		Date Adopted:	4/27/01

MATERNITY LEAVE - Maternity leave is to be treated as any other leave for sickness or disability. The employee may elect to take leave of absence without pay in the case of maternity leave without having to exhaust accumulated annual and sick leave.

Policy Name:	MILITARY LEAVE	Policy Code:	GBRID (Also GCRGD)
		Date Adopted:	4/27/01

A teacher or administrator who is a member of the Arkansas National Guard or reserved branches of the Armed Forces, will be granted leave at a rate of fifteen (15) days in any one calendar year, plus necessary travel time for annual training requirement time. If leave is not used in a calendar year, it will accumulate in the succeeding calendar year until it totals fifteen (15) days at the beginning of the calendar year. Leave will be granted without loss of pay in addition to regular vacation time. The teacher or administrator will be responsible for paying the cost of any substitute employed in the teacher or administrator's absence.

An employee who is drafted or called to active duty in the Armed Forces or who volunteers for military service shall be placed on extended leave without pay or upon application, in ninety (90) days after his/her release, shall be reinstated to the position vacated or it's equivalent with no loss of seniority or any other benefits or privileges of employment.

An employee who enlists or re-enlists for a second consecutive term of military duty forfeits his/her re-employment rights. Personnel called to duty in emergency situations by the Governor or President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave is in addition to regular vacation time.

Policy Name:	PLANNING	Policy Code:	GBRJ
		Date Adopted:	5/18/06

Teachers will develop lesson plans for group and/or individualized instruction. Each teacher may be required to submit to the principal/dean of students plans for each week's work.

Policy Name:	TESTING	Policy Code:	GBRJA
		Date Adopted:	5/19/05

Inmates will be tested and/or interviewed upon commitment to determine their educational level. Students are to be tested periodically following a designated number of class meetings. Testing will vary at units due to the number of times an inmate attends class and the school schedule.

Policy Name:	LOSS OR THEFT	Policy Code:	GBRJAA
		Date Adopted:	4/27/01

Teachers are responsible for personal items, money, or their other valuables left in the desk or classroom. No personal items should be left.

Policy Name:	VACATIONS	Policy Code:	GBRK (Also GCRH)
		Date Adopted:	6/15/04

VACATION FOR LICENSED PERSONNEL ON TWELVE-MONTH CONTRACT

A. Any licensed personnel working on a twelve-month contract is entitled to two-weeks vacation with pay following the first completed year of employment.

B. All vacations of such teachers must be taken in the months of June, July, and August.

C. All vacations must be approved by the Superintendent and all other absences from duty during the summer months, including special educational leave, are to be approved by the Superintendent.

D. The Superintendent and Deputy Superintendents are covered by policy code GCRH.

Policy Name:	PROFESSIONAL RESEARCH AND PUBLISHING	Policy Code:	GBT
		Date Adopted:	4/27/01

The Board considers that the school district has proprietary rights to publications, instructional materials, and devices prepared by district employees during their paid work time. However, the Board also recognizes that importance of encouraging its professionals' writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time, or as part of regular or special assignments for which they are paid, the district will have sole rights in matters of publication or reproduction. However, the district will clearly recognize and note the identity of the employee(s) who created the materials.

In situations where the proprietary rights to material is in doubt. For example, when original instructional materials have been developed partially during working time or as part of a paid assignment and partially during the staff member's own time, arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use his/her background of knowledge of District programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent district policy will be cleared by the Superintendent who may, if the subject warrants, seek Board clearance.

Policy Name:	PROFESSIONAL DRESS CODE	Policy Code:	GBU
		Date Adopted:	4/27/01

Because a good first impression is of such importance, it is the policy of the Department of Correction School District to encourage all employees to be businesslike and conservative in their dress. Male instructors are encouraged to wear a tie or an ADCSD shirt. Female instructors may wear an ADCSD shirt.

Policy Name:	CODE OF ETHICS FOR TEACHERS OF THE DEPARTMENT OF CORRECTION SCHOOL DISTRICT Page 1 of 2	Policy Code:	GBUA
		Date Adopted:	4/27/01

PREAMBLE

We, the teachers of the Department of Correction School District, believe that the objective of education is service to mankind. When we pledge ourselves to give first place to the well being of inmates, the aims of democratic education will be more fully realized. We propose for ourselves certain standards of conduct in order to be more worthy examples to our students, and to improve our relations with the public. We believe that this will maintain harmony among ourselves and enable us to serve the students of this district more effectively.

A. ARTICLE I. RELATIONS TO THE INMATE

Section I. As an individual, that teacher should respect the inmate as a person and be aware of his/her needs and rights.

Section II. (a). The teacher should cultivate and maintain both by precept and example, worthy citizenship and should make democratic ideals attractive to inmates. He/she should help to create in his/her students democratic responsibilities in respect to making and enforcing laws. (b). The teacher should help new students make a good adjustment to the school by welcoming them with unaffected friendliness.

Section III. The teacher should at all times be just and fair to students regardless of their social status.

B. ARTICLE II. RELATIONS TO THE COMMUNITY

Section I. The teacher should recognize and perform the duties of citizenship to the community and should participate in civil affairs.

Section II. The teacher should acquaint the community with the important role of education in an enlightened community.

Section III. The teacher should demonstrate in his/her personal life that education makes better citizens.

C. ARTICLE III. RELATIONS TO THE PROFESSION

Section I. The teacher should manifest genuine pride in the profession and should believe in its dignity and worth. He/she should dignify the profession on all occasions by being courteous, just, and professional in all relationships. The teacher should not take advantage of position to further his/her welfare in or outside of the school.

Section II. The teacher should assist in raising the standards of the teaching profession by encouraging only those of high moral standards and scholastic attainment to enter the profession.

Section III. The teacher should insure personal growth and the progress of his/her profession by joining and participating actively in local, state and national professional organizations.

Section IV. The teacher should work actively through professional organizations for security of position and reasonable retirement allowances.

Section V. The teacher, upon accepting a position, should notify other school boards to whom he/she has applied.

Section VI. A contract, once signed, should be faithfully adhered to until it is dissolved by mutual consent. Ample notification should be given by both school officials and by teachers in case a change of position is to be made. In case of an emergency, the thoughtful consideration which business sanction demands should be given by both parties to the contract.

Section VII. The teacher should be a progressive student of education. He/she should maintain his/her own efficiency and keep an open mind toward all forms of professional progress. The teacher's professional life should be one of continuous growth by study, travel, research, and broad interests.

Section VIII. The teacher should support associates in conversation with others, both inside and outside the system, by emphasizing the good things they are doing and by defending colleagues against unjust accusations. The teacher should not interfere in the classroom affairs of an associate in such matters of discipline or grades.

Section IX. The teacher is to handle all business matters according to the established procedures of the system and transact all official business through the proper line of authority and
responsibility.

Section X. The teachers within the school district shall be held accountable for all rules and regulations authorized by the Director of the Arkansas Department of Correction. These are outlined in the Arkansas Department of Corrections Employee Handbook.

Policy Name:	STAFF JOB ACTIONS	Policy Code:	GBUAA
		Date Adopted:	4/27/01

It is the intent of the Board to ensure that district education programs function without interruption. For this reason it will seek to ensure that contracts which are in force with the district are fulfilled. As much or as little recourse will be entered into as is necessary for the Board to fulfill its obligations an responsibilities to district citizens.

Any employee who conducts himself in a manner which is disruptive to district educational programs and/or violates the provisions of his/her contract with the district subjects himself willfully to the possibility of legal action by the Board. An employee who breaches his/her individual contract has, in essence, terminated his/her employment with the district. It is the responsibility of every administrator to ensure that the obligations and responsibilities of the Board are fulfilled as the Board directs.

In the event of any disruptive actions by staff groups, emergency personnel regulations will go into effect.

Policy Name:	PROGRAM EVALUATIONS CEA Standard Number 64, 65, 66, 67	Policy Code:	GBUB
		Date Adopted:	5/19/05

The educational system shall be evaluated on both an institutional and system – wide basis annually. External program evaluations will be conducted on a three–year cycle. The evaluation will consider such things as student academic performance, enrollment, and student attendance. The results of the statistical analysis and evaluations will be used for program planning, improvements, and accountability purposes.

CLASSIFIED PERSONNEL POLICIES

N/A	Statement of Guiding Philosophy
N/A	Goals of Personnel Policies
GCA	Compensation Guides and Contracts
GCAA	Gifts and Gratuities
GCAB	Compensation
GCB	Staff Positions
GCBA	Qualifications and Duties
GCBAB	Employee Duties
GCC	Recruitment
GCD	Classified Personnel
GCE-GCM	Assignment and Transfers
GCF	Orientation
GCG	Probation
GCH	Supervision
GCI	Evaluation
GCIA	School District Rules
GCIB	Grievance Procedures
GCJ	Promotion-Demotion
GCK	Suspension
GCKA	Staff Reduction in Force
GCL	Tenure
GCM	Transfer
GCN	Dismissal and Non-Renewal of Contract
GCP	Re-employment
GCR	Sex Discrimination/Harassment of Students
GCRA	Health Examinations
GCRAA	Workmen’s Compensation
GCRAB	Working Conditions
GCRB	Time Schedules
GCRC	Work Load
GCRE	Travel Expenses
GCRF	Non-School Employment
GCRG	Leave and Absences
GCRGA	Jury Duty or Court Appearance Leave
GCRGIB	Illness
GCRGBAB	Sick Leave Compensation
GCRGC	Maternity Leave
GCRGD	Military Leave
GCRH	Leave Policy
GCRI	Holiday Pay For Central Office Personnel
GCRK	Training

Policy Name:	STATEMENT OF GUIDING PHILOSOPHY	Policy Code:	N/A
		Date Adopted:	

The Department of Correction School District shall recognize and view classified employees as equal co-workers with licensed personnel in the task of educating the inmates of the District. All positions and work assignments should contribute toward providing the best possible climate and setting for the educational process.

Policy Name:	GOALS OF PERSONNEL POLICIES	Policy Code:	N/A
		Date Adopted:	4/27/01

If classified personnel are to fulfill their auxiliary and service roles in a meaningful and efficient manner, the following goals of this School District policy must be substantially attained.

1. The School District shall endeavor to employ the best personnel available and to utilize their abilities to best advantage.
2. Efforts will be made to provide an atmosphere conducive to good performance and high morals.
3. Opportunities and incentives will be provided which will enable personnel to improve job skills and competence.
4. Insofar as possible, classified personnel will be involved in decisions and plans which directly affect them.
5. The process of evaluation for the improvement of performance will be objective and on-going.

Policy Name:	COMPENSATION GUIDES AND CONTRACTS	Policy Code:	GCA
		Date Adopted:	4/27/01

Salaries for classified personnel shall be established by the Board upon the recommendation of the Superintendent, at a rate commensurate with the duties performed and the prevailing wage of the area.

The term of employment of such employees shall be continuous as long as their services are satisfactory or until their particular type of service is discontinued. Written contracts shall be issued by the Board.

Employees are covered by the State Workman's Compensation plan.

Policy Name:	GIFTS AND GRATUITIES	Policy Code:	GCAA (Also GAI)
		Date Adopted:	4/27/01

No district employee shall knowingly accept any gift(s) from inmate(s), their relatives or friends for preferential treatment from district employees while under district supervision. No district employee shall receive compensation from any firm, person or corporation conducting business with the district in exchange for advantage in securing commerce with the district.

Policy Name:	COMPENSATION	Policy Code:	GCAB
		Date Adopted:	4/27/01

It shall be the policy of the School Board that salary and compensation will be according to the following:

1. Determination of Rates: For all employees, appropriate compensation rates shall be determined on the basis of prevailing rates paid for work of similar nature and responsibility in the community.
2. Salary Ranges: All salary ranges shall be assigned to each class of position, and the rate of compensation for each employee shall be within the minimum and maximum rates established for the class to which his/her position has been allocated.
3. Periodic Pay Increase: Employees whose services are satisfactory shall be eligible to receive periodic increases within their salary range. Available funds will always govern pay increases.
4. Compensation Plan: The Superintendent shall recommend to the School Board revisions of this plan from time to time to reflect changes in responsibility, economic conditions or other valid influencing factors.
5. Extra Help: When extra laborers or helpers are hired, they may be paid by the hour rather than on a monthly basis. This shall be done at the discretion of the Superintendent based upon the proposed length of employment.

Policy Name:	STAFF POSITIONS	Policy Code:	GCB
		Date Adopted:	4/27/01

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

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

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

Policy Name:	QUALIFICATIONS AND DUTIES	Policy Code:	GCBA
		Date Adopted:	4/27/01

The School system may maintain a staff of employees who are not certified by the State Department of Education in the necessary non-instructional capacities: clerical, teacher aides and administrators. These employees shall perform those necessary duties as are stipulated by the Superintendent of Schools. It shall be the duty of the Superintendent of Schools with the assistance of the appropriate supervisor or department head to recommend the employment of the individual members of the non-instructional staff to the Board of Education for approval and employment. The Superintendent shall consider as far as is possible the wishes of the employees in placement and in making building assignments of classified personnel. NOTE: In the event an opening occurs for classified personnel those employees presently employed will be given the opportunity to the vacancy. Employees may be assigned, reassigned, or transferred by decision of the Superintendent. Hours on duty for each employee are determined by the principal of the school or the supervisor of the department. Salary schedules for each type of employment will be maintained in the office of the Superintendent. Salaries will be commensurate to duties performed and the prevailing wage of the area. All classified personnel are covered by social security and state retirement and entitled to benefits thereof.

Policy Name:	EMPLOYEES DUTIES	Policy Code:	GCBAB
		Date Adopted:	4/27/01

QUALIFICATIONS AND DUTIES: - NON-CLASSIFIED PERSONNEL
Secretarial - Clerical Staff - Aides 1. General requirements for employment:
a. Training
The employee shall have such training and skills as may be required to successfully carry out the requirements of the job.
b. Experience
Experience shall not be a prerequisite for employment unless in the opinion of the Superintendent the position deemed to require it.

Policy Name:	RECRUITMENT	Policy Code:	GCC
		Date Adopted:	4/27/01

The Board will establish, and budget for, support staff positions in the school system on the basis of need.

The recruitment and selection of candidates for such positions in the schools will be the responsibility of the Superintendent and his/her administrative staff.

Policy Name:	CLASSIFIED PERSONNEL	Policy Code:	GCD
		Date Adopted:	4/27/01

SELECTION AND APPOINTMENT

It shall be the duty of the Superintendent of Schools to recommend the employment of the individual members of the classified staff to the Board of Education for approval and employment. Such personnel must have on file:

1. Health certificate
2. Social Security number
3. Statement of number of dependents
4. State Employees Retirement number
5. Current address and phone number

Policy Name:	ASSIGNMENT AND TRANSFERS	Policy Code:	GCE-GCM
		Date Adopted:	4/27/01

The Superintendent shall consider as far as is possible, the wishes of employees in placement and assignment of classified personnel. Employees may be assigned, re-assigned, or transferred by decision of the Superintendent. Hours on duty will be determined by the Superintendent and Principal/head teachers.

Policy Name:	ORIENTATION	Policy Code:	GCF
		Date Adopted:	4/27/01

The Board of Education recognizes the importance of an organized system-wide orientation program for all classified employees new to the School District each year, and directs the Superintendent to plan and implement an orientation program in accordance with legal and other requirements.

Policy Name:	PROBATION	Policy Code:	GCG
		Date Adopted:	4/27/01

The Board of Education shall require each employee to serve a probationary period of two (2) successive years of employment in the School District. During the probationary period, the Superintendent may recommend to the Board non-renewal of a classified employee's contract.

The Board shall act on the recommendation and the Superintendent shall notify the employee, the decision of the Board.

Policy Name:	SUPERVISION	Policy Code:	GCH (Also GBH)
		Date Adopted:	4/27/01

The Board of Education is vested with the general administration and supervision of the School District. Actual supervision, administration and maintenance of the District is delegated to the Superintendent of Schools as the executive officer of the Board. At the discretion of the Superintendent, appropriate supervisory duties may be delegated to district staff members as required.

Policy Name:	EVALUATION	Policy Code:	GCI
		Date Adopted:	4/27/01

Strong competent support staff is essential to the smooth functioning of a school district. The Superintendent or designee shall develop evaluation procedures for all staff. Evaluations shall be made regularly throughout the school year according to the staff evaluation plan.

Policy Name:	SCHOOL DISTRICT RULES	Policy Code:	GCIA
		Date Adopted:	4/27/01

POLICY

Since the efficient operation of the School District and the safety of its personnel and students must take precedence over other considerations, certain rules and restrictions must be placed upon the individual for the sake of the entire group.

PROCEDURES

1. Excessive, unexcused absenteeism.
2. Excessive tardiness.
3. Unnecessary loss of time or loitering during working hours.
4. Excessive, unauthorized or unnecessary absence from assigned work area.
5. Falsification of personnel or other records.
6. Personal possession of weapons on the premises at any time.
7. Removal of School District property, records, or confidential information from premises without proper authority.
8. Willful abuse, misuse or destruction of School District property including tools, equipment and property of other employees.
9. Theft or misappropriation of property of employees, students, or the District.
10. Refusal to obey orders of the supervisor including refusal to do work assignment.
11. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances.
12. Disregard of known safety rules or common safety practices.
13. Unsafe operation of machines and equipment including motor vehicles.
14. Gambling, lottery, or any other game of chance on School District property.
15. Poor workmanship.
16. Immoral conduct or indecency including abusive or foul language.

PROCEDURES:

Level I: An employee who believes that there has been a violation of District policy which directly affects him/her may discuss the concern informally with his/her immediate supervisor in an attempt to resolve the problem at the lowest administrative level within ten working days of the employee's becoming aware of the problem.

If the issue cannot be resolved informally, the employee may present a written concern to the supervisor within five working days of the presentation of the informal concern. The supervisor shall present a written response to the employee within five working days of the presentation of the written concern to the supervisor, or within five working days of the conference with the employee, whichever is later.

Level II: If the employee is not satisfied with the written response, or if no written response is received within the five working day period, the employee may appeal to the Deputy Superintendent (or other person designated by the Superintendent) within ten working days of the employees's receipt of the Level I written response or of the date on which the response would have been received. Within five working days of the receipt of the written appeal, the Deputy Superintendent (or designee) shall meet with the employee in an attempt to resolve the issue. It is the responsibility of the employee to call the Deputy Superintendent (or designee) to schedule the meeting. If the meeting cannot be held within the five working day period for unavoidable cause, the Deputy Superintendent (or designee) and the employee may schedule the meeting at a later date. The Deputy Superintendent (or designee) shall present a written response to the employee within five working days after the meeting. The written response is deemed to have been "presented" to the employee when the response is placed in the United States mail.

Level III: If the employee is not satisfied with the written response from the Deputy Superintendent, or if no response is received within five working days, the employee may request a meeting with the Superintendent within ten working days of the employee's receipt of the Level II written response or the date on which the response would have been received. Within five working days of the receipt of the written appeal, the Superintendent shall meet with the employee in an attempt to resolve the issue. It is the responsibility of the employee to call the Superintendent to schedule the meeting. If the meeting cannot be held within the five working day period for unavoidable cause, the Superintendent and the employee may schedule the meeting at a later date. The Superintendent shall present a written response to the employee within five working days after the meeting. The written response is deemed to have been presented to the employee when the response is placed in the United States mail.

Level IV: If the employee is not satisfied with the written response from the Superintendent, or if no response is received within five working days, the employee may request, through the Superintendent of Schools, a hearing before the Board of Education. The request for the hearing before the Board must be made within ten working days of the date of the employee's receipt of the Level III written response or the date on which the response should have been received. The Board will hear the concern at the next regular meeting following the Superintendent's receipt of the hearing request, unless both parties have agreed to a different date. The hearing may be open or closed at the request of the employee. The Board will render a decision at the time of the meeting (unless unusual circumstances warrant a delay in the decision until the following regular Board meeting or an intervening special meeting). A decision by the Board is final.

CONSIDERATIONS:

There shall be no retaliation against the employee as a result of the filing of a grievance. The employee may be accompanied by a representative of his/her choosing at the Board meeting. The Board may also be represented by an attorney or other representative.

The grievance procedure may not be used for the purpose of challenging , attempting to remove from a personnel file, or otherwise objecting to, any evaluation of an employee's performance, behavior, etc., whether by way of a formal or informal evaluation or any other assessment, written, or verbal. The only appropriate response to such an evaluation to which the employee objects is for the employee to place a written response in his/her personnel file.

Policy Name:	PROMOTION-DEMOTION	Policy Code:	GCJ
		Date Adopted:	4/27/01

It shall be the policy of the School Board that the Superintendent may apply the following in employment status:

1.Promotions

Vacated or newly established positions shall be filled, to the fullest extent consistent with efficient operations, by the promotion of qualified employees.

2.Demotions

An employee shall be subject to demotion under the following conditions:

A. If he/she has been found unsuited for his/her present position but may be expected to give satisfactory service in a lower paying position.

B. If his/her position has been either abolished or reallocated to a lower pay scale and he/she cannot be transferred to a position of equal pay. Under such circumstances it shall be clearly indicated on all papers prepared in connection with the demotion that the transaction in no way reflects on the employee's performance or ability, except as indicated in paragraph one.

3. When positions become vacant, persons presently employed by the School District will, if qualified, receive due consideration. As positions become officially open, the vacancies will be posted on the hall bulletin board in the central office building of each school. Classified staff as well as the general public are welcome to inspect bulletin boards at any time during office hours.

Policy Name:	SUSPENSION	Policy Code:	GCK
		Date Adopted:	4/27/01

The Superintendent may suspend an employee from duty without pay for a period not to exceed fifteen (15) days:

A. For disciplinary reasons;

B. For pending investigation of charges which, if substantiated, will result in dismissal, provided that, if such investigation does not substantiate the charges preferred and employee is retained, he/she shall be compensated for the period of suspension at his/her regular rate of pay.

Policy Name:	STAFF REDUCTION IN FORCE	Policy Code:	GCKA (Also GBKA)
		Date Adopted:	4/27/01

1. When it is becomes necessary to reduce the number of classified employees consideration should be given to the following factors:

A. Seniority
B. Performance
C. Ability and Skill

2. Should two or more employees have equal ability, skill and performance, seniority shall govern which employee shall be retained. Should there be a difference in performance, ability and skill between two or more employees sufficiently great in the judgment of the supervisor to outweigh seniority, performance, ability and skill shall govern. The same factors shall govern restoration of forces.

Policy Name:	TENURE	Policy Code:	GCL
		Date Adopted:	4/27/01

The School District does not grant tenure to classified personnel.

Policy Name:	TRANSFER	Policy Code:	GCM
		Date Adopted:	4/27/01

The Board of Education may transfer any classified personnel upon the recommendation of the Superintendent and principal/head teacher when it is in the best interest of the School District to do so. Such transfers shall not be arbitrary, capricious, or discriminatory. The Board may also grant a requested transfer if the employee so requesting possesses the required qualifications for the desired position and if a vacancy in such position exists. All requests for voluntary transfers shall be carefully considered and reviewed on a nondiscriminatory basis.

Policy Name:	DISMISSAL AND NON-RENEWAL OF CONTRACT	Policy Code:	GCN
		Date Adopted:	4/27/01

Assistance will be provided for classified personnel to aid them in the effective and efficient performance of their assigned duties. Every reasonable effort will be made to avoid the necessity of dismissal or non-renewal of contract. However, the best interest of the School District must be considered when employee performance fails to reach a satisfactory level.

PROCEDURES

1. Evaluation of an individual's job performance will be continuous and, as nearly as possible, will be accomplished in an objective manner.
2. Evaluation of job performance shall be the responsibility of the employee's supervisor. Verbal reminders of an employee's deficiencies will be made as early and as often as is necessary in order to allow time for the necessary improvements to be made.
3. If the improvement is not apparent after a reasonable length of time, the supervisor will schedule an informal conference with the employee in order to give notice as to the deficiencies. A written report of this conference, including recommended improvements, will be submitted to the Superintendent and a copy furnished to the employee. Such report shall be signed by both the employee and the Supervisor. The supervisor may, at his/her option, repeat this conference if partial improvement is evident. The written report to the Superintendent will be made if subsequent meetings are held.
4. If the recommended improvements are not made, the supervisor will schedule a formal conference which will include the employee, the supervisor and the Superintendent. The purpose of this conference will be to allow a presentation of pertinent information to the Superintendent and to allow him/her to make inquiries concerning the situation.
5. Following this conference, a determination will be made by the Superintendent as to the disposition of the matter. He/she shall make a written report of his/her decision, including his/her rationale, and a copy will be furnished to the supervisor and the employee.
6. The employee may appeal this decision to the Board of Directors.

Policy Name:	RE-EMPLOYMENT	Policy Code:	GCP
		Date Adopted:	4/27/01

Classified staff members will be considered for re-employment each year provided that their work has been satisfactory. They may be dismissed during the school term or at its end for failure to perform in a satisfactory manner.

Policy Name:	SEX DISCRIMINATION/ HARASSMENT OF STUDENTS	Policy Code:	GCR (Also GBRAA)
		Date Adopted:	5/18/06

Sexual harassment and other forms of sex discrimination, is a form of employee misconduct that undermines the integrity of the employee-student relationship. All students must be allowed to pursue their education in an environment free from unsolicited and unwelcome sexual overtures.

Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, that debilitates student morale, and that therefore interferes with the study habits of its victims and their fellow students. Sexual harassment may include actions such as:

1. Verbal sex-oriented "kidding", insults, or subtle pressure for sexual activity.
2. Physical contact such as patting, pinching, or constant brushing against another's body.
3. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning a student's academic status.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against a student on the basis of conduct not related to class performance, such as the taking or refusal to take student action, including passing of students who submit to sexual advances or refusal to pass students who resist or protest sexual overtures.

In fulfilling our obligation to maintain a positive and productive educational environment, the Board and District officials will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

If students feel they have been sexually harassed, the following steps should be taken without fear of retaliation:

1. Inform a teacher, counselor, or administrator.
2. Write a detailed account of the incident including the date, time, place and witness(es), if any.

This information will then be forwarded to the principal's/dean of students' office for review and possible disciplinary action.

Policy Name:	HEALTH EXAMINATION	Policy Code:	GCRA
		Date Adopted:	4/27/01

Classified personnel must submit an annual health certificate. New employees must submit one before a contract shall be completed.

The certificate must attest to the person's freedom from any and all forms of contagious or infectious diseases, including tuberculosis. The health certificate must not bear a date longer than three months prior to the application.

In case a person is hired on an emergency basis, he/she shall be allowed three months to submit the health certificate.

Policy Name:	WORKMEN'S COMPENSATION	Policy Code:	GCRAA
		Date Adopted:	4/27/01

The Board of Education provides Workmen's Compensation for each employee at no cost.

All injuries sustained while on the job must be reported. The Superintendent's office must be notified immediately of any injury so that the appropriate forms may be completed and filed.

Even though hospitalization or medical care may not be required at the time, it is important that the forms be completed immediately for any accident in the event later complications arise.

When an employee has a Workmen's Compensation claim to file, he/she should file the claim in the Superintendent's office.

If the employee has to be absent from work due to the accident, the School District will pay the employee the difference between sick leave and/or Workmen's Compensation.

Policy Name:	WORKING CONDITIONS	Policy Code:	GCRAB (Also GBR)
		Date Adopted:	4/27/01

GENERAL

In order for all employees to function efficiently and properly, district rules are established as a guideline. These procedures and regulations are written for the protection and benefit of employees. A violation may cause serious deterioration of a proper correction program. Disciplinary action may result when there is an infraction, whether through ignorance or through a willful act. Violation of department rules and regulations may result in disciplinary action up to and including dismissal. Wardens and Division Administrators will have the authority to promulgate specific rules and regulations pertaining to their employees consistent with the guidelines and philosophy of the Department and district. In the event of a conflict with administrative Regulations and any other published rules or regulation, the Administrative Regulation will take precedence. It is the employee's responsibility to read and understand each Administrative Regulation, policy and procedure of the Department. A copy will be made available by your supervisor, for your review upon your request.

Policy Name:	TIME SCHEDULE	Policy Code:	GCRB
		Date Adopted:	4/27/01

Hours on duty for each employee are determined by the Superintendent in cooperation with the principal\head teacher of the school or the supervisor of the department which the person is assigned. Only the Superintendent can authorize overtime.

Policy Name:	WORK LOAD	Policy Code:	GCRC
		Date Adopted:	4/27/01

The Board shall hold the administration responsible for the equitable distribution of work among the members of the classified staff.

Policy Name:	TRAVEL EXPENSES	Policy Code:	GCRE (Also GBRF)
		Date Adopted:	4/27/01

Employees of the Department of Correction shall be reimbursed for all meals, lodging, and transportation expenses incurred on authorized travel in connection with their duties. These rates are established according to rates established by the Arkansas State Department of Education and the Department of Correction School District Board of Education.

Policy Name:	NON-SCHOOL EMPLOYMENT	Policy Code:	GCRF
		Date Adopted:	4/27/01

Realizing that part-time non-school employment may be a necessity for some employees, it shall be the policy of this district to permit classified personnel, under certain circumstances, to accept employment in non-school jobs which does not substantially interfere with the employee's regularly assigned hours and/or duties.

Procedure

1. Prior to acceptance of any outside employment which may interfere with assigned work hours and/or duties, the employee shall request and gain the written approval of his/her immediate supervisor.
2. A written request, accompanied by the supervisor's written approval, shall be submitted to the Superintendent of Schools. This request shall state the extent of the employment including the definite absences, number of absences and/or times for which the request is being made, and other conditions as may be appropriate.
3. The Superintendent shall determine the degree of interference to the employee's job and shall reject or approve the application.
4. If approved, a written agreement defining terms and conditions shall be executed between the employee and Superintendent.
5. The failure of the employee to honor the terms and conditions of this agreement shall be cause for dismissal in the case of non-contractual employees, or for recommendation for dismissal or non-renewal of contract for contractual employees.

Policy Name:	LEAVES AND ABSENCES	Policy Code:	GCRG (Also GBRH)
		Date Adopted:	4/27/01

1. If an employee is required to be absent from school as a representative of the school on school business, there shall be no deduction from the teacher's salary.
2. If an employee is absent from school as a representative of a school sponsored organization, there shall be no deductions from the employee's salary.
3. All professional leaves shall be approved in advance by the principal.

Policy Name:	JURY DUTY OR COURT APPEARANCE LEAVE	Policy Code:	GCRGA (Also GBRIA)
		Date Adopted:	4/27/01

COURT AND JURY LEAVE - Any employee who is required to appear in court as a result of any ACS-related activity or is required to serve as a juror shall be entitled to full compensation in addition to any fees paid for services, and such court appearances shall not be counted as annual leave.

SICK LEAVE - Sick leave is a form of insurance benefit which is available to employees. Unlike annual leave, however, sick leave can only be used whenever the employee is unable to work because of sickness, injury or for medical, dental or optical treatment. Sick leave may also be granted to the employees due to the death or serious illness of a member of the employee's immediate family. Immediate family means the father, mother, sister, brother, spouse, child, grandparents, in-laws or any individual acting as a parent or guardian of the employee. If your spouse is ill and your participation in the treatment is necessary, an employee must obtain a written statement from a doctor to that effect and present same to their supervisor. Others may be considered immediate family due to special circumstances. Like an insurance policy, the benefits provided the employee are contingent upon the occurrence of one of the above events. An employee shall be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. If the event never occurs, the employee is not entitled to the sick leave benefits.

An employee working in a regular salary position accrues sick leave at the rate of one day for each complete month of service, up to a maximum of 120 days. Employees working less than full-time but more than 1,000 hours per year in a regular salary position accrue sick leave in the same proportion as time worked. Example: Employees working half-time would accrue one-half day per month. Sick leave may not be accumulated during a period of leave without pay when such leave totals ten or more days within a calendar month.

When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six months, accrued sick leave may be restored.

Sick leave is granted on the basis of work days, not calendar days and is deducted from the employee's accrued sick leave in increments of not less than one hour.

Non-work days such as weekends and holidays falling within a period of sick leave is not charged as sick leave.

Absence due to illness or disability is charged in the following order:(1) Earned sick leave (2) earned annual leave, (3) leave without pay.

The Superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work to the end that there will be no abuse of sick leave privileges. The Superintendent shall require a physician's verification of sick leave when absence exceeds five continuous days or when absence indicates need for verification.

Employees who are absent from work due to temporary occupational injury or illness and who are entitled to Worker's Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplemental to Worker's Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a proportional basis. For example, an employee's normal weekly pay is $130.00. He/she is receiving $65.00 per week Worker's Compensation and elects to receive an additional $65.00 sick leave. Therefore, he/she used sick leave at a rate of one-half which is two and a half days for each week of disability. Please check with the Central Personnel Office before cashing a Worker's Compensation check. This is necessary to ensure you do not receive payments from both Worker's Compensation and the district totaling more than your normal weekly rate of pay. Should this happen , you will be required to reimburse the district for the amount of overpayment.

Employees receiving Worker's Compensation benefits for a permanent disability are eligible for full pay from both sources.

Maternity leave is to be treated as any other leave for sick ness or disability,

Request for sick leave must be made in advance. However, if the nature of the illness makes this impossible, the employee must notify the unit principal/dean of students/head teacher no later than the normal time to report for work. Failure to do this will result in the employee being charged with sick leave. Application for sick leave must be filed within two days after the employee returns to work. In addition, the employee shall be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. Administrators may require a doctor's statement for an absence due to illness or injury if they have reason to believe or suspect that an abuse of the sick leave policy is being committed or unusual circumstances exist. If notification is not made in
accordance with this procedure, the absence will be charged to annual leave or leave without pay at the discretion of the superintendent. Employees are urged not to abuse the sick leave policy. Continued abuse may result in disciplinary action.

Employees transferring between state agencies and/or state institutions of higher education, without a break in service, shall at the time of transfer, retain all accumulated sick leave credits.

The establishment of leave records and internal leave procedures are the responsibility of the district. Policy and procedures covering such things as requesting leave, approving authority or use of sick leave may be covered.

Policy Name:	SICK LEAVE COMPENSATION	Policy Code:	GCRGBAB (Also GBRIBAD)
		Date Adopted:	5/19/05

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment except the following:

A. Upon retirement or entry into the Teacher Deferred Retirement Option Plan (T-Drop), any employee of the Arkansas Department of Correction School District shall receive compensation for accumulated unused sick leave as follows:

1. If the employee has accumulated at least fifty (50) days, but less than sixty (60) days of sick leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued sick leave days (rounded to the nearest day) times fifty percent (50%) of the employee's daily salary.

2. If the employee has accumulated at least sixty (60) days, but less than seventy (70) days of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued sick leave days (rounded to the nearest day) times sixty percent (60%) of the employee's daily salary.

3. If the employee has accumulated at least seventy (70) days, but less than eighty (80) days of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.

4. If the employee has accumulated at least eighty (80) or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.

B. For purposes of this section, the employee's daily salary shall be determined by dividing the annual salary by the number of contract days.

C. In no event shall an employee receive an amount that exceeds seven thousand five hundred dollars ($7,500) upon retirement due to the provisions of this section. Employees shall receive compensation for unused sick leave one time during their tenure with the Correctional School System.

Policy Name:	MATERNITY LEAVE	Policy Code:	GCRGC (Also GBRIC)
		Date Adopted:	4/27/01

MATERNITY LEAVE - Maternity leave is to be treated as any other leave for sickness or disability. The employee may elect to take leave of absence without pay in the case of maternity leave without having to exhaust accumulated annual and sick leave.

Policy Name:	MILITARY LEAVE	Policy Code:	GCRGD (Also GBRID)
		Date Adopted:	4/27/01

A school employee who is a member of the Arkansas National Guard or reserved branches of the armed forces will be granted leave at the rate of fifteen (15) days in any one (1) calendar year, it will accumulate in the succeeding calendar year until it totals fifteen (15) days at the beginning of the calendar year. Leave will be granted without loss of pay in addition to regular vacation time. The classified personnel will be responsible for paying the cost of any substitute employed in their absence.

An employee who is drafted or called to active duty in the armed forces or who volunteers for military service shall be placed on extended leave without pay and upon application, in ninety (90)
days after his/her release, shall be reinstated to the position vacated or it's equivalent with no loss of seniority or any other benefits or privileges of employment.

An employee who enlists or re-enlists for a second consecutive term of military duty forfeits his/her re-employment rights. Personnel called to duty in emergency situations by the Governor or President shall be granted leave with pay not to exceed thirty (30) working days after which leave pay without pay will be granted. This leave is in addition to regular vacation time.

Policy Name:	LEAVE POLICY Page 1 of 2	Policy Code:	GCRH
		Date Adopted:	2/15/01

The types of leave available at the ADCSD are as follows: annual leave (vacation), sick leave, military leave, educational leave, leave without pay, court and jury duty leave.

This leave policy is applicable to all ADCSD employees except emergency, hourly, intermittent, extra help and per diem employees.

A. ANNUAL LEAVE/VACATION - Full-time employees accrue annual leave/vacation in accordance with the following timetable. Employees working less than full-time but more than 1,000 hours per year accrue annual leave/vacation in the same proportion as time worked.. Example: Employees working half-time would accrue half of annual leave/vacation time noted on table.

FULL-TIME EMPLOYEES

YEARS OF EMPLOYMENT	MONTHLY	ANNUALLY
Through 3 years	1 day	12 days
3 through 5 years	1 day, 2 hours	15 days
5 through 12 years	1 day, 4 hours	18 days
12 through 20 years	1 day, 6 hours	21 days
Over 20 years	1 day,7 hours	22.5 days

All annual leave/vacation time is cumulative, no employee may have over 30 days accumulated on December 31st each year. During the calendar year, accrued vacation leave may exceed 30 days, but those days in excess of 30 will be lost if not used by December 31st of each year.

Years of employment may be continuous state employment or an accumulation of service when the employee was out of state service for a time. However, seniority for reinstated employees will be brought forward in completed years of service only.

Accrued annual leave/vacation can be requested by an employee at any time. The Superintendent or Deputy Superintendents grant the leave request at such time or times that least interfere with the efficient operation of the district. Employees are not eligible for annual leave/vacation prior to completion of six months of employment. Annual leave/vacation may not be accumulated during a period of leave without pay when such leave is for ten or more days within a calendar month.

Annual leave/vacation is granted based on the basis of work days, not calendar days. Non-work days such as weekends and holidays falling within a period of annual leave/vacation leave is not charged as annual leave. Annual leave/vacation leave must be earned before it can be authorized and is deducted from the employees accrued leave in increments of not less than one hour.

Employees transferring between the district and other state agencies and/or state supported institutions of higher education which are covered by these policies without a break in service retain, at the time of transfer, all accumulated annual leave. The establishment of leave records and internal procedures are the responsibility of each agency and institution. Policy and procedures covering such things as requesting leave, approving authority or use of annual leave may be covered. All employees should be informed of any internal policy and procedure as well as statewide Policy and procedure.

Upon termination, entry into the Teacher Deferred Retirement Option Plan (T-Drop), resignation, retirement, death, or any other action by which a person ceases to be an employee of the district; the amount due the employee or his/her estate from accrued annual leave or holiday leave up to but not exceeding thirty days will be included in the final pay to the employee.

Policy Name:	HOLIDAY PAY FOR CENTRAL OFFICE PERSONNEL Page 1 of 2	Policy Code:	GCRI (Also GBAC)
		Date Adopted:	4/27/01

The Arkansas Department of Correction observes the following holidays:

New Year's Day	January 1
Martin Luther King and Robert E. Lee's Birthday	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

THE EMPLOYEE'S BIRTHDAY - Employee is granted one holiday to observe his/her or her birthday.

The Governor, by Executive Proclamation, may proclaim additional days in observance of special events, or for other reasons at his/her discretion.

EXCEPTION 1:Except for the employees birth date listed above, all department offices will be closed on all other legal holidays. However, those closings do not apply to those state offices and employees who are essential to the preservation and protection of the public peace, health and safety.

EXCEPTION 2: When a legal holiday falls during a general or special session of the Legislature, the department offices shall remain open and maintain on duty only the minimum number of employees necessary to carry on the business of the office, unless these offices are permitted to close by Resolution of the General Assembly.

ELIGIBILITY FOR HOLIDAY PAY AND/OR EQUIVALENT TIME OFF

A. HOLIDAY PAY - To be eligible for holiday pay, the employee must be in pay status on the last scheduled work day before the holiday and on the first scheduled work day after the holiday.

(This applies to Extra Help employees also.)

B. HOLIDAY DURING LEAVE - When a holiday falls while an employee is on annual (vacation) or sick leave, that day will be charged as a holiday and will not be charged against the employees annual (vacation) or sick leave.

C. HOLIDAY DURING DAYS OFF - When a holiday falls on an employee’s regularly schedule day off, the employee will be given equivalent time off.

The following provisions apply to employees who cannot take holidays off as scheduled:

1. Employees must work on holidays when the needs of the department require it. This need will be determined by the Department Director.

2. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor and are to be taken as soon as it is practical.

3. Supervisors are responsible for scheduling days off in lieu of holidays worked by their employees. Department administrators and supervisors are responsible for informing their employees of the schedule and of the observance of all provisions.

4. If a holiday falls on a part-time employee's day off permission may be granted to take an equitable amount of time off at a later date with the approval of the warden principal or supervisor in charge.

Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the succeeding Monday, or as announced by the Governor's Proclamation. Other information may be obtained at the Unit Personnel Office or the Central Personnel Office.

Policy Name:	TRAINING	Policy Code:	GCRK
		Date Adopted:	4/27/01

Recognizing that a well-trained employee can discharge his/her duties in a more proficient manner, the Department of Correction Department of Correction School District strongly encourages classified employees to participate in workshops and other educational activities which will improve their abilities and skills.

Procedures:

1. It will be the responsibility of the Superintendent, or his/her designee, to provide and/or coordinate activities and training sessions which will aid classified personnel in keeping abreast of new techniques, concepts and practices in their assigned fields.
2. At his/her discretion, the Superintendent may approve participation by classified employees in workshops, conferences and other educational activities.
3. Classified employees who attend approved functions may be reimbursed for expenses incurred according to the school district's travel allowance policy, when approved by the Board.
4. The Superintendent may approve compensation for a classified employee's time spent while attending training sessions if that time occurs outside the employee's regular hours of employment.