

**HARTFORD PUBLIC SCHOOLS**  
**CLASSIFIED**  
**PERSONNEL POLICIES HANDBOOK**  
**2011-2012 SCHOOL YEAR**

**Approved during the regular board meeting August 4, 2011.**

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**Gary Ford, Board President**

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**Steven Layne, Board Secretary**

**Amended:** \_\_\_\_\_

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## **HARTFORD PUBLIC SCHOOLS – MISSION STATEMENT**

Hartford Schools will work with parents and community to educate and encourage all students to become lifelong learners, and respectful, resourceful, responsible citizens.

### **PHILOSOPHY OF THE HARTFORD SCHOOL DISTRICT #94**

The philosophy of education at Hartford School District #94 is a belief which has resulted from the following fundamental precepts:

- That every individual is of worth to himself, to his family, to his community, and to his creator.
- That national traditions of governmental and democratic procedures and education are the insuring factor in the preservation of our way of life.
- That secondary education has the responsibility to provide as broad a base possible for experiences which will help our students adjust to roles they must assume both presently and in the future.
- That the cornerstone to modern education is still a mastery of basic skills.
- That self discipline is the key to the accomplishment of worthwhile goals.

Therefore, we hold as our philosophy of education that each student is important as a person and that our responsibility as a school is to develop the whole person - physically, mentally, socially, and morally. The school serves an important role in the development of the individual in order that he may become a worthy citizen in the democratic process. We are committed to the idea that education is both a right and a responsibility of all children, that each person is unique with abilities and talents that need direction and guidance in their development. We further believe that the school's role in the education process is one of major responsibility for developing productive skills, for instilling desirable attitudes and appreciations, and for encouraging clear and independent thinking.

### **VISION OF THE HARTFORD PUBLIC SCHOOLS**

In order to approach the ideas set forth in the philosophy of education, we have established the following objectives:

1. To develop an awareness within the student of his individual worth and importance.
2. To promote physical, mental, and social development.
3. To promote moral well-being.
4. To prepare students to live as contributing citizens in a democracy.
5. To develop the communication skills.

6. To promote clear thinking and a sense of responsibility.
7. To promote an academic foundation.
8. To develop a career awareness which will permit wide choices in job selection.
9. To promote an appreciation for the cultural arts.
10. To promote respect for natural environment.

## **SECTION I**

### **THE SCHOOL BOARD**

#### **A. Corporate Name**

The corporate name of this district shall be Hartford School District No. 94.

#### **B. Membership of the School Board**

1. The Hartford School District School Board consists of five (5) members. All positions will be for a period of five years.
2. To be eligible for membership on the school board in accordance with state law, a school director shall be a bonafide resident and qualified elector of the school district which he/she serves.
3. Section 80-502.80 of the School Laws of Arkansas states:

If any vacancy shall occur in any school board position....due to death, resignation, or other cause other than the expiration of the term of such member, such vacancy shall be filled by the remaining members of the board until the next regular school election at which time a successor member shall be elected for the remaining portion of such term. See Act 201, 1991.

#### **C. Officers of the School Board**

Officers elected by the school board from its membership are: president, vice-president, secretary, the superintendent as the ex-officio financial secretary, and the treasurer of the district.

#### **D. Duties of the School Board Officers**

1. The president of the school board shall act as chairman at meetings and may appoint special temporary committees unless otherwise directed by the school board. He/She

shall have the right to discuss issues with other members of the school board. In case of necessity, the president shall call a special meeting of the school board.

2. The vice-president of the school board shall perform the duties and obligations of the president in his/her absence.

### **E. Authority of the School Board Members**

School board members have authority only when acting as a board legally in session. The school board shall not be bound in any way by any statement or action on the part of any individual school board member or employee except when such statement or actions are in pursuance of specific instructions by the school board.

### **F. Duties of the School Board**

The school board shall provide for the operation and management of the school program through its functions as a policy-making and appraisal body. Actual administration of the details and the responsibility for carrying out policies is delegated by the school board to professionally trained personnel.

Responsibilities of the school board shall be:

1. To select a superintendent and support him in the discharge of his duties.
2. To employ school personnel upon recommendation of the superintendent.
3. To set salary schedules.
4. Section 80-403 of the School Laws of Arkansas, 1962 states:

The Board of Directors of each school district shall prepare, approve and make public not less than sixty (60) days in advance of the annual school election a proposed budget of expenditures deemed necessary to provide for the foregoing purposes, together with a rate of tax levy sufficient to provide the funds therefore....

5. To consider and adopt policies for the school program.
6. To assist in presenting to the public the needs and progress of the educational system.
7. To perform the duties imposed upon the school board by state and local laws.
8. To determine and adopt an annual school calendar.
9. To assist in obtaining and maintaining good public relations.
10. To provide adequate buildings and facilities.

11. To review the audit report and take appropriate action.
12. To file financial disclosure statements as required.
13. The Hartford Public School Board may accept, reject, or refer back to the Personnel Policy Committee any policy brought before it at the previous meeting at the next board meeting.

#### **G. Meetings of the Board**

1. Regular meetings of the school board shall be held on the first Monday or Tuesday of each month at 7:00 p.m. It shall be the duty of the superintendent to notify each board member in writing seven days prior to each meeting and to send a copy of the agenda with the notification. A list of meeting dates is available in the superintendent's office.
2. Special meetings of the board may be called when necessary by the president or any other four (4) members of the board, or when petitioned to do so by a petition in writing signed by fifty electors in the district. No business other than that stated in the call will be conducted at the special meeting unless all board members are present and consent to act on other business. The president may call a special meeting by telephone if he/she considers it urgent to do so. In the event of special meetings, if requested, the news media will be notified at least two hours before such a meeting takes place in order that the public shall have representatives at the meeting.
3. A quorum shall consist of a simple majority of all members of the board.
4. The order of business shall be:
  - A. Call to order.
  - B. Roll call and quorum verification.
  - C. Minutes of previous meeting.
  - D. Financial reports.
  - E. Unfinished business.
  - F. New business.
  - G. Adjournment.
5. It shall be the duty of the superintendent or his/her designee to be responsible for the keeping of the minutes of board meetings. Minutes shall be filed in the superintendent's office and shall be available at any time for inspection by the board or citizens of the district. Copies of the minutes shall be distributed to members of the board and all certified and classified personnel, upon request.
6. "Robert's Rules of Order" shall be the official guide of parliamentary procedure for use by the board in its deliberations.

7. Policies of the board may be revised, added to, amended or changed in any manner by a majority vote of the members present at a meeting, if the proposed policy change is on the agenda and was read at the previous board meeting.

8. All meetings of the board shall be open to the public and the press, except at the time when the board is in executive sessions. Any citizen who wishes to present a matter of concern to the board may do so by presenting the request to the superintendent in writing at least one week prior to the time of the regular meeting. By a majority vote, the board may suspend the rules and allow a visitor to be heard without a written request. The time allotment for presenting a matter of concern by any citizen shall not exceed five minutes, unless otherwise approved by a majority of the board.

9. The Board of Education may hold executive sessions for the purpose of considering employment, appointment, promotion, disciplining, or resignation of any public officer or employee, or when conducting an appeal of a student expulsion.

For executive sessions involving the employment status of personnel, only the superintendent, the immediate supervisor of the employee involved, and the employee may be present when so requested by the board. At the option of the board, a person interviewing for the position of Superintendent may also be present.

No resolution, ordinance, rules, contract, regulation, or motion considered in executive session shall be legal unless voted upon in a legally convened public session.

#### **H. Complaints**

Any person who feels aggrieved concerning any matter connected with the schools should discuss the matter first with the teacher and principal, then with the superintendent of schools. If the superintendent of schools is unable to adjust the matter satisfactorily, the person making the complaint then is invited to refer the matter to the school board in writing. Procedure for referring the matter to the school board is to address a letter to the school in care of the superintendent one week in advance of the school board meeting.

Upon receipt of the written request, the superintendent in consultation with the board president will determine if the matter will be placed on the board agenda.

## **SECTION II**

### **ADMINISTRATIVE ORGANIZATION**

The responsibility for the administration of the policies of the school board shall be delegated to the superintendent of schools and such additional administrative staff members as, in the opinion of the school board shall be needed to assist him in this function. Administrative authority is delegated to the office of the superintendent of schools and through that office to such members as principals, supervisors, and teachers.

## **A. Duties of the Superintendent**

The superintendent of schools shall serve as the executive officer of the school board and shall be charged with the responsibility of implementing the policies of the school board. He shall also:

1. Prepare the agenda for each school board meeting, and shall attend all meetings, except when his contract is being considered, and shall participate in all discussions of the school board, but shall not have a vote.
2. Administer the school in conformity with the adopted policies of the school board and the rules and regulations of the State Department of Education in accordance with state law.
3. Develop administrative principles and procedures for implementing school board policies.
4. With the staff, provide a continuous appraisal of all policies originating with the school board.
5. Recommend employees for appointment, promotion, demotion, transfer, or dismissal in accordance with the policies of the school board. Appointments and dismissals of contracted and certified employees shall be subject to school board approval and will follow stated policies and state laws.
6. Assign all instructional and non-instructional personnel.
7. With the staff, approve for adoption all textbooks and instructional materials, curricular guides, courses of study, and extra class activities.
8. Submit to the school board each month a statement of financial accounting showing expenditures and receipts of monies.
9. Attend national, state or local educational conferences where the welfare of the school's and public education is concerned.
10. The superintendent will submit to the school board a proposed school calendar for the coming year to be reviewed and adopted.
11. Establish and maintain a permanent record system for each child in attendance in conformity with state law and school board policies.
12. Delegate such authority and duties to various staff members as may, in his judgement, be necessary for the efficient management of the schools and to implement school board policies.
13. Perform such other duties as the school board may direct.

14. Have general supervisory control of the admission of students to the schools and of their classification and promotion provided that no student be admitted to school in kindergarten or the first grade who has not fulfilled the legal age required as stipulated by state law.

15. Prepare the annual budget for school board approval.

16. Be the medium for all communications with the school board from all school employees.

## **B. Duties of Principal**

Act 255 of 1977 The School Laws of Arkansas states: the principal shall assume administrative responsibility and instructional leadership, under the supervision of the superintendent, and in accordance with the legal rules and regulations of the board, for the planning, management, operation, and evaluation of the educational program of the attendance area to which he is assigned.

The principal shall submit recommendations to the superintendent, regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the attendance area.

The principal shall perform such other duties as may be assigned by the superintendent pursuant to the legal rules and regulations of the Board of Education.

In addition to the above law, the principals shall be responsible for:

1. The detailed organization and operation of their school.
2. The assignment of duties to all members of his teaching and classified staff.
3. The administration and supervision of the official educational program.
4. The enrollment and assignment of all students, for their promotion, discipline, and for their attendance and personal records.
5. The evaluation of his staff and the submission of such reports as deemed necessary to the office of the superintendent of schools.
6. The health, safety and welfare of students, staff and non-instructional personnel.
7. The maintenance of permanent student records which shall include educational programming provided a student who fails to achieve mastery level performance of all administrations of all required tests.

## SECTION III

### CLASSIFIED EMPLOYEES

#### **A. Employment**

1. Employment of all school personnel shall be on nomination by the superintendent.
2. Employment will be based on the following:
  - A. Experience and performance
  - B. Personal interviews
  - C. Successful completion of state mandated criminal background check (when required) and Central Registry/Child Maltreatment check.
3. Should a person nominated by the superintendent be rejected by the school board, it shall be the duty of the superintendent to submit another nomination for consideration.
4. The Hartford School Board shall conduct the school system on a nondiscriminatory and non-segregated basis. In the employment of personnel, the board will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.

#### **B. General Requirements for Employment**

1. All employees must satisfy the requirements of state law and policies of the school board.
2. True and complete information for Personnel File
  - A. All applicants prior to employment must provide the superintendent with a completed Hartford Public School District application form.
  - B. Soon after being notified of election, and before any payment for service, an employee employed for the first time in Arkansas must furnish the superintendent with the following:
    - (1) A current health certificate [Tuberculosis] (when applicable)
    - (2) Social Security Number
    - (3) Statement of number of dependants (W4 Form)
    - (4) Completed criminal and Central Registry background check application forms (when applicable).

Criminal/Central Registry Background Checks: It is not the policy of the School District to pay the fees required for background checks before employing new personnel. All newly hired employees will pay for their own background checks. All contracts will be conditional until such checks have been completed.

3. Contracts entered into are to be binding on both parties and release will be granted only after careful consideration and justifiable circumstances.

4. A non-renewal hearing may be requested by the classified employee through the board president or the superintendent in the event of notice of non-renewal of a contract. The decision of the Board of Directors is final.

### **C. Placement**

Insofar as possible, classified personnel will be assigned to positions for which they are best qualified. Also, efforts will be made to honor preferences in assignments. All employees may be assigned, reassigned or transferred by the superintendent.

An individual must have been an employee of the Hartford School District at least one (1) full year to be eligible to serve on the Personnel Policy Committee.

### **D. Absences**

1. In case of absence from duty, the employee is to telephone the principal or superintendent at the earliest possible time, preferably the day before the expected absence; selection of substitutes (if required) for temporary replacement of an absent employee will be made by the principal.

2. The principal will complete a monthly report of employee absences and transmit it to the superintendent's office.

3. Personnel shall be paid their full salary for two days absence in the event of a death to a member of the classified employee's family. Should longer absence be necessary, it may be counted as sick leave.

### **E. Sick Leave Policy**

1. Sick leave covers sickness of any full time employee and the family members of the employee. Family members are to include: wife, husband, children, brother, sister, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, grandfather, guardian, daughter-in-law, son-in-law, or grandchildren.

2. Computation of sick leave:

- Sick leave shall be accumulated at the rate of one day per contract month minus number of days used.
- Sick leave may be accumulated to a maximum of 90 days.
- The sick leave is effective on the date the employee is required to report for the beginning of the fall term of school.
- Employees coming into the system during the academic school year will automatically have accumulated sick leave at the rate of one day for each month left in the academic year.

- Amendment to sick leave:

This amendment applies only to the individual employee and does not apply to leave of absence. After the accumulated days of sick leave with full pay are used, the following will be effective: Beginning with the 10<sup>th</sup> day and going through the 19<sup>th</sup> day, the district will pay that person 3/4 of their salary for days missed. Beginning with the 20<sup>th</sup> day and going through the 29<sup>th</sup> day, the district will pay that person 1/2 of their salary for days missed. Beginning with the 30<sup>th</sup> day and going through the 39<sup>th</sup> day, the district will pay that person 1/4 of their salary for days missed. Thereafter there will be no pay. An employee new to the district must have completed one year of employment at the Hartford Public Schools to be eligible for extended sick leave.

- Any employee who has accumulated 90 days of sick leave will be eligible the following year for additional compensation as follows:

Paid up to 12 days above the 90 days at certified sub rate of pay

3. All classified employees are eligible to apply for sick bank days when all their sick leave has been exhausted. The classified employee must make application to the superintendent with evidence attached showing the reason all leave has been exhausted and the reason for the sick bank request. If the application for sick bank days is approved by the superintendent, he/she will notice the certified and classified staff for volunteers to give days to the effected employee. When sufficient time has been given to the staff, days given will be added to the effected employee's sick leave balance for the year; only exact days requested can be added to the sick leave of an employee. Any additional days given above those needed to satisfy the requested days will not be deducted from the donating staff members' balance. The decision of the superintendent is final.

4. All classified employees are responsible for their own sick leave balances. All employees are required to sign a sick leave slip upon return from any day or days of leave, regardless of the reason. Sick day totals will be issued to each employee no later than the May paycheck. Employees will have until the end of the fiscal year (30 June) to dispute remaining sick leave totals to be carried over to the next school year. The totals will be considered final as of the close of business 30 June. New sick leave additions will not be made until after 01 July of each year. Any dispute will be settled through a meeting with the superintendent whose decision is final.

## **F. Leave of Absence**

1. Personal leave - Employees may be granted a maximum of two (2) days personal leave during the school year for any reason under the following conditions:

- The employee must notify the principal, prior to and as early as possible, of his/her intentions of being out for personal reasons.
- The two days will be deducted from the employee's accumulated sick leave days.
- Personal leave may not be granted for days immediately preceding or following holidays, unless an emergency exists and administrative approval is given.
- Personal days may not be accumulated.

- Additional personal days may be requested in writing to the superintendent for approval. The superintendent's decision in each case is final.

2. Maternity leave - Maternity leave must be requested in writing and approved by the superintendent. The request should state the beginning and ending dates of the leave. Extensions may be granted if in the opinion of a doctor the employee is not able to return to work.

3. Other leaves or absences without pay may be granted by the board.

### **G. Family and Medical Leave**

The Hartford School District recognizes that employees, on occasion, need extended leave time in order to care for themselves in the event of serious personal illness or to provide care for an immediate family member with a serious illness. Therefore, pursuant to the provisions of the Family and Medical Leave Act of 1993, the Hartford School Board directs the superintendent to implement procedures to provide family and medical leave to all eligible employees.

#### **Eligibility:**

A. In compliance with the Family and Medical Leave Act (FMLA) of 1993, Hartford School District will grant unpaid leave up to a maximum of twelve weeks during any one-year period to an eligible employee for one or more of the following reasons:

1. For the care of the employee's child (birth, adoption, foster care)
2. For the care of the employee's spouse, child, or parent who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform his or her job.

B. In order to qualify for family/medical leave, an employee must have been employed by the Hartford School District for at least one year and must have worked 1,250 hours over the previous twelve months.

C. The Hartford Public Schools reserve the right to notice employees of the district that they are using FMLA days after the third consecutive day of any absence.

#### **Application for Family Medical Leave:**

The request for family/medical leave must be made in writing to the superintendent thirty days prior to the beginning of the leave. Advance notice is not required in cases of medical emergency or other unforeseeable events.

Medical certification from a licensed, practicing health-care provider must be provided with the application for FMLA. The certification must verify the leave. The medical certification must be provided at the time the request for FMLA is presented to the superintendent. If an employee fails to provide timely medical certification, the leave may be denied until medical certification is provided. The medical certification must include a statement from a licensed practicing health-care provider that the employee is unable to perform the required functions of his or her position.

An employee who wishes to request unpaid FMLA must provide thirty days advance notice to the superintendent in writing if the need for the leave is "foreseeable." The written request must state the declared reason for the leave and the length of time requested. Medical certification from a licensed practicing health-care provider must also be provided.

Hartford School District may require a second medical opinion and periodic re- certification at its own expense. If the first and second medical opinions differ, Hartford School District, at its own expense, may require the binding opinion of a third licensed, practicing health-care provider approved jointly by the employee and the district.

### **Length of Leave:**

An eligible employee of Hartford School District is entitled to a total of 12 work weeks of leave during a "rolling" twelve-month period measured backward from the date the employee first used any FMLA leave. However, the employee must first utilize earned and/or accrued sick leave and unused personal days to substitute for all or part of any unpaid FMLA leave.

FMLA leave because of the birth or adoption of a child expires at the end of the 12 month period beginning on the date of the birth of the child or placement of the child. Any leave must be concluded within this one-year period.

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

### **Health Insurance During Leave:**

For the duration of the FMLA leave, the employee's group health insurance will be continued under the same conditions as if the employee had continued working. Since the employee will be on unpaid leave, the employee will be responsible for bringing to the superintendent's office each month the employee-paid portion of the employee's health insurance premium. State matching insurance will continue during the period of the leave, he or she must continue to make his or her contribution to the health insurance premium. Payment of the employee-paid portion of the health insurance premium will be due in the superintendent's office at the same time as if on regular payroll deduction.

If the employee on FMLA leave has received state matching contribution for health insurance and does not return to work, the amount of the insurance matching provided by the state will be recovered from the employee.

### **Reporting Requirement During Leave:**

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

### **Return From Leave:**

As a condition of restoration from FMLA leave, the employee will provide medical certification from a licensed, practicing health-care provider that the employee is able to resume work.

If an employee is permanently unable to return from leave, medical certification from a licensed, practicing health-care provider must be provided to verify the inability of the employee to return to work.

An employee taking FMLA leave is entitled to be returned to his or her previous position or to "an equivalent position."

In the event that an employee is unable to return to work, the superintendent will make a determination at that time as to the documented need for a severance of the employee's contract due to an inability of the employee to fulfill the responsibilities and requirements of the contract.

### **H. Jury Duty**

No school personnel shall incur loss of pay or sick leave due to jury duty.

### **I. Security**

- All full time employees must belong to the Arkansas Teacher Retirement System.
- All employees of the district are covered by Social Security.
- Voluntary participation in school accident and group hospital insurance plans is available at special rates.

### **J. Vacation for Employees on Twelve-Month Contract**

- All employees working on a twelve-month contract are entitled to two (2) weeks per year vacation, with pay, following the first completed year of employment.
- All vacations of such employees must be taken in the months of June, July, or August, unless prior approval in writing is granted by the superintendent.
- All vacations must be approved by the superintendent and all other absences from available duty during the summer months, including special leave, are to be approved by the superintendent.
- Vacation accrues from the beginning of the District fiscal year (July 01 of each year) and any unused vacation will be paid at such time that is acceptable to the District.

### **K. Political Activities**

School employees shall have the privilege of any other United States citizen to freely express themselves and participate in political activities as long as such are not reflected in the school.

#### **L. Employee - Public Office**

All employees of the Harford School District are free to exercise their rights as citizens and run for or accept appointment to public office if they so desire. However, employees should understand the following:

- By law, a school board member may not work for the school district which he or she serves.
- School districts may not grant any employee paid leave for the purpose of permitting the employees to engage in public service or related activities.
- Employees may use their personal days and vacation days to engage in public service or related activities, with the prior consent of their building principal and superintendent.
- In addition, upon request to the school board, additional days of unpaid leave may be granted to the employee for the purposes of engaging in public service or related activities.

#### **M. Classified Personnel - Grievance Policy**

Classified (non-certified) personnel shall have the right to present grievances to the administration and the board of directors and, in so doing, shall be assured freedom and restraint, interference, discrimination and reprisal.

##### **Procedures:**

1. Classified personnel shall initiate all complaints and grievances through their immediate supervisor. Every effort should be made to resolve the grievance in an equitable manner at this time.
2. Any classified employee may appeal an unsatisfactorily resolved grievance from the immediate supervisor to the superintendent by making a written request. A hearing will be granted with the superintendent and the immediate supervisor.
3. Following the decision reached at this hearing, the employee may appeal the decision to the board of directors by making written request to the superintendent for placement on the agenda of the next regular meeting. The hearing shall be open to the public unless either the superintendent or the employee requests a private hearing. It is the right of all parties to be represented by a person of their choosing at the school board level of this appeal.

#### **N. Dismissal of Classified Personnel**

Dismissal of classified (non-certified) personnel shall be in accordance with Act 631, 1991.

#### **O. Sick Leave Pay for Retiring Classified School Employees**

A classified employee who is retiring from the education profession and is eligible for retirement will be paid for accumulated sick leave days at the rate paid substitute teachers. Part time employees will be paid a rate determined by substitute pay for that position.

## **P. Pay Day**

Paychecks will be issued the last business day of each month or the last school day before Christmas or other days as the superintendent may decide.

## **Q. Tobacco Policy** – Act 1555 of 1999 states:

- Smoking or use of tobacco or tobacco products containing tobacco in any form in or on any property owned by a public school district, including school buses, is prohibited.
- A copy of the statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.
- Any person violating the provisions of this section shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of not less than \$10.00 nor more than one hundred (\$100.00) dollars.

## **R. POLICY CONCERNING THE USE OF ELECTRONIC DEVICES**

Electronic devices, especially cell phones have become a part of everyday life and are a great help in times of emergencies. The Hartford Public Schools recognize that employees are responsible adults and the possession of electronic devices, such as cell phones, iPods, MP3 players, etc. is an acceptable practice at school. However, when the use of such devices causes a disruption of the educational process or loss of educational time for the students of the district, the use of those devices is no longer acceptable. Therefore, the following rules for the use all of electronic devices shall be incorporated into the policies of the district:

- A. Unless the use of an electronic device has been approved in advance by the building principal, no electronic devices will be used during the work day. Exceptions to this are school provided equipment such as computers, smart boards, projectors, televisions, DVD players, etc.
- B. Cell phones are not to be used by staff at any time during the educational day, except in an emergency, or as approved by the building principal in advance.
- C. In the absence of a building administrator, the Superintendent may grant advance approval for the use of electronic devices.
- D. If a staff member appeals the decision of a building administrator regarding the use of electronic devices to the Superintendent; the decision of the Superintendent will be final.

## **SECTION IV**

### **AUXILIARY SERVICES**

#### **A. School Lunch Program**

1. The school lunch program is maintained on a non-profit basis as a service to students.

2. The lunch program is not established as a welfare agency, but since there are students who are unable to pay for their meals, the following policy will be followed:

A. Students will receive free and reduced lunches according to policies of the School Lunch Division, State Department of Education and Hartford School District No. 94. Employees may participate in the lunch program at a cost of \$2.00 per meal.

B. Cash, credit, and other rules and regulations pertaining to the lunchroom program will be distributed by the lunchroom manager and administration with the approval of the school board. Credit will not be given for more than five days without special permission by the principal.

3. All meals served shall follow good nutritional principles as recommended by the National School Lunch requirements.

### **B. Use of School Buses**

- School buses are to be used only for school activities. Agencies outside the school will not be permitted to use the buses, unless approved by board action.
- Buses shall be routed to provide the best service for the greatest number of students. However, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for economical routing. Bus routes should be planned to get within a reasonable distance of the home location of each student.
- The superintendent is authorized to plan and/or change bus routes within the policies of the school board, and with their approval.
- Before a bus may be used for any reason other than a normal route, a trip plan form must be filled out in triplicate, signed by the teacher and approved by the principal and superintendent.
- When feasible, buses may be used for field trips.
- Athletic trips are considered field trips.
- It is desired that regular bus drivers be used on all bus trips. ("Regular bus drivers" means those hired specifically to drive buses.)
- No bus is to be scheduled to make a trip without administrative approval.
- Proper dress is required by all passengers.
- Anyone who mars or damages a school bus in any manner will be required to pay full cost of repairs and may be suspended from school.
- Passengers or pupils will be assigned to certain buses and seats.
- In no case will a passenger change buses without prior written approval.
- All pupils are expected to be well-disciplined on the bus.
- No pupil shall get on the bus until the bus driver gets on.
- Those catching the bus should be on time.
- Punishment for students not making it back to the bus on time during school trips will be left up the discretion of the teacher and/or principal, when extenuating circumstances arise. When no justifiable reason exists, that student shall be barred from school trips for the remainder of the year.

### **C. School Approved Trips**

All students participating in school trips must follow the guidelines and directives provided by their sponsors and school administrators. Student behavior is of great importance if trips to various activities are to be continued. The Hartford Public School District expects and demands good behavior and every student will be held responsible for his/her actions. Appropriate action will be taken when misconduct occurs.

One problem that occurs from time-to-time is the failure of a student to be at the appropriate place at the correct time for departure on the return trip. When a student is late, he/she delays all other persons on the trip and can be the cause of great concern for everyone involved. Decisions must be made concerning how long to wait, what to do, who to contact, etc..... All this can and will be avoided if a student follows directions.

Sponsors in charge of students on field trips should observe the following guidelines:

- (1) After 10 to 15 minutes have passed, a search will be made to secure the missing student(s). This search may include but not necessarily be limited to paging of the individual(s).
- (2) After 30 minutes have passed, the sponsor in charge will notify the building principal or superintendent. If an administrator can not be contacted, an attempt to contact the student's parents should be made.
- (3) After the administrator and/or parents have been contacted, the bus will depart for home unless the administrator or sponsors have determined other actions to be necessary. If no contacts can be made, the sponsor should inform the administrator and parents as soon as they arrive back on campus.

Students that cause a delay in departure times or otherwise misbehave on school activity trips are subject to exclusion from future trips for a time period to be determined by the sponsor and administrator in charge. Other penalties may also be invoked.

### **D. School Bus Policies for School Bus Drivers**

- Start the morning trip on time. Be sure to stay on a time schedule.
- Buses shall stop only at scheduled stops that have been selected for safety and convenience by the administration.
- Never allow children to extend their heads or arms out of the windows.
- Never allow children to work the stop arm or tamper with any of the safety devices.
- No smoking on the bus.
- The driver should not start the bus in motion until all students are seated.
- State law requires school buses to stop before crossing all railroads.
- Drivers must yield the right-of-way entering any highway. Always stop the bus and check the traffic before entering a highway.
- Any time there is need to back a bus make sure to yield the right-of-way. Do not back school buses on school grounds or while loaded with children without assistance.

- The driver is charged with the responsibility of maintaining order on the bus at all times, but his is not to administer corporal punishment. In case of misconduct, the driver should bring the child to the head teacher or principal. The driver has the authority to recommend suspension of a student's privilege to ride the bus temporarily for serious misconduct. The bus driver will work closely with the head teacher or principal on all cases of misconduct.
- In case of accident or other delays en route, the driver is to remain with the bus and the children and send for help. In case of serious accident the superintendent or principal should be contacted. Immediate action should be taken for the well being of an injured person.
- The driver, while transporting children, shall not transport animals, firearms, ammunition, explosives, or any sharp or dangerous object or material.
- All drivers will observe all speed limit laws.
- The driver is to clean the inside of the bus each day. The outside of the bus should be washed when necessary. All school bus markings shall be kept clean at all times. Windshields and rear glasses will be kept clean. Daily checks for all safety factors, as well as fuel, oil, radiator, and tires shall be made by the driver. In case a bus appears to be unsafe in any way, it is not to be used until repaired.
- In case the road is glazed with snow or ice, the driver is not to begin his bus run. If the driver considers his road too dangerous to travel, he will not start his run and will notify the superintendent as soon as possible.
- At school bus stops where it is necessary for the children to cross the road, the crossing is to be made in front of the bus while the bus is stopped. Children shall cross in a group at a distance of approximately ten feet in front of the bus.
- All drivers should encourage traffic to pass the bus between stops when possible. Traffic tie-ups behind and in front of the bus are not good. A smart driver will try to keep traffic moving normally at all times.
- It is important that drivers observe state and local traffic regulations for safety. Remember your cargo is priceless. Safety is no accident, but the result of an alert and safety-minded driver.
- All bus drivers must meet existing state health and criminal background check requirements for school employees.
- Written records of disciplinary action taken with students by teachers and bus drivers shall be kept and maintained in each school.
- Drivers are to perform a complete safety check and complete the provided form before each bus run.
- A list containing the names of all passengers will be completed before any special trip begins and filed in the principal's office.

#### **E. USE OF SCHOOL VEHICLES OR PERSONAL VEHICLES**

- A. School vehicles shall be used only by District employees with the approval of the building principal or superintendent. Under no circumstances is a student to ever drive a school vehicle on or off campus.
- B. School employees are not to loan personal vehicles to students to drive on or off campus for personal or business reasons. The only exception to this is students whose parents are

school district employees. In this case, approval must still be received through the building principal or superintendent's office.

- C. All school vehicles will be cleaned on the inside at least on a weekly basis and at least monthly outside as required by the district mechanic. If the vehicle is normally driven by a single employee (e.g. bus), that employee is responsible for the vehicle. Inspections will be made in order to assure compliance with this policy.
- D. Administration of the Hartford Public Schools will determine monthly mileage usage of all school vehicles. Whether a school vehicle is required or a personal vehicle is used, the administration will also determine all off-campus event participation. The decision of the superintendent on any point of this paragraph will be final.
- E. All vehicles, except route buses, will have mileage logbooks which must be filled out before and after each trip. Beginning mileage, ending mileage and any perceived problems. Also, if fuel was purchased during the trip, number of gallons and cost must be logged.
- F. Copies of keys for all vehicles must be forwarded to the Superintendent's office for storage and use when regular keys have been lost or misplaced. This policy does not include route buses as those keys should be available during normal business hours through the district mechanic.
- G. Use of cell phones without hands-free technology engaged while operating school vehicles is prohibited (use of any cell phone by a bus driver while in motion is strictly forbidden and a violation of State law). If a driver of a school bus or school vehicle must use a non hands-free cell phone, they are required to pull out of traffic and secure the vehicle before the cell phone may be used.
- H. Employees who violate this policy will be subject to disciplinary actions up to and including dismissal or non-renewal.
- I. Organizations may select, with the approval of the transportation director, the activity trip driver for overnight trips. The transportation director will select trip drivers on a rotating basis. Full-time drivers will be given first choice; part time drivers may be used should no full-time drivers be available.
- J. Pay for one day trips of less than 100 miles one way will be \$35.00. The pay for one day trips of over 100 miles one way will be at the rate of \$7.25 per hour from the time the bus leaves campus until it returns to campus. Compensation for over-night trips will be at a rate of \$58.00 per day for each day. Food and lodging will be at the expense of the sponsoring organization. The driver, when possible, will share a room with an event sponsor of the same sex.

## SECTION V

### BUILDINGS AND PROPERTY

#### **A. Building Opened**

School buildings shall be open to students only when the principal and/or teacher are on duty.

Buildings shall be open for students when the buses arrive. In the case of inclement weather or an unusual circumstance, the principal may make special arrangements to open the building earlier.

#### **B. Building Policies**

The principal shall have the total responsibility for enforcing all school board policies pertaining to his building.

The service custodian shall be under the direction of the principal. Any special service requests which may be needed from the custodian must be cleared through the principal.

#### **C. School Maintenance**

- All staff members shall at all times maintain high standards of good housekeeping.
- Classrooms shall be kept clean and attractive at all times with teachers and students sharing this obligation and responsibility beyond the regular custodial service which shall be performed daily.
- All employees shall be responsible for seeing that furnishings are well cared for and effectively arrange from the standpoint of utility and good taste.
- A genuine respect for public property and for maintaining clean and tasteful surroundings shall be developed and fostered in the habits and thinking of every student.
- All employees shall be responsible at all times for seeing that proper ventilation, light, and heat are maintained in the school(s).

#### **D. Unauthorized Purchases**

All purchases made by anyone not authorized by the superintendent or school board become the personal responsibility of the persons making the purchase or purchases. The school board and superintendent will not under any circumstances be responsible for payment for new material or supplies purchased by unauthorized individuals.

#### **E. Disbursements**

Disbursements will be made in accordance with the school's annual budget. Contractual obligations will be paid once each month. Non-contractual expenditures shall be based on valid invoices for covering purchases made by authorized persons.

## **F. School Activity Funds**

All activity funds shall be received and disbursed through the offices of the superintendent. All funds shall be deposited in the bank, and all expenditures shall be made by check. In this way, an audit can be made of all activity funds.

## **G. Sexual-Harassment Policy**

The Hartford School District is committed to maintaining a learning and working environment that is free of any form of sexual harassment toward and between students and/or employees. This policy reinforces our commitment that all persons are to be treated with respect and courtesy.

This policy is in effect while students and/or employees are on school grounds, school district property, or on property within the jurisdiction of the school district; while school-owned buses, vehicles, or chartered buses (school owned, leased, or rented); while attending or engaged in school activities; while away from school grounds if the student and/or employee is at any school sponsored activity, school approved or school related activity or function or going to and from school (until parent or guardian is reached).

Definition of Sexual Harassment: prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or intentional unwanted physical contact or communication of a sexual nature. The full policy is available through each building principal and superintendent of schools.

The policy of Hartford School District is that a sexual relationship between staff and students is not permissible in any form or under any circumstances in or out of the school district.

## **H. Bullying Policy**

Bullying is an insidious social problem found in many occupations and walks of life. Hartford Public Schools are dedicated to the eradication of bullying by ensuring the development of a caring and supportive environment. Bullying in any form, including cyber-bullying, will not be tolerated. Anyone that is reported to be bullying another person shall be held accountable for their actions. All actions that are witnessed by or related to any staff member, under this section must be reported to the administration in the building or at the central office level. Any student, teacher, staff member, parent, guardian, or citizen that reports or files a complaint under this section will not be subject to retaliation in any form from anyone connected or not connected with the complaint or report.

## **I. Terms and Conditions for Use of the Internet**

Internet access is now available to administrators, students, faculty, and staff in the Hartford School District.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

The Hartford School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

Hence, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, he/she will be denied use of the Internet for 10 days; and if he/she deliberately violates the provisions again, future access could be denied entirely.

#### **J. Evaluation of Classified Employees**

All Classified Employees will be evaluated by their supervisor a minimum of once per year. Probationary employees may, after notice is given, be evaluated more than the standard one time per year. Classified evaluations are available for review in the superintendent's office or by contacting your supervisor. All evaluations become a part of the employee's personnel file. Evaluations and observations made throughout the year may be the basis for either renewal or non-renewal of a classified contract. Dismissal of classified (non-certified) personnel shall be in accordance with Act 631, 1991.

#### **K. Reduction in Force (RIF)**

Any RIF of classified employees would take place no less than thirty (30) prior to the start of a new contract, but notice of a pending RIF can be given at any time prior to the completion of a contract year (June 30 of each year). Reductions will be made based on seniority, but will also be by need area. Certain job classes may be exempt from the RIF policy if more senior employees are unwilling or unable to attain a level of licensure or certification for positions within the district (i.e. bus driver, waste water operator, food service director). If no licensure or certification issues are present, the most recently employed will be the first laid off. If a job becomes available while an employee is in RIF, they will be contacted first before the position is advertised to the general public.

HARTFORD SCHOOL DISTRICT  
MEMORANDUM

TO: Instructors, Staff, and Students

FROM: Teresa Ragsdale, Superintendent

DATE: 22 July 2010

SUBJECT: Nondiscriminatory Policy Notification

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

Equity Coordinator – Teresa Ragsdale

Telephone Number: 479-639-5002

**HARTFORD PUBLIC SCHOOLS  
CLASSIFIED SALARY SCHEDULE 2011-2012**

Position	Contract Days	Base Salary
Bookkeeper /Treasurer	240	\$33,500.00
Head Maintenance	240	\$25,500.00
Assistant Maintenance	240	\$22,750.00
Mechanic	240	\$25,000.00
District Office Clerk	240	\$16,500.00
Elementary Secretary	205	\$16,500.00
HS Secretary	205	\$16,500.00
SMS APSCN Coordinator	205	\$5,100.00
Activity/ Lunch Bookkeeper	240	\$3,000.00
Child Nutrition Reimburse Bkpr	240	\$3,000.00
Transportation Director	240	\$1,000.00
DL Facilitator	205	\$15,000.00
½ Time Tech. Coordinator	205	\$15,000.00
FS Manager/CN Director	180	\$14,500.00
Food Service Personnel	180	\$13,000.00
School Nurse (RN)	178	\$25,000.00
Head 3 Yr. Old Para Pro	178	\$14,000.00
Teacher Aides-Para Pro	178	\$12,500.00
1 Teacher Aide (ABC Grant)	178	\$16,000.00
Bus Driver	178	\$ 7,900.00
Assistant Bookkeeper	Non-Contract	\$9.00 per hour
Hourly Employee	Non-Contract	\$8.00 per hour

Substitute Teacher (Non-Degree) \$60.00 Per Day

Increments for Classified Personnel Are \$50.00 Per Year

Summer School Staff – classified positions will work at the rate of \$37.50 per half day with the exception of the Summer School Food Service Director/Cooks who will work at the rate of \$56.25 per day and the After School/Summer School Bookkeeper-Treasurer who will have these additional duties as a \$1,500 addendum to their contract.

Adopted this 11th day of April 2011

Amended this 23<sup>rd</sup> day of June 2011

Amended this 4<sup>th</sup> day of August 2011

Hartford Public Schools  
School Calendar 2011-2012

*August 8-12	Professional Development Days		
August 15	First Day of School		
September 05	Labor Day	NO SCHOOL	
September 22	Progress Reports Due		
September 22	Parent/Teacher Conferences	(3:00 pm - 8:00 pm)	
October 18	End of First Nine Weeks	46 Days	
October 19	Second Nine Weeks Begins		
November 17	Progress Reports Due		
November 21-25	THANKSGIVING BREAK		
December 21	End of First Semester	41 Days	87 Total
December 22- January 04	CHRISTMAS BREAK		
January 05	Second Semester Begins		
January 16	Martin Luther King Day	Professional Development Day	
February 09	Progress Reports Due		
February 09	Parent/Teacher Conferences	(3:00 pm – 8:00 pm)	
February 20	Presidents' Day	NO SCHOOL	
March 12	End of Third Nine Weeks	46 Days	
March 13	Fourth Nine Weeks Begins		
March 16	Flex Day	No Students	
March 19- 23	SPRING BREAK		
April 6	Good Friday	NO SCHOOL	
April 20	Progress Reports Due		
May 23	End of Second Semester	45 Days	<u>91 Total</u> 178

178 Student Contact Days

2 Parent Teacher Conferences

10 Professional Development Days (60 Hours)

190 Contract Days

(5 Snow Days [May 24, 25, 29, Feb. 20, and April 6]) The order of snow days taken will be left to the discretion of the Superintendent.

\*All Professional Development Days will begin at 8:00 am. Arrive early, by 7:15 am, to eat breakfast and visit. August 8, 9, 10, 11, and 12 are required days on campus. If all 60 hours are complete by March 15, March 16 will be a flex day if approved by your building principal.

4 Professional Development Days will be the responsibility of the teacher during the summer.