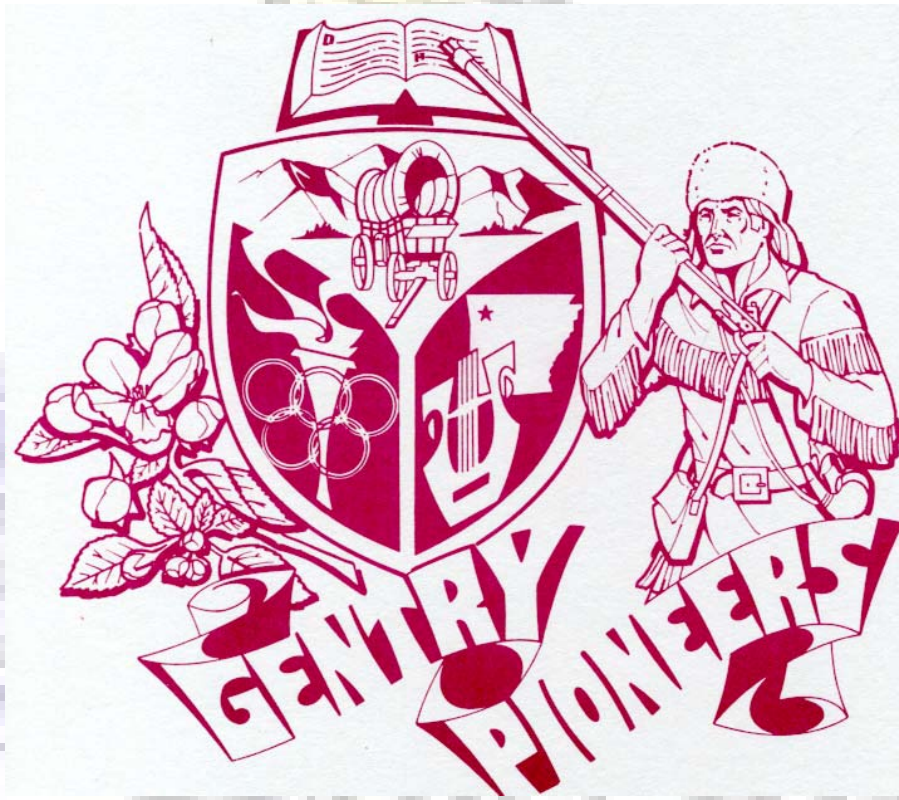


Gentry Public School District



Personnel Policies 2011-12

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
SHARED CORE BELIEFS, VISION, MISSION	BA	2-17-92	June 1, 2007

SHARED CORE BELIEFS

1. Opportunities must be provided for each teacher and student to excel by maximizing their respective abilities to assure students receive a strong foundation.
2. All stakeholders are in partnership to encourage lifelong learning to promote success applicable to each student's future.
3. Each student's success must be objectively and quantifiably measured.
4. We must provide a safe and healthy environment that is conducive to learning and also promotes the development of character and citizenship.

VISION

The Gentry School Board envisions a school district where:

- The stakeholders are involved in providing successful educational experiences for all students.
- Students and staff each maintain high individual achievement. Support for success is provided for all students and staff.
- The learning environment provided is healthy and safe both physically and emotionally for all students.
- Learning builds the capacity of students to act on their own to better themselves.
- Gentry School District is recognized as a leader in maintaining a system of quality educational experiences and high expectations.

MISSION

The mission of the Gentry School District is to work with the community in providing safe and successful educational experiences for each student.



Descriptor Term:
ORGANIZATION MEETING

Descriptor Code:
BB

Issue Date:

Revised:
2-17-92, 10-18-93,
3-17-94

The Board of Directors at the first regular meeting after the annual school election shall organize, by the election of a president, and vice-president from among its members, each of whom shall serve for a term of one (1) year or until his successor is elected and qualified.

In accordance with Arkansas Code Annotated 6-13-618, the board secretary may be elected from among the members of the board or the secretary may be appointed by the board from outside its ranks.

A majority vote of all members of the Board shall be necessary for the election or appointment of officers or for any other action by the Board unless otherwise specified by law.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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Descriptor Term	Descriptor Code	Issue Date	Revised
MEMBERSHIP OF THE BOARD	BBAA		2-17-92 6-30-03

The Board of Directors shall consist of seven (7) members, elected from five single-member zones within the school district as determined from using federal decennial census information, and two board representatives elected at large by the qualified voters of the Gentry School District. The term of each board member shall be five (5) years with the terms arranged in such a manner that one term will expire each year. The school board election shall be held each year in accordance with the general election laws of the State.

In order to be eligible for membership on the school board, a person must be a bona fide resident, of the zone in which s/he is seeking to be elected, and qualified elector in the Gentry School District. If seeking an at-large position, the person must be a bona fide resident and qualified elector in the Gentry School District.

A person must submit a petition with twenty (20) signatures of qualified electors to the County Board Of Education; either from the respective zone if seeking such a position or from the district is seeking an at-large position, (20) days before the school election to get his/her name on the ballot.

A vacancy occurring from death, resignation, or other cause shall be filled by appointment by the remaining members of the Board.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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Descriptor Term	Descriptor Code	Issue Date	Revised
DUTIES OF THE BOARD OFFICERS	BBAB		2-17-92

- A. The President shall preside at all meetings, shall decide questions of order using Robert's Rules of order revised as a general guideline but inadvertent errors of parliamentary procedure shall not negate results of a vote on an issue as long as basic compliance (such as a motion, second and simple majority vote) has been met in accordance with Robert's Rules of Order, Revised. The President shall appoint all committees unless otherwise directed by the Board. He/she shall have the right as shall other members of the Board, to discuss, make motions and to vote on all questions.
- B. The President shall call a special meeting of the Board whenever conditions required for special meetings have been met.
- C. In the absence or incapacity of the President, the Vice- President shall perform the duties and assume the obligations of the President.
- D. The Secretary of the Board or appointee shall keep a record of the proceedings.
- E. The Secretary of the Board shall furnish each member of the Board and Superintendent of Schools, a copy of all minutes of each meeting. A copy of all minutes shall be available at the School Administration Building for inspection by any interested patron.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
DUTIES AND RESPONSIBILITY OF THE BOARD OF DIRECTORS	BBBA		12-15-92

- A. Select the Superintendent of Schools and support him/her in the proper discharge of his/her duties.
- B. Establish general policies for the school system in consultation with the school administrative staff and in keeping with the wishes of the community and requirements of the State Law.
- C. Elect school personnel upon nomination and recommendation of the Superintendent of Schools.
- D. Adopt the salary schedule for all school personnel.
- E. Provide, by the exercise of its legal powers, the funds necessary to adequately finance the operation of the schools.
- F. Require and evaluate the report of the Superintendent concerning the progress of the financial status of the schools.
- G. Revise, if necessary, and adopt an annual operating budget as recommended by the Superintendent of Schools.
- H. Seek at all times the cooperation of the citizens of the Gentry School District, the County Judge, the Assessor, and the Equalization Board.
- I. Propose a millage rate to produce adequate funds to meet the financial needs of the district.
- J. Assist in presenting to the public the needs and progress of the educational system.
- K. Exert authority as board members, only when acting as a board legally in session, exercising on individual administrative responsibility with respect to the schools, and refraining as an individual, from commanding the services of any school employee.
- L. Cooperate with other educational agencies in continued improvement of the structure of Arkansas School System.
- M. Perform the specific duties imposed upon the Board by statutes.
- N. Determine to think always in terms of "children first".
- O. Recognize its responsibility to represent the entire community.
- P. Refrain from, as individual board members, making commitments or promises to individuals and organizations on the board's behalf.
- Q. Exhibit a willingness to abide by the decision of the majority without regard to that decision conflicting with personal opinion.
- R. Recognize and maintain the distinction between policy-making and policy administration.
- S. Exhibit personal standard of conduct worthy of emulation by Gentry students.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
MEETINGS	BCA	6-10-86	4-20-93 6-21-99

All regular meetings of the Board of Directors shall be open to the public (except when called into executive session for the purpose of discussing personnel or student discipline as specified by law) and the order of business of any regular meeting shall include an opportunity for the citizens to address the Board; however, the Board does not obligate itself to consider any request or proposal unless such request or proposal, is submitted in writing, to the superintendent of schools, twenty-four (24) hours before the meeting.

The Board will not accept written concerns regarding personnel or student matters that have not had prior submission to the superintendent of schools unless such concerns are directed only to the performance of the superintendent.

Other than as described in the preceding paragraph, no request or proposal will be placed on the board meeting agenda unless the nature of the business has been clearly specified within the written notification to the superintendent.

A. REGULAR MEETINGS

The Board shall meet in regular session the third Monday night of each calendar month. The time and place of meeting shall be announced.

B. SPECIAL MEETINGS

Special meetings of the Board shall be called by the President or Secretary of the Board when, in his/her opinion, it is necessary; when it is requested by a majority of the Board of Directors or when he is requested to do so by petition in writing signed by fifty (50) electors of the district. No business shall be transacted at any special meeting of the Board which does not come within the purpose or purposes set forth in the call for the meeting, unless all members of the Board are present and agree to the consideration of the additional items. A notice must be given to board members 24 hours prior to the called meeting except in case of an emergency, in which case two (2) hours minimum notice must be given.

C. QUORUM

A majority of the Board shall constitute a quorum for the transaction of business.

D. CLOSED MEETINGS

The Board shall go into executive or closed session only when discussing matters as specified by law.

E. BOARD AGENDA

An agenda for each regular meeting of the Board shall be prepared by the Superintendent and submitted to the Board at least four (4) days prior to the regular meeting. The order of business will be as follows: call to order, communications from the public, reading of the minutes, reports, business (old and new), and adjournment.

Communications from public will be limited to no more than five (5) minutes per individual or twenty (20) minutes per group. At its discretion, the board reserves the right to modify, by a majority vote of the members present, the above time limits.



Descriptor Term
HEARINGS

Descriptor Code
BCAB

Issue Date
6-21-99

Revised

Hearing procedures will be governed by respective federal and Arkansas Code and, as applicable, other existing Gentry School Board Policy unless superseded by such laws. Hearings may be held to consider the following items.

- ☞ Termination of contracts of employment
- ☞ Non-renewal of contracts of employment
- ☞ Discrimination Complaint
- ☞ Sexual Harassment Complaint
- ☞ Employee Grievances
- ☞ Student Suspension
- ☞ Student Expulsion
- ☞ Other matters required or allowed by law

The right to request a hearing with the board for the above noted matters shall have been proceeded by an attempt to resolve the issue beginning with the lowest possible administrative level.

An exception to this may be when a grievance or complaint has been filed against the superintendent of schools. In such case a written complaint or written grievance, with a copy for the superintendent, may be filed with the president, vice-president, or secretary of the board. Within 24 hours of receiving such written notice, a special meeting will be called to determine a date for the hearing. Such hearing shall be no less than five (5) calendar days nor more than twenty (20) calendar from the date the board representative received the written notice.

All participants having a hearing before the board are generally entitled to the following:

- a. the right to be represented by a party of the participant's choosing
- b. the right to have an adequate opportunity to present or to defend the issue in question
- c. the right to present written documentation
- d. the right to present and question witnesses
- e. the right to have a full record of the proceedings be made and preserved

Whether the hearing is conducted in public or private shall be governed by applicable law existing at the time of the hearing. If the hearing is held for a matter not governed by law, the board shall decide whether the hearing shall be public or private.

Unless specified otherwise by applicable law, the board's decision or resolution at the end of a hearing shall be final. Such decision shall be provided in writing by the board or its designee to the person(s) requesting the hearing.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
VOTING METHOD

Descriptor Code
BCBG

Issue Date

Revised
2-17-92

Board of Education members shall not be represented by proxy at any meeting at any time. All board members present at meetings shall be authorized to speak on issues, offer and second motions, and vote.

Any matter requiring a vote of the Board shall be voted by open ballot.

Any voting shall be by voice, show of hands or ballot (if by ballot the ballots of individual board members must be made public record after the ballots are counted).

Any board member who abstains from voting shall be counted as having voted against the motion or resolution. If a member announces a conflict of interest with regard to the issue, the member may leave the meeting until the voting on the issue is concluded and the member who abstains from voting thereby shall not be counted as having voted.

A majority of a quorum voting affirmatively shall be required for passage of any motion or resolution. A quorum shall be a majority of the membership of the Board.

Reference: Act 855 of 1983 Update: July 12, 1983



Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
Parent Involvement Policy

Descriptor Code
BDBC

Issue Date
6-31-06

Last Revised
April 23, 2007

The Gentry School District shall establish a parental involvement plan, including programs and practices that enhance parental involvement and reflect the specific needs of students and their families.

One certified staff member from each campus shall be designated to serve as a parent facilitator to organize meaningful training for staff and parents promoting and encouraging a welcoming atmosphere to parental involvement in the school and to undertake efforts to ensure that parental participation is recognized as an asset to the school.

The certified staff member serving as a parental facilitator shall receive supplemental pay for the assigned duties as provided for in GBAAA Certified/Classified Salary Schedule

Parents are encouraged to contact the school as a partner for solving school-related problems with their children. The first person a parent should contact is the teacher(s) of the student. If the issue cannot be solved at that level, the parent should contact the student's principal. Issues that cannot be resolved at that level should be directed to the superintendent by either the parent or the school principal. A parent's final avenue of problem resolution within the school district is filing a formal appeal with the school board. Such an appeal must be filed in writing, stating the nature of the problem, with the superintendent. Unless governed by other state law or local policy, such appeal will be heard by the school board at its next regularly scheduled meeting.

Act 307 of 2007

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
Local Wellness Policy

Descriptor Code
BDBD

Issue Date
6-31-06

Last Revised

The Gentry School District will follow state and federal rules and regulations regarding Child Nutrition and Physical Activity. The district will address, at a minimum, the following components:

- goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness;
- nutrition guidelines selected by the district for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity;
- guidelines for reimbursable school meals that are no less restrictive than regulations and guidance issued by the USDA
- a plan for measuring implementation of the local wellness policy, including the designation of one (1) or more persons within the district or at each school, who is responsible for ensuring that each school fulfills the district's local wellness policy;
- community involvement in the development of the local wellness policy to include parents, students and representatives (of the school food authority, the school board, school administrators and the public.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term:
Out-Of-State Student
Transfers

Descriptor Code:
BJECB

Issue Date:
June 20, 1994

Revised:
July 18, 1995
March 8, 2004

Out-of-state student transfers to Gentry Public School District shall be granted under the following conditions:

1. The student shall be first be granted a transfer from the resident district in which s/he resides using the transfer form approved by that state's Department of Education.
2. Tuition will be paid by the transferring district where the student legally resides or by the parent or legal guardian of the student who is requesting the transfer.
3. The amount of out-of-state tuition shall be set at the Foundation Funding Amount for the fiscal year in which the transfer is being considered.
4. The board shall set a yearly transportation fee for the fiscal year in which a student, who has legally transferred from out-of-state, require transportation by the Gentry School District.
5. The tuition payment, at the parent or guardian's request, shall be pro-rated into 9 equal installment payments due on the first day of the month.
6. No tuition or other fees shall be paid by the Gentry School District to the district transferring to the Gentry District a student who resides out-of-state.
7. Students granted a transfer under this policy shall not be reported to the Arkansas Department of Education for funding purposes.
8. Nothing in this policy shall be construed as superseding current or future Arkansas Attendance Laws as promulgated by the Arkansas General Assembly, the Arkansas State Board of Education, or the Arkansas Department of Education.

Note: By board action on June 18, 1994, the following tuition exception was granted to this policy as noted in the following excerpt from the minutes of that meeting: After the board passing the previous motion, Jim Ward moved that any student who resided out-of-state during the 1993-94 school year but who attended Gentry Schools in the 1993-94 school year be allowed to continue to attend the Gentry School District provided the student report the actual place of residence to the Gentry School District and be given a legal transfer from the resident school district to the Gentry School District. Within the motion was the provision that such students "grandfathered" into the district would not be reported for attendance/state funding. Motion was seconded by Jerry Harris. The motion carried 3 to 2 with Jim Ward and Peggy Dillahunty voting "No."

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term:
Enrollment of Employee's
Children

Descriptor Code:
BJECBB

Issue Date:
July 18, 1994

Revised:
March 13, 2000

Recognizing the need for employees who do not reside in the Gentry School District to alleviate problems which might distract such an employee from his or her duties or which might necessitate the need for an employee to withdraw from active service in the district, the Gentry Board of Education hereby adopts as policy the following provisions for the admission and enrollment of the children of such employees.

The child(ren) of any employee who is under full-time contract during the current school term shall be allowed to enroll and attend in the Gentry School System under the following provisions:

1. The child(ren) of an employee who resides out-of-state shall first be granted a transfer from the resident district in which s/he resides using the transfer form approved by that state's Department of Education.

The child(ren) of an employee who resides out-of-district shall be enrolled and allowed to attend under the provisions of Arkansas Code Annotated 6-18-203 (b)(1)(2).
2. Tuition for the child(ren) of an employee who resides out-of-state, as defined by board policy BJECB, shall be waived.
3. The yearly transportation fee for the child(ren) of an employee who resides out-of-state, as defined by board policy BJECB, shall be waived. However, such transportation shall be governed by board policy EE.
4. No tuition or other fees shall be paid by the Gentry School District to the district transferring to the Gentry District the child(ren) of an employee who resides out-of-state or out-of-district.
5. The provisions of this policy shall cease to exist for the child(ren) of an employee who resides out-of-state at such time as the child(ren)'s parent ceases to be an employee of the Gentry School District.
6. Nothing in this policy shall be construed as superseding current or future Arkansas Attendance Laws as promulgated by the Arkansas General Assembly, the Arkansas State Board of Education, or the Arkansas Department of Education.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term:
COLLATERALIZATION
OF PUBLIC SCHOOL FUNDS

Descriptor Code:
DGC

Issue Date:
2-17-97

The Gentry School Board has adopted the following practices regarding the investment of school monies in conjunction with the provisions of Arkansas Code Annotated 6-20-222.

It shall be the practice of the central office administration to:

1. Determine each month the amount of funds not required to pay off outstanding, received, or anticipated debts of the district
2. Solicit bids from at least three local or regional financial agencies regarding interest rates offered on short term, less than one year, investments of the above-described monies.
3. Invest surplus funds by purchasing Certificates of Deposits from local or regional banking institutions insured by F.D.I.C.
4. Require written verification that investments over \$100,000 are secured by a United States governmental pledge issued on the same date as the investment.
5. Authorize, on request of securing agency, the release of pledges as described in item 4 when the investment has matured.
6. The above process shall be repeated on a monthly cycle as required by evidence of surplus funds.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term	Descriptor Code	Issue Date	Revised
BID SOLICITATION	DJEDA	7-12-83	2-17-92, 1-20-97, 5-20-02, 5-17-04, <i>1/17/11</i>

The Gentry Public School Board of Education, or its designated purchasing agent, will solicit bids, either written or by telephone, for all purchases of commodities in which the purchase price is estimated to equal or exceed ten thousand (10,000) dollars.

Quotations, received by telephone, will be recorded on a bid tabulation form which will be filed with the voucher that authorizes payment for the commodity. No less than three quotes shall be obtained by the purchasing official designated by the school board. The purchasing official may reject all bids and may purchase the commodity by negotiating a contract. If the purchasing official, after rejecting all bids, determines that the purchase should be made by negotiation, then each responsible bidder who submitted a bid shall be notified of the determination and shall be given a reasonable opportunity to negotiate.

In soliciting bids for the purchase of a commodity, the designated purchasing official shall not impose qualifications or specifications that unreasonably restrict competition for the purchase of a commodity; nor shall the purchasing official include the name or identity of any specific vendor within the specifications.

The hereinafter listed commodities may be purchased without soliciting bids:

1. Commodities in instances of an unforeseen and unavoidable emergency. No such emergency purchase shall be approved by the Superintendent unless a statement in writing shall be attached to the purchase order describing the emergency necessitating the purchase of such commodity without competitive bidding.
2. Commodities only from the Federal Government.
3. Utility services, the rates for which are subject to regulation by the State agency or a federal regulatory agency.
4. Used equipment and machinery.

The following criteria shall be used if the superintendent or purchasing agent has determined that an item is available only from one source. The justification for a sole source will include:

1. Why the service or product is needed;
2. The method(s) used to determine that a lack of responsible or responsive competition exists for the service or product;
3. How it was determined that the proposed provider possesses exclusive capabilities;
4. Why the product or service is unique;
5. Whether there are patent or proprietary rights which make the required service or product unavailable from other sources;
6. What the district would do if the provider/service product were no longer available
7. Any program considerations which make the use of a "sole source" critical to the successful completion of the district's mission.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



If the purchase is for capital improvement and the estimated cost is:

\$20,000 - \$24,999

- The project must be advertised at least one time in a newspaper of general circulation in the county or in a trade journal reaching the construction industry. Bids are to be received in a sealed envelope and must remain sealed until the date and time given as the deadline for the receipt of bids. Bids cannot be awarded until seven days after the first time the project was advertised in the newspaper. (A.C.A. 22-9-203)
- A 5% bid bond or certified check in the amount of 5% of the bid shall accompany all submitted bids. (A.C.A. 22-9-203)
- Successful bidder shall provide a performance bond for 100% of contracted amount. (A.C.A.22-9-203)
- Contractors must hold a valid Arkansas State Contractor's License (A.C.A.17-22-101)

\$25,000 - \$49,999:

- All of the above.
- An Arkansas licensed engineer must design all aspects of the project that involve engineering. (A.C.A. § 22-9-10I)

\$50,000 - \$74,999:

- All of the above with the exception that bids must be advertised two times (1 time per week) and bids cannot be awarded until fourteen days after the first time the project was advertised in the newspaper.

[Ex: The ad is run on Monday, the 1st, again on Monday, the 8th, and bids are opened and awarded on Monday, the 15th.] (A.C.A. § 22-9-203)

\$75,000 - \$99,999:

- All of the above.
- The bid documents shall contain statements that encourage the participation of small, minority, and women business enterprises, (A.C.A. § 22-9-203)

\$100,000+ :

- All of the above.
- An Arkansas licensed architect must design the project. (A.C.A. § 17-14-302)

At the bid opening, the Board of Education shall name an “apparent low bidder” whose status reflects either the lowest bid amount or other factors which deem that bidder’s bid to be most advantageous to the school district. If the “apparent low bidder” status does not coincide with the lowest bid amount, the Board of Education shall issue reasons why the lowest bid amount is not the most advantageous to the district. Such reasons shall be incorporated into the written minutes of the meeting.

After naming an apparent low bidder the Board of Education shall direct the Superintendent of Schools to verify that the bid complies with all bid specifications and requirements, and if so, formally award the bid to the apparent low bidder. No bid shall be awarded, except in emergency situations, sooner than the sixth (6th) day after an apparent low bidder has been named.

Ref. Ark. Act 639 of 1983, A.C.A. 6-21-301 ~ 305, A.C.A. 18-44-503, A.C.A. 22-9-203, et al

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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Descriptor Term
INVENTORY OF FIXED
ASSETS AND EQUIPMENT

Descriptor Code
DJEDAA

Issue Date
7-1-96,

Revised
12-10-01, 5-20-2002

The Gentry Board of Education directs that fixed assets and school equipment of the Gentry School District be accounted for in the following manner:

1. For the purposes of this policy "equipment" is defined as an item which meet one or more of the following criterion:
 - a. Retains its original shape, appearance and/or character with use.
 - b. Does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
 - c. Is not expendable. If the item is damaged or some of its parts are lost or worn out; it is more feasible to repair the item than to replace it with an entirely new unit.
 - d. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.
2. A current inventory of equipment or other tangible assets costing more than \$100 per item or more than \$100 for a group of identical items purchased together shall be maintained in the principal's office at each campus site by location. Such inventory shall be for local use only and subject to review by the superintendent, District Treasurer, or his/her designee.
3. A current inventory of equipment or other tangible assets costing \$2500 or more per item shall be provided by the principal to the superintendent's office where such inventory shall be kept. Such inventory shall list all such items by site and location and shall be available for inspection by the Division of Legislative Audit or other applicable agencies and shall have an individual district control identification number when applicable.
4. Individual control accounting shall be maintained on each item which meets one or more of the following criterion:
 - a. Cost of maintenance is a factor in deciding whether to repair or replace the item.
 - b. The item has observable performance characteristics which are a factor in deciding whether to repair or replace the item.
 - c. The item is unique with regard to function, shape, and size.
 - d. The item has a serial number given it by the manufacturer
 - e. The item has a high theft or casualty potential

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



5. Group control accounting shall be maintained on each item which meets one or more of the following criterion:
 - a. Cost of maintenance is not a factor in deciding whether to repair or replace the item
 - b. Observance of individual performance and other individual characteristics is not a factor in deciding whether to repair or replace the item
 - c. The item is the same as other items with respect to function, shape, and size.
 - d. The item has no manufacturer's serial number.
6. Separate inventories shall be maintained on all items purchased with federal, restricted state or restricted local funds according to the requirements of that program.
7. For inventory purposes, the Gentry District shall not distinguish between built-in and moveable equipment.
8. The effective date of this policy shall be retroactive to July 1, 2001.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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Descriptor Term
FILING A BID PROTEST

Descriptor Code
DJEDAB

Issue Date
January 17, 2011

Revised

An actual or prospective bidder, whose direct economic interest would be affected by the award of a contract or by the failure to award a contract, may protest the award of a bid if the protest alleges that there are improprieties in the award of such bid.

Protests must be in writing and delivered in person to the Superintendent of Schools at Gentry Public School District, 201 South Giles Avenue, Gentry, Arkansas 72734, between the hours of 8:00 a.m. and 4:00 p.m.

The protest shall:

- Include the name, street address, electronic mail address, and telephone and facsimile numbers of the protester,
- If applicable, include the protester's Arkansas Contractor's License Number and/or DUNS #
- Be signed by the protester or its representative,
- Set forth a detailed statement of the legal and factual grounds of protest including copies of relevant documents,
- Set forth all information establishing that the protester is an actual or prospective bidder for the purpose of filing a protest,
- Be delivered to the Superintendent of Schools in person within five (5) working days after an apparent low bidder has been named, or
- When the protester believes alleged improprieties exist prior to bid opening or the time set for receipt of initial proposals, the protest shall be filed in person with the Superintendent of Schools no later than one (1) hour prior to bid opening, and
- State the form of relief requested.

A protest or specific protest allegations may be dismissed at any time sufficient information, warranting dismissal, is obtained by the Superintendent of Schools.

If the Superintendent of Schools determines that all the conditions of a protest have been met, then the Superintendent of Schools, when the protest has been filed prior to the awarding of bids, shall allow the protester to bring the protest to the Board of Education for consideration prior to the opening of bids. If the Board of Education finds the protest to be valid, all bids shall be rejected unopened.

If the Superintendent of Schools determines that all the conditions of a protest have been met, then the Superintendent of Schools, when the protest has been filed after the awarding of an apparent low bidder status, shall delay the final bid award and allow the protester to bring the protest to the Board of Education within ten (10) calendar days. If the Board of Education finds the protest to be valid, then the apparent low bidder status shall be rescinded and all bids shall be rejected. In such case, the Superintendent of Schools shall notify all bidders.

No protest shall be allowed after a final bid has been awarded by the Superintendent of Schools on behalf of the Board of Education.

Note: Portions of the above policy were suggested by or taken from information at <http://www.gao.gov/decisions/bidpro/bid/bibreg.html>

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Descriptor Term
INFECTIOUS DISEASE POLICY
(INCLUDING AIDS)

Descriptor Code
EBBA

Issue Date
9-19-94

Prevention of infectious diseases depends on basic principles of cleanliness and hygiene. The transmission of these infectious diseases may be prevented by using standard procedures to maintain both personal and classroom cleanliness and by monitoring the actions of suspected and known infected students. The procedures listed should be employed at all times when providing care for students regardless of their infectious diseases status. Not all diseases are transmitted in the same way.

Personnel responsible for carrying out these procedures include the teachers, teacher's aides, custodial staff, food handlers, volunteers, principals, superintendent, bus drivers, and secretarial staff having contact with the students, equipment and supplies, including eating utensils and play objects. Responsibility also extends to such areas as contaminated floors, clothing, and cleaning equipment such as mops.

I. Responsibilities of the Infection Control Staff Member (School Nurse)

- A. Transmission of infectious diseases may occur more readily where close personal contact is involved in student care Kindergarten classrooms, the Self-contained classroom, as well as any classroom where a "special needs" child is attending, needs special attention for spread of infectious diseases.
- B. Preventing the spread of infection requires that personal and environmental cleanliness techniques be practiced at all times in every school setting.
- C. Prior to the enrollment or continued attendance in the regular or special classroom of an infected student, the school nurse shall develop specific procedures appropriate to the student's age and the stage of development for the specific disease. The school nurse shall carry out these procedures:
 1. Review the student's medical records Collaborate with parents and the family physician to ensure that the records are complete.
 2. Identify students and school personnel who may be at risk, such as those who are chronically ill, pregnant or immuno-suppressed.
 3. Develop appropriate personal and environmental infect in control techniques to protect the student as well as those people coming in contact with the student.
 4. If the regular education program cannot be modified and the student is identified as an individual with exceptional needs the school nurse should serve as a resource person to help write appropriate objectives for the student's individualized educational program.
 5. Orient and train all staff members, including custodians, substitute teachers, volunteers and bus driver's orientation and training must be on going and must be scheduled to include new personnel.
 6. Maintain ongoing communication with parents and the primary physician regarding the student's status.

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7. Verify the school district's efforts to prevent the spread of infection and to protect the health of employees and students by documenting the training and supervision of employees.
- D. All facilities should make provisions for personal and environmental cleanliness. These procedures must be used with all students regardless of their infectious disease status.
1. Allow sufficient time for hand washing after using the toilet and before eating meals and snacks.
 2. Provide ready access to hand washing facilities. These should include hot and cold running water and liquid soap in a workable dispenser.
 3. Provide disposable paper towels. The use of cloth towels is discouraged; however, if cloth towels are used, discard them with other contaminated linens after each use.
 4. Maintain storage areas for linens, utensils, equipment and disposable items. These areas must be separate from areas used for storage of soiled items.
 5. Keep soiled disposable items in covered waste receptacles lined with disposable plastic bags. At the end of each day, the plastic bags are to be sealed and discarded. They are never to be reused.
- E. Hand washing is the most important technique for preventing the spread of disease and should be done frequently. Proper hand washing required the use of soap and water and vigorous washing under a stream of running water for at least 10 seconds. Rinse under running water. Use paper towels to thoroughly dry hands. The following situations require hand washing when caring for all students regardless of their infectious disease status:
1. Before drinking, eating or smoking;
 2. Before handling clean utensils or equipment;
 3. Before and after handling food
 4. Before and after assisting or training the student who is toileting and feeding;
 5. After going to the bathroom;
 6. After contact with body secretions such as blood, urine, feces, mucus, saliva, semen, tears, and wounds;
 7. After handling soiled diapers, garments or equipment;
 8. After caring for any student, especially those with nose mouth, eye or ear discharge;
 9. After removing disposable gloves
- F. All staff members should practice specific hygienic principles designed to protect themselves and others from infection. The following procedures must be used regardless of the presence of a student known to have an infectious disease:

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1. Maintain optimum health through effective daily health practices such as adequate nutrition, rest, exercise, and appropriate medical supervision
2. If a caretaker has a cut or an open lesion on his/her hands, disposable gloves must always be worn when provide direct care for any student where there is contact with bodily excretions or secretions
3. Avoid rubbing or touching eyes
4. Wash hands frequently.
5. Use one's own personal care items such as combs, lipstick and toothbrushes.
6. Keep fingernails clean and trimmed short.

II. Procedures for cleaning up body fluid spills (blood, feces, urine, vomitus) These procedures should be used for all students regardless of their infectious disease status

- A. Wear disposable gloves. When disposable gloves are not available or unanticipated contact occurs, hands and other affected areas should be washed with soap and water immediately after contact.
- B. Clean and disinfect all soiled hard, washable surfaces immediately, removing soil before applying a disinfectant.
 1. Use paper towels or tissues to wipe up small soiled areas After soil is removed, use clean paper towels and soap and water to clean area.
 2. Disinfect area with a dilution of 1:10 household bleach solution.
 3. Apply sanitary absorbent agent for larger soiled areas. After soil is absorbed, vacuum or sweep up all material.
 4. Disinfect area with a clean mop.
- C. Clean equipment and discard of all disposable materials.
 1. Apply sanitary absorbent agent, let dry and vacuum.
 2. Apply rug shampoo (a germicidal detergent) with a brush and re-vacuum.
- D. Clean equipment and dispose of all disposable materials.
 1. Soiled tissue and flushable waste can be flushed in toilet. Discard paper towels, vacuum bag or sweepings in a waste receptacle lined with a plastic bag
 2. Rinse broom and dust pan in disinfectant solution
 3. Soak mop in a disinfectant solution and rinse thoroughly or wash in hot water cycle after soaking in disinfectant.

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4. Disinfectant solution should be promptly disposed of down a drain
- E. Clothing and other non-disposable items (e.g., sheets, towels) soaked with body fluids should be rinsed and placed in a plastic bag to be sent home or laundered
- F. Remove disposable gloves and discard in waste receptacle
- G. Wash hands
- H. Plastic bags holding contaminated waste should be secured and disposed of daily

III. Special Procedures for Early Childhood, Day Care, and Special Classroom Settings These procedures must be used for all students regardless of their infectious disease status:

- A. Guidelines for Diapering
 1. Purpose: To avoid cross-contamination when diapering.
 2. Equipment
 - (a) Changing table, student's own bed, cot, mat, or safe, firm, nonporous surface (clean and sanitized)
 - (b) Readily accessible hand washing facility, including hot and cold running water, liquid soap in workable dispense and disposable paper towels
 - (c) Supplies for cleaning student's skin: disposable baby wipes, soap, water, and cotton balls or soft tissue
 - (d) Plastic bags for student's soiled clothing
 - (e) Covered waste receptacles inaccessible to students with a disposable plastic bag for disposable diapers
 - (f) The use of cloth diapers is discouraged. However, if cloth diapers are used, a covered receptacle lined with disposable plastic bag should be used for each student. Soiled cloth diapers should be stored in an area inaccessible to the students.
 - (g) Plastic bags with ties or masking tape for sealing disposable plastic bags at time of discard.
 - (h) Disposable plastic gloves
 - (i) Disinfectant for cleaning changing surface
 3. Procedure
 - (a) Wash hands
 - (b) Place student on clean changing surface

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- (c) Remove soiled diaper and place in appropriate receptacle
- (d) If other clothing is soiled, remove and place directly in a plastic bag that can be labeled with the student's name, secured and sent home at the end of the day
- (e) Cleanse the student with soap and water or with disposable baby wipes.
- (f) Rinse well and dry skin prior to applying clean diaper
- (g) Wash student's hands
- (h) Wash own hands
- (i) Return student to class activity.
- (j) Wear disposable plastic gloves to rinse and wring out a soiled cloth diaper
- (k) After rinsing, place the cloth diaper in an appropriate receptacle
- (l) Remove gloves and discard them in the appropriate receptacle
- (m) Wash hands
- (n) Report abnormal conditions to the school nurse and the student's care giver or parent
- (o) Use disinfectant to clean changing area and other laminated surfaces.

B. Guidelines for Classroom Cleanliness

- 1. Purpose: To prevent the transmission of infectious disease
- 2. Equipment
 - (a) Covered waste receptacles with disposable plastic bags.
 - (b) Plastic bags that can be labeled and sealed for the individual 's soiled laundry.
 - (c) Disposable plastic or vinyl gloves to use as needed.
 - (d) Disinfectant (a bleach water solution of 1 part bleach to 10 parts water)
 - (e) Hand washing facility, including hot and cold running water, liquid soap in workable dispenser and disposable paper towels.
 - (f) Washer and dryer if disposable linens are not available
- 3. Procedure
 - (a) Wash hands



- (b) If there are open cuts, abrasions or seeping lesions on hands, wear disposable gloves or cover with a bandaid.
 - (c) Store and handle clean clothing and linens separately from soiled clothing and linens.
 - (d) Immediately place student's soiled clothing or linens in a labeled plastic bag and secure the bag
 - (e) Send soiled clothing home each day.
- C. Techniques for storing, cleaning and disposing of classroom equipment, supplies and other items These procedures should used regardless of the presence of a student known to have an infectious disease:
- 1. Discard any soiled disposable items by placing them in a plastic bag in a covered waste receptacle
 - 2. Store each student's personal grooming items (combs, brushes, toothbrushes) separately
 - 3. Seal and discard the soiled plastic bag used to line the covered waste receptacle at least once a day.
 - 4. Establish a routine cleaning and disinfecting schedule
 - (a) Clean protective floor pads, bolsters, wedges and so forth after each non-ambulatory student has been removed at the end of each day.
 - (b) Wash all toys with soap and water and rinse thoroughly as needed and at the end of each day
 - (c) Clean all equipment at the end of each day.
 - (d) If a rug or carpet becomes soiled, clean it using a disinfectant
 - (e) Clean changing surface, bath areas, sinks, and toilet seats each day or immediately if soiled Wipe dry.

IV. Guidelines for Maintaining a Clean School Environment

- A. Clean the following areas and items daily:
- 1. Classrooms, bathrooms and kitchen
 - 2. Floors
 - 3. Sinks and faucet handles
 - 4. Cabinet and drawer handles
 - 5. Door knobs

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6. Soap dispenser spigots and/or barsoap containers
 7. Walls behind sinks
 8. Toilets
- B. Vacuum carpets. If a rug or carpet is soiled, it should be disinfected immediately.
 - C. Clean waste receptacles at least weekly
 - D. Empty soap dispensers, wash and air dry monthly.
 - E. Steam clean carpets quarterly, if possible, bi-annually at the very least
 - F. If heavy non-disposable gloves are worn when a disinfectant is being used, they must be washed and air-dried after each use. They must be stored in the room of use in the area reserved for soiled articles, to prevent cross-contamination.
 - G. Techniques for handling food and utensils. These procedures should be followed regardless of the presence of a student known to have an infectious disease.
 1. Maintain a clean area of the kitchen for serving food
 2. Maintain a separate area of the kitchen for cleanup
 3. All leftover food, dishes and utensils should be treated as if they are contaminated.
 4. Scrape food from soiled dishes in covered waste receptacle that has plastic-lined, disposable bag.
 5. Pour liquids into sink drain.
 6. Rinse dishes and utensils with warm water before placing them in the dishwasher
 7. Clean sinks, countertops, tables, chairs, trays and any areas where foods or liquids have been discarded or spilled; use disinfectant.
 8. Wash hands prior to removing clean dishes from the dishwasher and storing them in a "clean" area of the kitchen

V. Guidelines for Selecting and Appropriate Disinfectant

- A. Any liquid or bar soap is acceptable for routine hand washing
- B. Select and stock a sanitary absorbent agent for cleaning body fluid spills.
- C. Select an intermediate-level disinfectant which will kill vegetative bacteria , fungi, tubercle bacillus and virus Aerosol sprays are not recommended because of possible inhalant problems and flammability.
 1. Select an agent that is registered by the U.S. Environmental Protection Agency (EPA) for

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use as a disinfectant in schools

2. Select an agent that belongs to one of the following classes of disinfectants:
 - (a) Ethyl or isopropyl alcohol (70-90 percent)
 - (b) Quaternary ammonium germicidal detergent solution (2 percent aqueous solution)
 - (c) Iodophor germicidal detergent (500 ppm available iodine)
 - (d) Phenolic germicidal detergent solution (1 percent aqueous solution)
 - (e) * Sodium hypochlorite (1:10 dilution of household bleach)
3. Use all products according to the manufacturer's instructions.
4. Store all disinfectants in a safe area inaccessible to students.

* The bleach water solution should be stored in a spray bottle and used on all body fluid spills

REFERENCES : Based on the Arkansas Infectious Disease Guidelines for School Personnel; published by the Arkansas Department of Education and the Arkansas Department of Health. Some material adapted from the Colorado Department of Health Infectious Disease Flip Chart for School Personnel and the Management of Chronic Infectious Diseases In School Children by the Illinois State Board of Education and the Illinois Department of Health.

BODY FLUID PRECAUTION KITS

Body Fluid Precaution Kits should be used when there is a possibility of body fluid contamination. Each kit contains:

1 eye shield- re-useable
1 CPR Micro shield-disposable
latex gloves- disposable
1 clean up kit- disposable
1 1:10 bleach water spray solution

When To Use:

Eye shield: When there is a possibility of body fluids (blood, vomit, excrement) splashing near eyes.

CPR Micro shield: Always use when administering mouth- to -mouth resuscitation.

Latex gloves: When treating any open wound, cleaning up any body fluid spill, any time contact with body fluids is a possibility

1:10 bleach water spray solution: Use to cleanse and disinfect area of body fluid spill

The School Nurse should be contacted to replace disposable items.

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Location of Body Fluid Precaution Kits:

School Nurse's office
Middle School office
High School office
Middle School Physical Education Office
High School Physical Education Office
Self-Contained classroom

All teachers, principals, custodians, and bus drivers will be supplied with disposable latex gloves. First Aid kits will be available for all field trips and will be standard equipment on all school buses. Baggies of band aids are available on request.

HIV/AIDS POLICY

GENERAL PRINCIPLES

HIV is not spread by casual, everyday contact. Therefore barring special circumstances (ex. tuberculosis), students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. They are entitled to all rights, privileges, and services afforded other students. Decisions about any change in the educational program of a student who is infected with HIV shall be made on a case-by-case basis relying on the best available scientific evidence and medical advice. There shall be no discrimination in employment due to HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely on the fact he or she is infected with HIV or being perceived to be infected with HIV. School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other employees with long term diseases or disabling conditions.

The school shall provide a sanitary environment and adhere to established routines for handling body fluids that are recommended by the Centers for Disease Control. These Infectious Disease Guidelines are found in the Arkansas School Guideline Manual published by the Arkansas Department of Education and the Arkansas Department of Health. The guidelines are the same as provided in the Gentry Infectious Disease Policy.

The Gentry School District shall administer a program of on-going education about HIV for students, their families, and all school employees including full-time, part-time, and temporary professional and support staff to ensure that all are informed in a consistent manner as deemed necessary by individuals in any of the above groups. The education will address:

1. the nature of HIV infection, including mode of transmission according to current scientific evidence
2. school district policies and procedures related to employees and students with diseases such as HIV infection,
3. resources within the school district and elsewhere for obtaining additional information or assistance, and
4. procedures to prevent the spread of all communicable diseases at school.

For non-English-speaking employees and families, this education shall be provided in their primary language, if feasible. In addition appropriate job-related training shall be provided to specific groups. New personnel shall be provided with education about HIV and communicable diseases at the beginning of employment. The development and provisions of these programs shall be coordinated with the local department of health or other health officials.

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EVALUATING AND REPORTING STUDENTS AND SCHOOL STAFF MEMBERS WHO ARE INFECTED WITH HIV

HIV infection is not transmitted casually; it is not, in itself, a reason to remove a student or staff member from school. The superintendent or school principal who has been notified that a student or staff member is infected with HIV, shall follow the reporting procedure to ensure the safety of persons in the school setting and to plan to support the person with the illness.

The Arkansas State Board of Education recommends that a local School Health/Human Services Advisory Committee be established. This committee will determine HIV/AIDS issues which should involve appropriate advice from legal and health care professionals sensitive to issues of confidentiality.

When a person with HIV/AIDS has been identified in the Gentry School District, these procedures will be followed:

1. The school Superintendent or contact person must notify the Director of the Arkansas Department of Education before any action is taken by the Gentry School District
2. The Director of the Arkansas Department of Education notifies the chair of the Arkansas AIDS Advisory Board. The Director will give all pertinent information to the chair.
3. The chair of the AIDS Advisory Board will convene the Board when necessary. The Board consists of members from the Arkansas Department of Education, Arkansas Department of Health, medical representatives and legal representatives.
4. The Advisory Board will interact directly with the Gentry School administrators to develop a plan of action which maintains confidentiality.

In the case of HIV, the superintendent shall determine whether the person who is infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. The superintendent shall consult the infected person's personal physician, a qualified public health official who is responsible for such determinations, the infected person, and if such is a minor, the infected person's parent or guardian. This group shall also discuss ways that the school may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the superintendent shall not alter the education program or job assignment of the infected person. However, the superintendent or designee shall periodically review the case with the infected person and the committee listed above.

If there is a secondary infection that constitutes a medically recognized risk for the transmission in the school setting, the superintendent shall consult with the physician, public health official, and the infected person and, if applicable, guardian. If necessary, they will develop an individually tailored plan for the student or staff member.

Additional persons may be consulted, if this is essential for gaining additional information, but the infected staff member, or the parents or guardian of a student, must approve in writing of the notification of any additional persons who would know the identity of the infected person. The superintendent should consult with the school attorney to make sure any legal action is consistent with state and federal law. When the superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

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If an individually tailored plan is necessary, it shall have minimal impact on either education or employment. It must be medically, legally, educationally, and ethically sound. The superintendent will establish guidelines for periodic review of the case and will oversee implementation of the plan in accordance with local, state, and federal laws, including due process and appeal.

Appeals should be submitted in writing to the superintendent with necessary supporting information for the appeal. The superintendent upon appeal will evaluate the information provided in the appeal, previous data, and will consult with necessary legal and medical representatives before rendering a final decision.

Utmost confidentiality shall be observed throughout this process.

CONFIDENTIALITY

The people who shall know the identity of a student or school staff member who is infected with HIV are those who will, with the infected person and a student's parent or guardian, determine whether the person who is infected with HIV has a secondary infection which constitutes a medically recognized risk of transmission in the school setting. They are as follow:

1. The superintendent or a person designated by the superintendent to be responsible for the decision.
2. The personal physician of the infected person.
3. A public health official. (The official may not need to know identity of infected person, facts of case may be sufficient to make a decision).

Notification of Additional Persons

The decision makers listed above and the person infected with HIV (and a student's parent or guardian) will determine whether additional people need to know that an infected person attends or works at a specific school. The additional people will not know the name of the infected person without the consent of the infected person and/or, if a student, the parent or guardian. Depending on the circumstances of the case, the following people may be given information about the person infected with HIV, but not their identity:

1. The school nurse
2. The school principal or designee

Additional people may be notified if the decision makers feel that this is essential to protect the health of the infected student or staff member, or if additional people are needed to periodically evaluate or monitor the situation. Consent for notifying these additional people must be given in writing by the infected person and, if applicable, the parent or guardian.

Confidentiality

All people shall treat all information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those people who have written consent of the infected staff member or infected student and respective parent or guardian. To further protect confidentiality, names will not be used in documents unless essential. Any document containing the name or any information which would reveal the identify of the infected person will not be shared with any person, not even for transcription, word processing, or reproduction.

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Any school staff member who violates confidentiality will be disciplined per school policy.

TESTING

Mandatory screening for communicable diseases that are not spread by casual, everyday contact, such as HIV infection, shall not be a condition for school entry or attendance, or for employment or continued employment.

REFERENCES: Federal Legislation:

1. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals who have handicaps, including individuals with AIDS AND HIV infection, as long as they are "otherwise qualified" for their jobs.
2. Excerpts of minutes of Arkansas State Board of Education, January 13, 1992.
3. Family Educational Rights and Privacy Act, (34 Code of Federal Regulations Part 99 and Subchapter 9, Section 20-15-904 of the Laws of Arkansas.)

HEPATITIS B POLICY AND PROCEDURE

Hepatitis B guidelines will follow those pertaining to HIV/AIDS Policy.

Information on Hepatitis B vaccine will be given at the Infectious Disease Inservice by the School Nurse. Those employees wishing to receive the Hepatitis B vaccine must obtain the vaccination at their own personal physician or local health department, and at their own expense.



Descriptor Term
Students with Special
Health Care Needs

Descriptor Code
EBBB

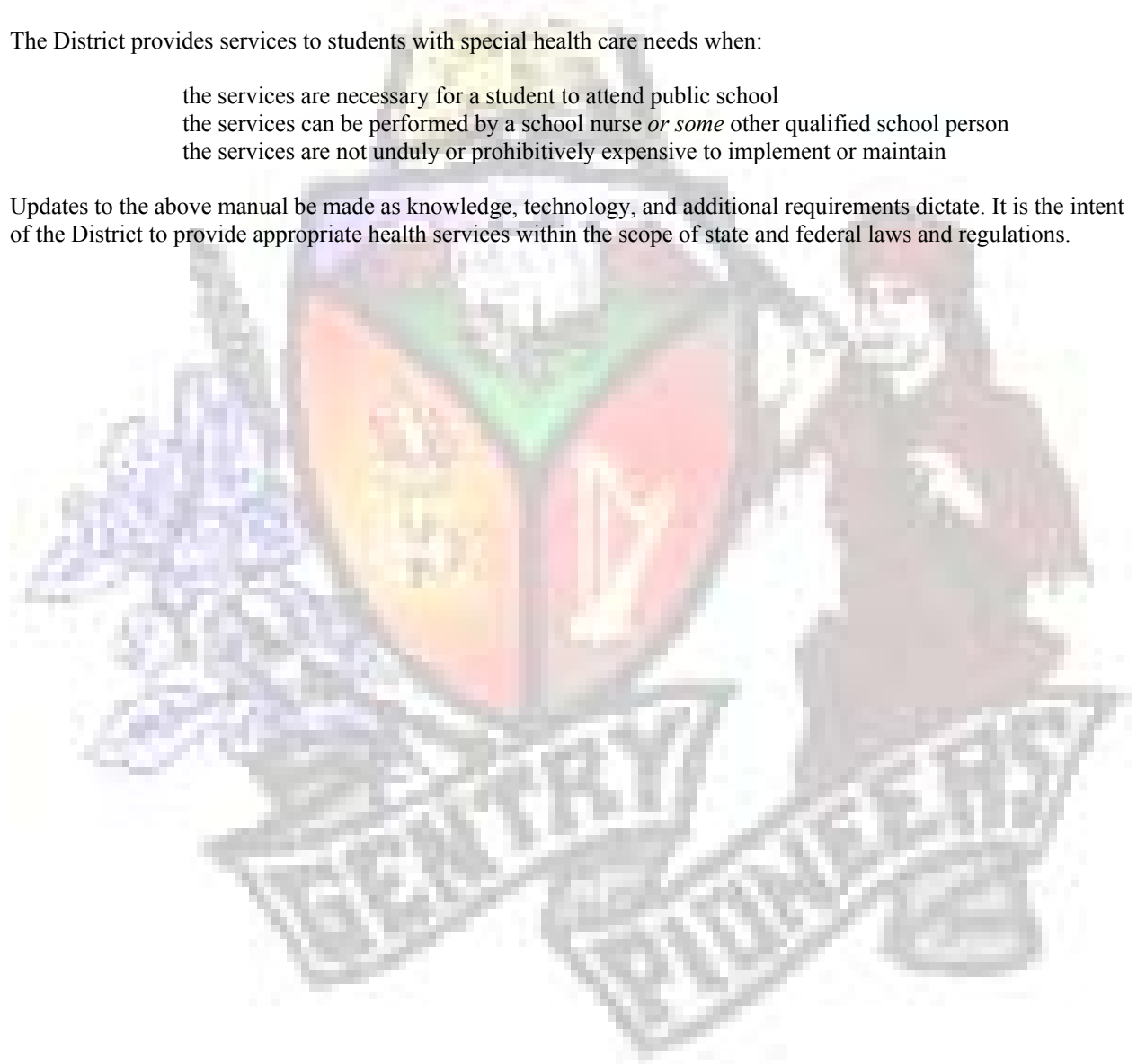
Issue Date
December 13, 1999

The Gentry Public School District School Board has adopted administrative policies and procedures within Quality Nursing Interventions In The School Setting: Procedures Models, And Guidelines in order to provide health services within the requirements of Act 1146 of 1997.

The District provides services to students with special health care needs when:

- the services are necessary for a student to attend public school
- the services can be performed by a school nurse *or some* other qualified school person
- the services are not unduly or prohibitively expensive to implement or maintain

Updates to the above manual be made as knowledge, technology, and additional requirements dictate. It is the intent of the District to provide appropriate health services within the scope of state and federal laws and regulations.



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Descriptor Term

Tuberculosis Certificate Of Health

Descriptor Code

EBBC

Issue Date

February 21, 2005

Every newly hired employee, certified or classified, full or part-time or temporary, shall present to the superintendent of schools, prior to beginning employment each school year, a certificate of health dated not more than ninety (90) days prior to the date of its presentation stating that the employee is free from tuberculosis.

The status of the individual regarding possible tuberculosis infection must be determined by a method prescribed by regulation of the State Board of Health, and reactors must undergo sufficient additional tests prescribed by regulation of the board and shall be scheduled for a periodic reexamination according to their risk status.

Certificates of health stating that public school employees are free from tuberculosis infection may be issued by a regularly licensed physician or regularly constituted health authority, but interpretation of any X ray film must be made by a competent roentgenologist or physician experienced in tuberculosis.

All school cafeteria employees and other school employees handling food shall comply with the same health requirements imposed upon employees of restaurants and other food service establishments in the State of Arkansas.

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Descriptor Term	Descriptor Code	Issue Date	Revised
SCHOOL BUILDINGS AND PROPERTY	EC	10-20-92	10-21-96

A. Buildings Opened

1. School buildings shall be open to students when the principal and/or teachers are on duty.
2. Buildings shall be open for pupils when the first bus arrives. In case of inclement weather or an unusual circumstance, the principal shall make arrangements to open the building earlier.

B. Building Policies

1. The principal shall have the total responsibility for enforcing all school board policies pertaining to the use and care of his/her building.
2. The custodial staff shall be under the supervision and direction of the principal. Any special service requests by faculty members which may be needed from the custodians must first be approved by the principal.

C. Maintenance of Buildings and Grounds

1. All teachers and staff members shall at all times maintain high standards of "housekeeping" with regard to physical appearance of the school.
2. Classrooms shall be kept clean and attractive at all times. Teachers and pupils are to share this obligation with the regular custodial staff.
3. An effort will be made toward developing a genuine respect for public property, for maintaining clean and tasteful surrounding, and fostering this attitude in the habits and thinking of every pupil.

D. Public Use of School Buildings and Athletic Fields

1. The use of school facilities by individuals or organizations will be scheduled by the respective building principal after approval by the superintendent. A fee may be charged for use of the facilities which may include custodial service charges and charges for utilities. These charges will be stated upon scheduling and due before the activity concludes. Until approval has been granted by the superintendent the event is not considered scheduled.
2. When an organization or individual is granted the use of a school building, grounds, or football stadium, it assumes all responsibility for the conduct of all persons, including children of school age.
3. The Athletic Director shall be responsible for the scheduling of multiple events utilizing the same athletic field or facility.

E. General Rules for Use of the Buildings

1. The activity must be for some worthy general community use.
2. The use of the facility does not interfere with the school program or use of the facility by students. If rescheduling of a school activity causes a conflict of date, the school activity will occur and the community activity will need be rescheduled.

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3. The use of the facility does not jeopardize personal property of students left at the facility or jeopardize school property and/or equipment.
4. A school representative is available to supervise all activities.
5. School facilities may not be used for the promotion of private profit-making enterprise(s).
6. School facilities may not be used for entertainment programs which might be detrimental to buildings or equipment.
7. School facilities may not be used for any program which is morally questionable or violates any local, state, or federal ordinance.
8. No admission fee(s) may be charged to public without express permission of the superintendent.
9. The Board reserves the right, without public explanation of cause, to refuse use of the facilities by any person or persons.

F. Equipment

1. School equipment of any kind will not be loaned to outside agencies or individuals except through permission of the Board. If an emergency or unusual situation exists, the Board authorizes the superintendent to approve such loans.
2. All playground and/or physical education equipment purchased by any organization must have the approval of the School Board prior to its installation.
3. All equipment donated and/or installed shall become the property of the school which shall assume full responsibility for setting policies governing its care and use.

G. School Buses

The Gentry Public School District will use school buses only for the stated purpose of transporting students, school personnel, or school representatives to and from school or school-sponsored, extracurricular, school-related activities. Buses will not be approved for use for any other purpose.

H. Special Procedures for Gentry High School Auditorium and Secondary Cafeteria

1. All requests shall be made in person to the high school principal at least four (4) weeks before desired date of use. The high school principal shall furnish applicant an application, fee schedule, and rules for use. The principal will schedule an auditorium/cafeteria committee meeting within seven (7) calendar days of the request.
2. School functions will take priority over non-school functions.

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3. All applications will be reviewed by the auditorium/cafeteria committee to approve or disapprove the request. This committee will be composed of:
 - a. High School Principal-Chairperson
 - b. Superintendent
 - c. Two certified personnel appointed by high school principal
 - d. One school board member appointed by school board on yearly basis
 - e. Middle School Principal
 - f. Food Services Director

The Auditorium/Cafeteria Committee may consider and approve multiple requests made by applicant if the nature and purpose of all scheduled activities are provided at the time of the application. However, no multiple requests will be approved past the end of the current fiscal year ending June 30th.

4. Sponsoring organization when approved, shall be responsible for any damage(s) as determined by the school.
5. The following rules must be observed and enforced by sponsoring organization:
 - a. No food or drinks permitted in auditorium
 - b. No smoking in auditorium
 - c. No alcoholic beverages on the premises
 - d. No alternations of repairs shall be made by sponsoring organization
6. A deposit of \$100.00 is required at the time the sponsoring organization is approved for use of auditorium and/or cafeteria and will be applied toward fee for use of the auditorium and/or cafeteria.
7. The following fee schedule will apply for auditorium and/or cafeteria use:
 - a. Custodian fee--\$ 10 per half-hour. This fee will include opening and closing auditorium, cleaning facility after program is complete, being available for any facility problems which might occur. A school employee must be present for program and any related practices.
 - b. Usage Fee-- \$25 per half-hour. This charge will include lighting, heating or cooling, and general usage of auditorium and/or cafeteria.
8. The Gentry School Board reserves the right to deny use of auditorium and/or cafeteria to any person or group of persons.
9. The Gentry School Board reserves the right to waive any or all conditions of the auditorium and/or cafeteria usage policy for any non-profit organization whose program it deems as providing educational or other service value to Gentry Public Schools. Such waivers will be considered at the request of applicant in a regular or special board meeting. Such waivers shall be granted by a majority vote of the Board.

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I. Special Procedures for Carl Gym

The Gentry School Board recognizes that Carl Gym, while left in the custodial care of Gentry Schools, should be made available for community use. With that consideration in mind, the Board has adopted the following policies for its management.

1. The use of the facility does not interfere with the school program or use of the facility by students. If rescheduling of a school activity causes a conflict of date, the school activity will occur and the community activity will need be rescheduled.
2. Non-school groups may not use the facility for personal profit or gain. However; it may be used for charitable or non-profit projects.
3. Carl Gym will be available to interested individuals/groups by approval of the school superintendent.
4. Approval for use of the facility will not be made on a long-term or permanent basis.
5. One key will be issued to approved party from the superintendent's office. This key shall be returned on the next work day after the event.
6. Approved party shall be responsible for any damage(s) as determined by the school. Such abuse may result in party being banned from future use.
7. A \$25 deposit will be required of all parties renting the facility. All parties approved for use of facilities will agree to clean facility immediately after use and leave facility in as good or better condition as when use of facility was granted. The \$25 dollar cleaning deposit will be forfeited if the facility is not cleaned. Any party who forfeits the cleaning deposit twice within one calendar year will not be allowed to rent the facility for one year.
8. There will be a \$20 fee charged daily for non-school use. Parties wishing to rent the facility for less than a day may do so at the rate of \$5 per hour.
9. Request for use of Carl Gym will be considered on an individual basis, and decision to approve or disapprove, left to the superintendent's discretion. The Gentry School Board delegates to the superintendent the right to waive any or all conditions of the Carl Gym usage policy for any non-profit organization whose program or activity the superintendent deems as providing educational or other service value to Gentry Public Schools or the Gentry Community.
10. Unauthorized use of the facility shall be considered trespassing and charges may be filed with law enforcement officials.



Descriptor Term	Descriptor Code	Issue Date
Safety Of Employees/ Workplace Accident Prevention	ECA	May 20, 2002

It is the policy of the Gentry School District to work continually toward improving our Safety Policy, as well as our safety procedures. It is the school intent to provide a safe working environment in all areas, for all employees. Accident and injuries are prevented by controlling the work environment and the actions of employees. Therefore, safety will take precedence over expediency or shortcuts. Every attempt will be made to reduce the possibility of accident occurrence. Protection of employees, the public, and company property and operation is paramount. Management considers no phase of the operation more important than the health and safety of the employees.

Employee safety is to be the first consideration in the operation of the business. Safety practices on the part of the workers must be part of all operations. Employees must understand their personal responsibility for the prevention of injuries on and off the job. Accident prevention and efficient production go hand-in-hand. All injuries can and should be prevented!

The administration and school board will continue to be guided and motivated by this policy, and with the cooperation of all employees, will actively pursue a safe working environment throughout the company.

Assignment of Responsibilities- One of the campus principals, to be appointed each year by the superintendent, will be the primary person responsible for the implementation and enforcement of the Company Safety Policy and will hereafter in this policy be referred to as the Health and Safety Coordinator. In the absence of this employee, the superintendent or superintendent's other designee will assume the responsibility for enforcing the program. A manual, describing practices, will accompany this policy and be reviewed yearly.

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Descriptor Term
Depreciation Life Schedule

Descriptor Code
ECG

Issue Date
February 21, 2005

The Gentry Public School District will use the following schedule to depreciate fixed assets and certain furniture and equipment having an initial value of at least \$2500.

Asset Class	Examples	Est. Useful Life in Years
Land		N/A
Site Improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
School Buildings		50
Portable Classrooms		25
HVAC Systems	Heating, ventilation, and air conditioning systems	20
Roofing		20
Interior Construction		25
Carpet Replacement		7
Electrical/Plumbing		30
Sprinkler/Fire System	Fire suppression systems	25
Outdoor Equipment	Playground, radio towers, fuel tanks, pumps	20
Machinery & Tools	Shop & maintenance equipment, tools	15
Kitchen Equipment	Appliances	15
Custodial Equipment	Floor scrubbers, vacuums, other	15
Science & Engineering	Lab equipment, scientific apparatus	10
Furniture & Accessories	Classroom and office furniture	20
Business Machines	Fax, duplicating & printing equipment	10
Copiers		5
Communication Equip.	Mobile, portable radios, non-computerized	10
Computer Hardware	PCs, printers, network hardware	5
Computer Software	Instructional, other short-term	5 to 10
Computer Software	Administrative or long-term	10 to 20
Audio Visual Equip	Projectors, cameras (still & digital)	10
Athletic Equipment	Gymnastics, football, weight machines, wrestling mats	10
Musical Instruments	Pianos, string, brass, percussion	10
Library Books	Collections	5 to 7
Licensed Vehicles	Buses, other on-road vehicles	8
Contractors Equipment	Major off-road vehicles, front-end loaders, large tractors, mobile air compressor	10
Grounds Equipment	Mowers, tractors, attachments	15

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Descriptor Term

Prohibition Of Use Of Tobacco
Products

Descriptor Code

ED

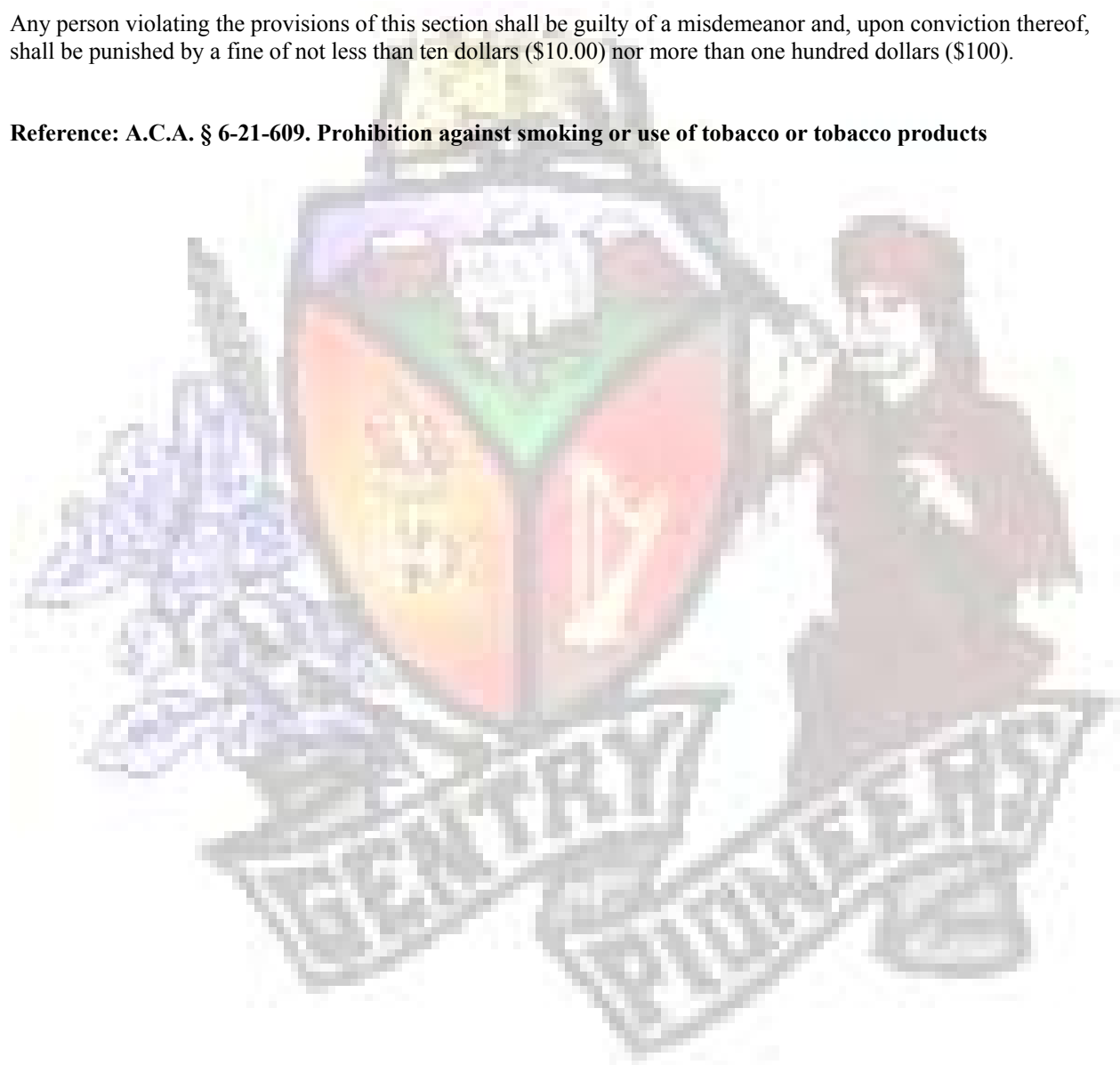
Issue Date

July 19, 1999

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

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 ten dollars (\$10.00) nor more than one hundred dollars (\$100).

Reference: A.C.A. § 6-21-609. Prohibition against smoking or use of tobacco or tobacco products



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Descriptor Term:
Transportation Policy

Descriptor Code:
EE

Issue Date:
3-17-94

Last Revised:
May 9, 2007

Philosophy

The Gentry Board of Education recognizes that providing a safe and efficient transportation system for students is paramount to providing for the educational needs of all students.

The board delegates to the superintendent the responsibility for the management of all district transportation services.

All school buses operated by the Gentry School District will be owned or leased by the Gentry District.

Student transportation is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, and citizens who drive on the streets in the presence of school buses.

Following are provisions determined by the Gentry Board of Education as needed to reach that goal. These provisions are not meant to be all inclusive and are superseded by all applicable current federal and state codes and Arkansas Board of Education policies regarding bus drivers and students.

Use Of School Buses

The Gentry Public School District will use school buses only for the stated purpose of transporting students, school personnel, or school representatives to and from school or school-sponsored, extracurricular, school-related activities. Buses will not be approved for use for any other purpose.

Maintenance of the Transportation Fleet

The Gentry Board of Education directs the superintendent of schools to include in the district annual budget monies to replace bus(es) as needed and to repair and maintain the existing transportation fleet.

Criteria For Determining Regular Bus Routes And Bus Stops

1. Students who live more than two (2) route miles from either of the elementary or high school will have first priority to be transported. Students residing within two (2) route miles of either school may be transported based on availability of seating and/or bus capacity.
2. The determination for the use of a private drive as part of a regular bus route or for use as a turn-around will be made by the superintendent of schools upon either receiving a request from the owner of the drive or upon a joint agreement of the owner and the board of education.
3. Bus routes will not extend more than one (1) mile out of the school district in order to transport legally transferred students.
4. Bus stops will be determined by the superintendent of schools or his/her designee.
5. Bus stops will be scheduled so that traffic approaching from either direction will have maximum visibility. Whenever possible a minimum of 500 feet of visibility will be sought in scheduling bus stops.
6. Physical characteristics of the road such as hills, curves, narrowness, low-lying foliage, driver visibility, drainage ditches, road conditions, traffic conditions and other safety considerations will be factors considered in establishing a bus stop.

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7. Distance between stops will be a minimum of one tenth (1/10) mile. Exceptions will be made for handicapped students and in other instances as determined necessary by the superintendent of schools.
8. Bus stops will not be established for students who do not ride the bus daily in the morning or afternoon. However, no bus driver will refuse to stop to pick up a student who lives on an established route and is present at the stop.

Parents of infrequent riders who live in the district and reside at least two (2) miles from either the elementary or high school may transport their child to and from a regular stop.

9. All bus stops should be located where students can wait at least 10 feet away from dangerous traffic.
10. At the beginning of each school year, the district may provide to each parent a map/and or location of stops for special "snow routes" which will be used if inclement weather forces the school district to be closed for an extended period of time or if only a few routes are affected by the inclement weather conditions.
11. All decisions regarding scheduling bus routes and bus stops will be the responsibility of the superintendent of schools subject to written appeal to the Gentry Board of Education.

Criteria For Parent-Requested Bus Route Changes

1. Parent/guardian must fill out a "Request for Bus Route Change" form obtained from the superintendent's office.
2. The requested stop must be more than one tenth (1/10) mile from an established regular stop or possess some other factor which requires a route adjustment.
3. The route adjustment must have a safe entrance and exit onto the regular route, including any and all turn-around.
4. If the route adjustment has a turn-around, it must be adequate in size and structure to handle any bus.
5. If the route adjustment involves the use of a private drive, the owner of the drive will have the responsibility of maintaining the drive and/or turn-around for safe and efficient bus usage.
6. The final decision to grant the request will be determined by the superintendent subject to written appeal to the Gentry Board of Education.

Bus Driver Policies

1. The driver or operator of a bus used to transport students under the provisions described elsewhere in this policy shall be liable in damages for the death or injury to any school child resulting from a failure of the driver or operator to use reasonable care while transporting students.
2. The minimum age of Gentry bus drivers shall be 25.
3. Drivers will be required to possess a valid Commercial Driver's License (CDL) with ratings appropriate to the type unit being operated. Such certificate will be required except in an emergency situation where a substitute driver is required requiring the following procedure to be followed: "Act 191 of 1963 as amended by Act 449 of 1965: Section 4: In the event a qualified school bus operator as prescribed herein shall die, resign, be ill, disabled or otherwise not able to operate a school bus, and the school board is not able to obtain a qualified bus operator with the certificate required herein' such school board may provide

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a substitute until the next regular scheduled school bus operators examination is held in the locality. Extra-curricular trips shall be made by certified operators only."

4. Drivers who are known to be habitual drunkards, physically defective, of unsound mind or who are known to have a general reputation of being a fast or reckless operator of motor vehicles will not be considered for employment.
5. The salary of school bus drivers shall be based on an hourly rate. Any driver whose daily compensation, as provided by the previous 2003-04 route-based salary schedule, is less than their daily compensation based on the 2004-05 hourly-based salary schedule may elect to remain on the previous salary schedule until such time as their daily compensation on the hour based system is equal or greater than their daily compensation in 2004-05. The net effect of this "grandfather clause" is to assure that no driver receives a reduction in pay resulting from the transition of schedules.
6. Regular route drivers shall be allowed to miss 18 routes per year with pay for sick leave as defined in Classified Employee Sick Leave Policy GDCRGB. Unused route sick leave may be accumulated to sixty (60) routes. Regular route drivers will be paid a \$100 per semester "Good Attendance Bonus" for not having missed, for any reason, more than four (4) routes per semester.
7. A driver will be required to undergo a physical examination by a licensed physician upon the acceptance of employment and every two years thereafter before being allowed to drive a bus. A newly employed driver shall also be required to have a Tuberculosis test.
8. The driver shall wear a seat belt at all times while operating the school bus whenever the bus is so equipped.
9. The driver is prohibited from smoking or using tobacco in any form while operating the school bus.
10. Each driver will be required to earn six (6) hours of approved in-service per year. In addition, CPR training will be mandatory. A stipend will be given in the amount of \$100 for a full day training, \$50 for a half day of training. For each hour above or below an amount of \$12.50 per hour will be added or subtracted.
11. Each driver will pre-trip his/her bus daily using the form provided by the transportation supervisor. A non-inclusive list of items to be checked are:
 - a. check the water level in the radiator on a weekly basis
 - b. check oil on a daily basis, preferably in the morning-before the trip.
 - c. check tires for flats in the A.M. and P.M.
 - d. check all lights, turn signals, brakes and horn before each trip.
12. The school bus driver is responsible for keeping his/her bus clean at all times. This includes sweeping out when necessary and washing inside and out as necessary.
13. The school bus driver is responsible for maintaining adequate fuel to make a trip. He/she shall fill the tank of the bus regularly. This should be done in sufficient time before the trip in order not to delay lining up in the afternoon or being late starting off in the morning.
14. The driver shall conduct emergency evacuations of students a minimum of once per semester. A written report of the evacuation will be provided the transportation supervisor by the bus driver.
15. The school bus driver shall notify the transportation supervisor when unable to make trips. If the supervisor is not available, then a message will be relayed via the superintendent's office so

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that arrangements may be made to contact the supervisor.

16. If a school bus driver is to be off duty more than one (1) day, he/she should make reasonable effort to notify the supervisor when he/she may be expected to return to duty.
17. The school bus driver shall maintain a prompt schedule of leaving the bus garage in the mornings to pick up children and be prompt in lining up in the afternoon.
18. Bus drivers are required to stop only at scheduled stops.
19. Bus drivers may not start a trip until all students are seated.
20. Drivers are to avoid backing the bus when possible.
21. Drivers are to obey all Arkansas Traffic Codes or other state's traffic codes when applicable.
22. In case of an accident or other delays enroute, the driver is to remain with the bus until a school representative arrives.
23. No driver is to operate a bus which he/she has determined to be unsafe during the pre-trip inspection.
24. No driver is to attempt a route or portion of a route that he/she has determined to be unsafe to travel due to weather or other prevailing road conditions. In such case the transportation supervisor is to be notified immediately.

Substitute Drivers

Substitute drivers shall meet all the qualifications of regular school bus drivers with the exception as noted above. The principals and superintendent will have authority to select a driver if one has not been appointed 24 hours prior to departure time.

Extra-curricular/Field Trips

All other extra-curricular trips should be first offered to the regular school bus drivers, in seniority order, and then to substitute drivers. If a school bus driver is not able to accept a trip, the trip will be offered to the next regular driver in seniority order.

Activity trips will pay fourteen (\$14) per hour. This excludes all hours in which the driver is not engaged during overnight trips. If a driver is on duty for 4 hours or more he/she will receive a meal reimbursement based on the driver's actual meal cost as evidenced by a meal receipt in accordance with Policy GBAAA..

“Shuttle” trip(s) shall pay fourteen (\$14) per hour.

Buses shall be cleaned by those who take them on trips, i.e. sponsors, teachers, coaches, students, etc.

The Gentry School District will not be responsible for transportation to activities attended on an individual basis.

The sponsor or person(s) in charge of the team, organization, or group using the bus shall travel in the bus with the students.

Depending on the purpose and frequency of requested extra-curricular trips, the requesting organization may be held



fiscally responsible to pay the cost of driver and operating expenses from that group's financial budget.

Sponsors of groups regularly requesting activity trips are encouraged to obtain CDL licenses.

Authority of Bus Drivers

The school bus is considered by the board as an extension of the classroom and, in such, delegates the same authority to the bus driver as is delegated to a classroom teacher. No school bus driver shall be permitted to administer corporal punishment. The school bus driver shall not attempt to correct a child while school bus is in motion.

The school bus driver shall have the authority to temporarily suspend a child for misconduct, after sufficient warning, from riding a bus until such time as a conference can be held with the child, the child's parent(s) or legal guardian(s), bus driver, and the respective principal.

Dismissal of Driver

A school bus driver may be dismissed for the following reasons:

1. Insubordination
2. Habitual tardiness in running his/her route or showing up for his/her scheduled trip
3. Careless or reckless driving
4. Abusive language to superiors or to the children on the bus
5. Inadequate supervision of students under his/her care.
6. Failure to pre-trip bus prior to operation.
7. Refusal to drive extra-curricular trips without a valid reason to ask to be excused.
8. Other reasons determined to be detrimental to the safe and effective transportation of students

Bus Dispatcher Duties

1. The bus dispatcher shall be supervisor to all school bus drivers.
2. The bus dispatcher shall be responsible for acquiring substitute drivers in the absence of a regular school bus driver.
3. The bus dispatcher shall visually check all tires on school buses upon arrival in the morning and at least one (1) hour before scheduled run in the afternoon.
4. The bus dispatcher shall be responsible for oil change, lube, batteries, etc., at regular intervals.
5. The bus dispatcher will keep a schedule of departure times of all buses in the A.M.
6. The bus dispatcher will maintain a rotation list of drivers based on seniority and assign drivers to activity trips based on that rotation.

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Request For Extra-Curricular Use of Bus

All requests for use of bus will be made through respective principal and subject to approval of the superintendent using form provided by the school. Such requests should be made a minimum of five days prior to date when the bus(es) is/are requested.

All athletic, music, field trips, club and school trips are considered field trips.

Requests must be made in time for buses to be reserved, parent permission slips obtained, etc.

Required parent permission slips should be sent home at least two days before the activity is planned.

Each student taking a field trip shall have an "Emergency Procedure" release that has been signed by the student's **parent or guardian** prior to taking the trip.

Student Transportation Regulations

School buses are considered an extension of the school campus and all rules and regulations will apply. Specific provisions are as follow:

A. Meeting the bus

1. Students should be at the bus stop five (5) minutes before the bus normally arrives. Students should not arrive earlier than ten (10) minutes before the normal arrival time.
2. Before crossing a street or road to enter the bus, students must wait until the bus has come to a complete stop and the driver has given directions to cross.
3. Students should respect the property rights of others while waiting for the bus. They are not to litter or make unnecessary noise. They are not to gather under carports, on porches, or on lawns without permission.
4. Students should stand back at least ten feet from the bus stop and not approach the bus until it has come to a complete stop and the door is opened.
5. Students who miss the bus are not to walk or ride another bus to school. Parents are responsible for making arrangements to transport their children to school if they miss their appropriate bus.

B. Entering and leaving the bus

1. Students should enter and leave the bus quickly and in an orderly manner.
2. Students must not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the bus driver.
3. Students who must cross the street after leaving the bus in the afternoon should go to a point, on the edge of the street, ten (10) feet in front of the bus and wait until the driver has signaled for them to cross.
4. Students who drop any object (book, paper, pencil, etc.) while leaving the bus should not attempt to retrieve the object until the bus leaves the scene and the street is clear of other vehicles.

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C. Riding the bus

1. Students must ride only the bus to which they are assigned. If a child is to leave school by any means other than originally designated, written or oral permission from the parent or guardian must be submitted to the office before the child will be allowed to change his/her mode of departure. Visitors are not allowed to ride buses except when prior approval has been given by the principal.
2. Students must not distract the driver's attention or disturb other riders on the bus. This means students must remain reasonably quiet on the bus.
3. Students must remain seated while the bus is in motion or stopped, except as directed by the driver.
4. Students must keep the aisles of the bus open at all times. This means that hands and feet and all personal objects must be kept from the aisles of the bus.
5. Knives, firearms, sharp objects, clubs, pets, or other animals are never allowed on a school bus.

D. Activities not permitted on the bus

1. Eating and drinking
2. Chewing gum
3. Smoking or tobacco of any form
4. Scuffling or fighting
5. Playing radios, tape players, or band instruments
6. Yelling at anyone on the bus or outside
7. Throwing paper or any other objects on the floor of the bus or outside the window
8. Putting hands, arms, head or any part of the body outside the bus window
9. Tampering with any of the bus safety equipment or devices
10. Defacing any part of the bus

E. Punishment for misconduct

Students are under the bus driver's supervision and must obey instructions and directions of the driver at all times.

The driver will submit a written report of all violations of the bus rules and regulations to the building principal. The **principal** may, at his/her discretion, use any of the following methods of dealing with misconduct, depending on the severity of the offense:

1. Verbal reprimand;
2. Corporal punishment;
3. Phone call may be made to parent/guardian;
4. Conference with parent/guardian;
5. Suspension from bus;
6. Expulsion from bus;
7. Suspension to in-school;
8. Out-of-school suspension;
9. Expulsion from school.



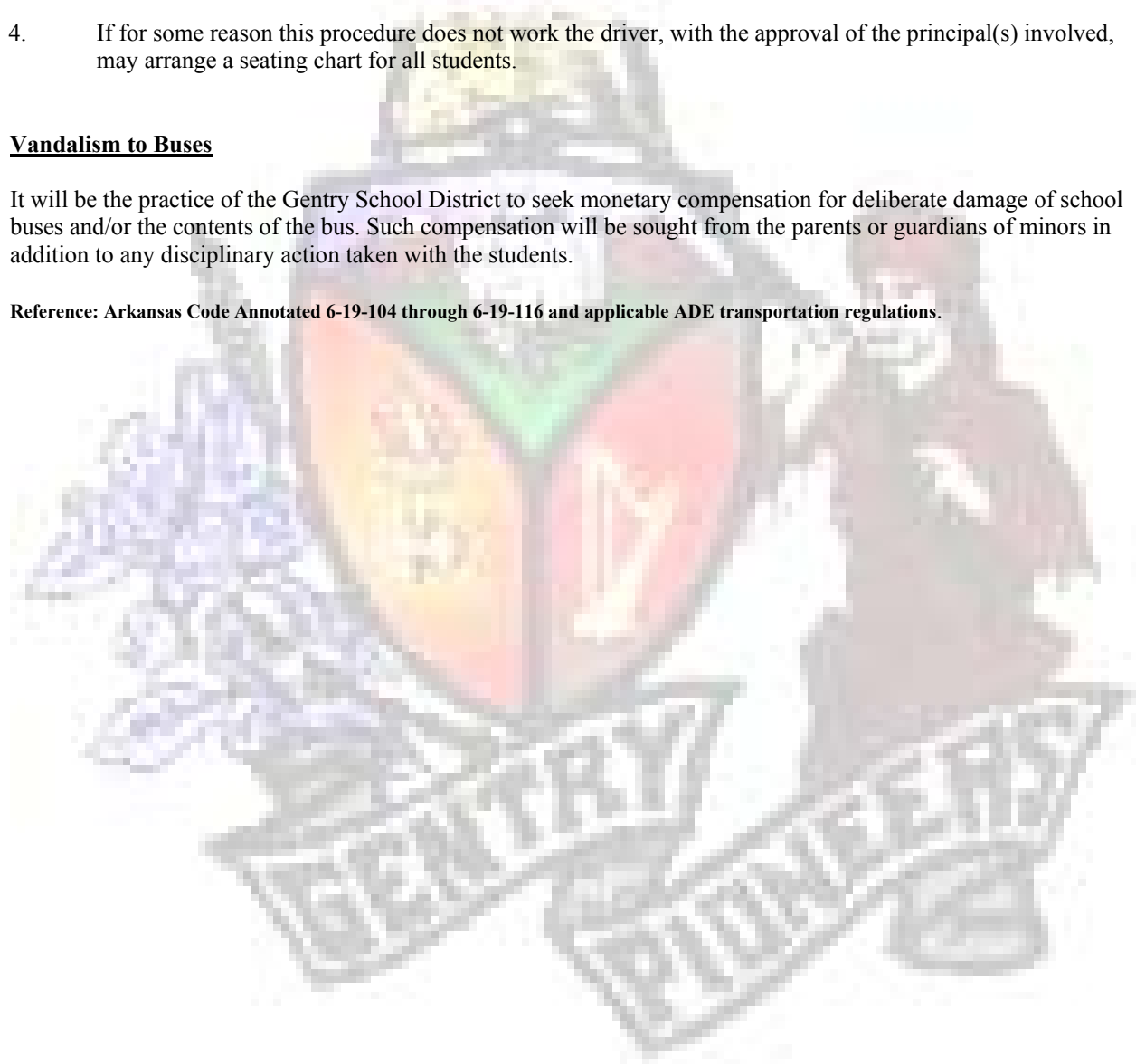
F. Seating arrangements on the bus

1. Elementary students (Grades K-4) will be seated in the front one-third (1/3) of the bus.
2. Middle School students (Grades 5-8) will be seated in the middle one-third (1/3) of the bus.
3. High School students (Grades 9-12) will be seated in the back one-third (1/3) of the bus.
4. If for some reason this procedure does not work the driver, with the approval of the principal(s) involved, may arrange a seating chart for all students.

Vandalism to Buses

It will be the practice of the Gentry School District to seek monetary compensation for deliberate damage of school buses and/or the contents of the bus. Such compensation will be sought from the parents or guardians of minors in addition to any disciplinary action taken with the students.

Reference: Arkansas Code Annotated 6-19-104 through 6-19-116 and applicable ADE transportation regulations.



Descriptor Term	Descriptor Code	Issue Date	Revised
Drug & Alcohol Screening For Employee With CDL	EEBE	November 20, 1995	

The Gentry School District recognizes that employees are the greatest asset of the District. Employees are indispensable keys to the goal of providing the best possible education program for our students. To achieve this goal and to maximize the skills and talents of employees, it is important that each bus driver (any employee who holds a CDL license) understands the danger of drug and alcohol abuse and is aware of the new federal requirements concerning drug and alcohol abuse. The following objectives clarify the District's position on driver drug and alcohol use.

POLICY OBJECTIVES

1. To create and maintain a safe, drug-free and alcohol-free working environment for drivers.
2. To reduce problems of absenteeism, tardiness, carelessness and /or other unsatisfactory matters related to job performance.
3. To reduce the likelihood of incidents of accidental personal injury and/or damage to pupil transportation, students or property.
4. To comply with federal law, specifically the requirements of the Omnibus Transportation Employee Testing Act of 1991.
5. To reduce the likelihood that school property will be used for illicit drug and alcohol activities.
6. To encourage bus drivers with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming that problem.
7. To protect the reputation of the school system and its employees.

Drug and alcohol abuse pose a serious threat to the school system, its employees and students. Though the percentage of drug and alcohol-abusing drivers may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the district that the benefits derived from the policy objectives outweigh the potential inconvenience to drivers. The District earnestly solicits the understanding and cooperation of drivers in the implementation of this policy.

The District must insist that all drivers report to work without any alcohol, illegal or mind altering drugs in their systems. The District also prohibits drivers from using, possessing, manufacturing, distributing, or making arrangement to distribute illegal drugs while at work or on school. Further, outside conduct of drug abuse and/or alcohol abuse that affects a driver's work is prohibited.

Drivers must provide their supervisor with a written list of medication that may affect their ability to work. That list should contain the name of the medication and the reason it is being taken. That information will help to avoid safety problems and violation of the Drug/Alcohol Policy.

ENFORCEMENT

In order to enforce these rules, the District reserves the right to require all drivers to submit, at any time when a driver is on duty, to drug or alcohol tests to determine the presence of prohibited substance. The District is required to develop, implement, and enforce a Drug/Alcohol Policy for the bus drivers as a condition of compliance with the Omnibus Transportation Employee Testing Act of 1991. District policies and regulations state that drivers will under go testing at:

1. Pre-employment Testing for drugs only
2. Random Testing without advance notice.
3. Reasonable Suspicion Testing
4. Post-Accident Testing
5. Return-to-duty Testing



6. Follow-up Testing

Drivers are required to report all injury or damage related accidents involving school property or personnel during school-related activities. Drivers will submit to drug and alcohol breath testing as soon as possible after a reportable accident. Drivers who return to work following rehabilitation will be required to undergo return-to-duty and follow-up testing in addition to general District testing requirements such as random testing.

Violation of these rules will subject the driver to discipline, which may include discharge. Refusal to cooperate with the district in any test investigation will result in discipline, including discharge as appropriate under the applicable federal and state laws.

Any questions should be directed to the person assigned by the Superintendent and/or Board as the district Drug and Alcohol Program Coordinator.

COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL PROGRAM POLICY AND PROCEDURE

I. GENERAL POLICY

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment can have serious results, particularly for employees operating motor vehicles. Drug-using bus drivers are a threat to co-workers, students and themselves, and may make costly errors. For these reasons, *Gentry School District* has adopted a policy that all bus drivers (any employee who holds a CDL license), hereafter referred to as drivers, must report to work completely free from the effects of alcohol and/or the presence of drugs, unless used as prescribed by a physician. A list of prescription drugs being taken by the driver must be provided to driver's supervisor.

II. DRUG USE/DISTRIBUTION/IMPAIRMENT/POSSESSION

All drivers are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty.

III. ALCOHOL USE/POSSESSION/IMPAIRMENT

All drivers are prohibited from possessing, drinking or being impaired or intoxicated by alcohol present in their system while at work or on duty. A Blood Alcohol Count (BAC) of greater than 0.02 but less than 0.04 will suspend a driver for not less than 24 hours. A Blood Alcohol Count (BAC) of 0.04 or greater will be accepted as presumptive evidence of intoxication.

IV. OFF-DUTY CONDUCT:

Off-the-job use of drugs, alcohol or any other prohibited substances that results in impaired work performance including but not limited to absenteeism, tardiness, poor work product, or harm to the school system's image or relationship with the government - is prohibited. School bus drivers should realize that these regulations prohibit all illicit drug use - on and off duty.

V. PRESCRIPTION DRUGS:

The proper use of medication prescribed by a physician is not prohibited. However, the *Gentry School District* prohibits the misuse of prescribed or patented (over-the-counter) medications and requires all school bus drivers using drugs at the direction of a physician to notify the Transportation Supervisor where these drugs may affect their job performance - for example, those which may cause drowsiness.



VI. SUBSTANCE SCREENING:

A. APPLICANTS:

Substance screening is required for all final applicants applying for a position for which drug testing is required by the provisions of the Omnibus Transportation Employee Testing Act of 1991. Such testing may be required either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent release form.

B. ALL CURRENT SCHOOL BUS DRIVERS ARE SUBJECT TO THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991.

1. Reasonable Cause

All school bus drivers will be required to submit to a screening whenever a supervisor observes circumstances that provide reasonable cause to believe that an employee has used a controlled substance or has otherwise violated the substance abuse rules. Examples of circumstances that may establish reasonable cause to warrant testing include supervisor observation, worker's complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions that indicate a possible error in judgment or negligence, or other violations of the drug policy or other District policy.

The supervisor or supervisors requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within twenty-four (24) hours of the testing or before the results of the test are released, whichever is earlier. While one supervisor may request a reasonable-cause test, when feasible, supervisors are encourage to obtain a second supervisor as a witness.

2. Random Testing:

The *Gentry School District* will conduct random, unannounced screening of all school bus drivers. Testing of school bus drivers for illicit drugs will be conducted in a number equal to or greater than fifty percent (50%) of the affected work force, without advance notice, in any given 12-month period. Testing of school bus drivers for alcohol will be conducted in a number equal to or greater than twenty-five percent (25%) of the affected work force - - without advance notice - - in any given 12-month period. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. The list of school bus drivers in the random pool will be updated on a monthly basis. School bus drivers will be required to report to the school's collection she for testing as soon as possible, but in no case later than four (4) hours following notification. Annually, these tests will be spread reasonably over twelve (12) months.

3. Post-Accident Testing

School bus drivers are required to immediately notify the Transportation Director of any accident resulting in injury or damage to school system property. This policy requires a school bus driver involved in a reportable accident, defined as an accident resulting in injury requiring more than simple first-aid treatment or resulting in damage to property, to undergo substance screening as soon-as possible but no longer than thirty-two (32) hours of the occurrence of the accident for drug and eight (8) hours for alcohol. The *Gentry School District* will discipline any employee who fails to report an accident or to submit to substance screening where required by law or by this policy. The Transportation Director shall complete an accident report in compliance with the District's policy and applicable laws and regulations.



4. Return-to-Duty Testing:

All school bus drivers referred through administrative channels who undergo a counseling or rehabilitation program, or who are suspended for abuse of substances covered under this policy, will submit a return-to-test and be subject to unannounced testing following return to duty for no less than twelve (12) months and nor more than sixty (60) months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the Medical Review Officer (MRO). Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO, and will be in addition to the other types of tests provided in this policy.

C. TESTING PROCEDURES - GENERAL GUIDELINES

The *Gentry School District* and its lab shall rely, when practical, on the guidance of the Federal Department of Transportation "Procedures for Transportation Workplace Drug Testing Program 49 C.F.R., Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 40 C.F.R., Parts 332, 391, 392 and 395.

1. FOR ALL DRUG TESTS, the driver will be required to provide a specimen of his/her urine. At a minimum, urine specimens will be analyzed for the presence of the following drugs: amphetamines, marijuana, cocaine, opiates and phencyclidine. Specimens will also be analyzed for such other substances as DOT may from time-to-time direct, or as may otherwise be permitted by federal or state law. In the event that DOT expands the list of drugs for which testing is or may be required, the District reserves the right to begin testing immediately for those drugs without prior notice to the driver or applicants, unless notice is required by DOT or another applicable law.
2. In general, drivers will be permitted to give a urine specimen in private and without being observed by collection site personnel. However, a driver forfeits this right whenever there is reason to believe that he/she may alter or substitute specimen.
3. All drug tests will be administered using the split sample methodology required by DOT. Under this methodology, the driver must provide at least 45 milliliters (ml) in a specimen container. The specimen will then be divided into two specimen bottles by the collector. Thirty (30) ml will be poured into one bottle and fifteen (15) ml into a second bottle. Both bottles will be sent to the laboratory. The bottle containing 30 ml will be analyzed as the driver's primary specimen. The second bottle will be held by the laboratory, to be sent to another lab at the driver's request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the driver will be notified either by the District's MRO or by the District of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. To exercise this option, the driver must advise the District's MRO within 72 hours of being told that the primary specimen was positive.
4. Except for the use of methadone and medications containing alcohol, nothing in this Policy prohibits a driver's use of a medication legally prescribed by a licensed physician who is familiar with the driver's medical history and specific driving duties and who has advised the driver that the prescribed medication will not adversely affect the driver's ability to operate a motor vehicle safely. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.
5. Before being tested for drugs, drivers will be given an opportunity to list, on their copy of the chain-of-custody form, any prescription and non-prescription medications being lawfully used by the drivers at the time. A positive drug test may be declared negative by the District's MRO, if the driver can prove with clear and convincing evidence that the drug which was used was prescribed by a licensed physician who is familiar with the driver's medical history and specific duties. The determination of this will be made by the District's MRO.



6. FOR ALL ALCOHOL TEST, the driver will be required to provide a breath specimen for any test conducted by, or on behalf of, the District. In case of an alcohol test by a federal, state or local law enforcement officer following an accident, the driver must provide either a breath or blood specimen, as directed by the law enforcement officer as well.
7. Alcohol tests will be administered using a breath specimen, taken by a Breath Alcohol Technician (BAT) using an approved breath testing device (EBT), except in cases of on the scene post-accident testing conducted by federal, state or local officials.
8. Before being tested by the District, each driver will be required to present his/her personal identification, and execute a DOT Breath Alcohol Test Form, provided by the BAT. A driver who refuses to provide his/her identification, provides a false identification, refuses to execute the DOT Breath Alcohol Test Form, or who otherwise refuses or fails to cooperate will be treated as though he/she had tested positive and will be subject to disciplinary action, up to and including discharge, in addition to the penalties imposed by DOT.
9. Prior to each alcohol test conducted by the District, the BAT will instruct the driver on how the test will be performed.
10. To protect each driver, the BAT will open and attach to the testing device an individually-sealed mouthpiece in the driver's view. The driver will then be directed to blow forcefully into the breath testing device until an adequate amount of breath has been maintained.
11. In the event that a driver is unable to provide an adequate amount of breath for the initial or confirmatory test after several attempts to do so, the driver will be required to submit to an evaluation by a licensed medical physician to determine whether a valid medical condition exists. If the Physician determines that a valid medical condition does exist, the test result will be reported to the District as negative." If the physician determines that a valid medical condition does not exist, the test result will be reported to the District as a "refusal to cooperate, which equates to a "positive" result.

VI. TEST RESULTS

DRUG TEST

1. In the event that the test result of a driver's primary specimen is positive, the driver will be notified by the District or its MRO and advised that he/she has 72 hours to request that the MRO send his/her secondary specimen to a second, District approved laboratory for analysis. Pending the outcome of this additional analysis, the driver will continue being considered physically unqualified to work by DOT.
2. Before a driver's test results will be confirmed positive for drugs, the driver will be given the opportunity to speak with the District's MRO and demonstrate that there was a legitimate medical explanation for the positive test results. If the MRO determines that a legitimate medical reason does exist, the test results will be reported to the District as a negative. If the MRO determines that a legitimate medical reason does not exist, the test result will be reported to the District as a positive..
3. A driver whose test results is confirmed positive for drugs will be considered unqualified to perform or continue performing his/her functions safely and will be immediately discharged. In addition, a driver whose test results is confirmed positive for drugs will also be subject to penalties imposed by DOT and/or the District's policy.



ALCOHOL TEST

1. In the event that the driver provide an adequate breath specimen and the initial test registers an alcohol concentration level that is less than 0.02, the test result will be reported as a Negative and no additional test will be required at that time.
2. In the event that the driver provides an adequate breath specimen and that initial tests registers an alcohol concentration level of 0.02 or greater, a second confirmatory test will be performed. In the event that the driver provides an adequate breath specimen and the confirmatory test registers less than 0.02, the test will be reported to the District as negative..
3. A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.02 or more but less than 0.04 will, at a minimum be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours, and may be subject to additional disciplinary action by the District, up to and including discharge.
4. A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum be suspended without pay and will be subject to additional disciplinary action by the District, up to and including discharge.

MAINTAINING CONTACT WITH THE DISTRICT AND MRO AFTER A DRUG TEST

1. Drivers who are tested for drugs are required to remain in contact with the District and the District's MRO while awaiting the results of their test. Drivers are also required to advise the District of their whereabouts and the telephone where they can be reached during this time.
2. The District's MRO is (to be announced each year) Drug Testing and MRO Services whose telephone number is (to be announced each year).
3. A driver who refuses or fails to remain in contact with the District and the District's MRO will be considered insubordinate and subject to disciplinary action, up to and including discharge. A driver who does not contact the MRO within a minimum of five (5) days, after being given notice to contact the MRO will waive his/her right to speak with the District's MRO before a test is confirmed positive.

D. COLLECTION SITES

The Gentry *School District* has designated that (to be announced each year) will handle the collections for drug and alcohol testing. Where necessary School District representatives or medical personnel may obtain a specimen outside of a designated collection site (such as, a public restroom at an accident investigation).

E. PAYMENT OF TEST

1. At its discretion, the District shall pay the costs for all tests which the District is required to conduct on drivers under DOT regulations.
2. Drivers are responsible for paying the cost of any tests conducted which the District does not require, unless otherwise prohibited by the applicable state law.
3. Drivers are responsible for paying the cost of the analysis of any secondary urine specimen which they request under this policy except as otherwise required by applicable state law.

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F. EVALUATIONS AND RETURN OF RESULTS TO THE DISTRICT

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the District's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirm that the individuals testing positive have used drugs in violation of the District's policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the results. The MRO shall then promptly tell the Drug Program Coordinator which employees or applicants test positive.

G. REQUEST FOR RETEST

An employee may submit a written request for a retest of the original specimen within 72 hours of receipt of the final test results. Requests must be submitted to the Drug Program Coordinator or directly to the District's MRO.

The employee may be required to pay the associated costs of a retest in advance but will be reimbursed if the results of the retest are negative.

H. RELEASE OF TEST RESULTS

The results of all individual drug and alcohol tests will be kept in a secure location with controlled access. Test results shall not be released by the District beyond the MRO and District management without the individuals' written authorization.

However, all employees will be required to execute a consent/release form permitting the District to release test results and related information to the Unemployment Compensation Commission or the relevant government agency.

The MRO shall retain the individuals' test results for positive specimens for five (5) years and negative for twelve (12) months.

VII. DISCIPLINE

The District will discipline, which may include discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by the administration. Disciplinary measures will be instituted in accordance with state and federal laws.

All employees who test positive will be subject to discipline which may include discharge.

No employee may be resumed to safety sensitive duties after testing positive. Any employee resumed to duty after violating the policy or testing positive will be subject to Return-to-duty and follow-up testing.

VIII. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District shall provide:

1. education and training for employees regarding drugs and alcohol;
2. education and training for supervisors regarding drugs and alcohol;
3. effects and consequences of substance use on personal health, safety, and work;
4. manifestations and behavioral causes that may indicate substance use; and
5. documentation of training provided.

The Drug and Alcohol Program Coordinator should be contacted for further guidance.



IX. INVESTIGATION/SEARCHES

Where a supervisor has reasonable cause to suspect that an employee has violated the drug and alcohol abuse policy, he or she may notify appropriate law enforcement officials to obtain a search warrant to inspect vehicles which an employee brings on the District's property, lockers, work areas, desks, purses, briefcases, tool boxes or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Drug and Alcohol Program Coordinator or law enforcement officials will do so for him or her. The District will release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities. All searches should be coordinated with the Drug and Alcohol Program Coordinator.

X. CONFIDENTIALITY

The results of all individual drug and alcohol tests will be kept in a secure location with controlled access. All individual test results will be considered confidential. The release of an individual driver's results will only be given in accordance with an individual driver's written authorization, or as is otherwise required by DOT's regulations, or by other applicable federal or state law.

XI. NOTE

These procedures should not be construed as contractual in any nature. They represent the District's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed in accordance with District policy, state and federal laws.



Descriptor Term	Descriptor Code	Issue Date
Gentry Public Schools Computer Network and Internet Acceptable Use Policy	EH	July 1, 1997

I. Use of Remote Communications and the Computer Network

The District network exists for the primary purpose of transmitting and sharing information between academic and research organizations. Network use must be consistent with the goals of the school and include things such as aiding technology transfer, fostering innovation, resource sharing, debating issues, and building broader infrastructure in support of education and research. Networked computers may be used as a laboratory for research and experimentation.

- A. School district staff shall monitor student use, providing assistance or taking corrective actions when necessary.
- B. Designated district staff shall assist in providing:
 - 1. Training for students and other staff in the appropriate and safe use of remote electronic information resources.
 - 2. Instructions to students and staff on the responsible use of on-line resources.
 - 3. Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.
- C. Network use must be consistent with the goals and standards of the district, school and specific curriculum.
- D. An account assigned to an individual, including student use accounts, must not be used by others. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.

Use of a personal login and password by student users through telnet or FTP resources from district computers is prohibited without authorization from Technology Staff.

II. Behavior Standards

- A. The user is expected to behave in a legal, moral and ethical fashion that supports district education goals.
- B. Abusive conduct when using computer or network is prohibited. *Abusive conduct can be, but is not limited to:*
 - 1. Placing of unlawful information on the system.
 - 2. Using abusive, obscene, threatening or objectionable language.
 - 3. Accessing, downloading, or sending of pornographic or objectionable materials.
 - 4. Sending messages that are likely to result in the loss of recipient's work or systems.
 - 5. Sending of "chain letters" or "broadcast" messages to lists or individuals.
 - 6. Use of the system to intimidate or create an atmosphere of harassment.



- C. Interference with or disruption of the network users, services, or equipment is prohibited. *Disruptions could include but are not limited to:*
1. Distribution of unsolicited advertising.
 2. Propagation of computer worms or viruses.
 3. Unauthorized entry to any other machine accessible via the network.
 4. Attempting to degrade or degrading system performance.
- D. Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense. Systems staff and District administrators will cooperate fully with law enforcement agencies in correcting any violations.
- Accessing another individual's electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff.
- E. Attempts to gain unauthorized access to remote systems is prohibited.
- F. The use of another individual's access codes/passwords is prohibited.
- G. Copying of another individual's work (plagiarism) or copyrighted material is prohibited.
- H. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer network use policy.

General Policies

1. Login and Passwords will only be given after the student's signed "Use Agreement" is on file.
2. Violations of some of the provisions set forth in this policy may constitute a criminal offense. Systems staff and District administrators will cooperate fully with law enforcement agencies in correcting any violations.
3. All users of district equipment must sign the district computer and network use agreement stating they understand all policies regarding computer use and agree to abide by them. Network accounts will not be assigned to a user until the use agreement is signed.
4. All users of district equipment are responsible for use of District computing resources in an effective, efficient, ethical, and lawful manner even in the absence of reminders or enforcement.
5. The individual user and/or their parent or guardian, in the case of a student, will be held liable for any violations.
6. The district cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities.
7. Faculty cannot be held liable for the student's use of the network. They can, however, be held accountable within the constraints of the normal and expected supervisory duties of a teacher. The faculty, in conjunction with the technology supervisor, is responsible for instructing the student on acceptable use of the network and proper network etiquette.

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Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

1. If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, **THE USER DOES NOT OWN IT.**
2. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
4. *Fair Use* allows the user to copy small portions of a work the user does not own without permission, but only for criticism, education, news reporting, and the like.
5. When in doubt, the user should ask the creator or owner of material for permission to use the work.

Revocation of Privileges

Use of the district's computers and access to the network is a privilege that may be revoked for violation of any of the above provisions. Reinstatement of privileges may be granted at the discretion of the building principal. Users are subject to all appropriate disciplinary measures found in the district policies should these guidelines be violated.

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Descriptor Term
"HIGHLY QUALIFIED" TEACHERS
PURSUANT TO NCLB

Descriptor Code
IA

Issue Date
February 21, 2005

By the end of the 2005-06 school year and thereafter, all teachers teaching in core academic subject area(s) must be highly qualified as defined by rules promulgated by the Arkansas State Board of Education and the No Child Left Behind Act of 2001.

All newly hired teachers who teach in core academic subject area(s) must be highly qualified on the date of hire.

It shall be a local requirement of the Gentry Board of Education, that all certified employees of the district meet the "highly qualified" requirements, in their respective area of instruction, as referenced by the above qualifications, in order to be recommended for renewal of contract of employment.



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Descriptor Term
Instructional Program

Descriptor Code
ID

Issue Date
February 21, 2005

The instructional program of the Gentry Public School District is designed to provide each student with a sequential set of learning experiences that will guarantee that the adopted goals and objectives of the Board are achieved. It is also designed to maximize the resources of the district and provide a teaching/learning environment that enhances and supports each student's learning experience.

Instructional resources and materials selected for the district curriculum shall be aligned with the state's curriculum frameworks and the state's assessment program to the highest degree. Instructional resources shall represent the most up-to-date thinking and methodologies available. Instructional resources shall meet all state guidelines and requirements.

Classroom teachers may select materials in addition to state adopted text and programs for special projects and to meet specific student needs. Teachers shall secure prior approval from the principal, or his designee, before using any materials in lieu of state or local adopted textbooks or programs.

The Principal or his/her designee will assure that all supplementary materials or non-state adopted textbooks are aligned with the ACSIP plan of his/her school and with the curriculum frameworks.

Classroom teachers shall keep their lesson plans in a format as specified by the district administration. These plans shall be aligned with the Arkansas Curriculum Frameworks, when applicable, and shall be linked to state assessments. Failure to make and keep lesson plans in the prescribed manner may result in the non-renewal of an employee's contract of employment.

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Descriptor Term
ENGLISH LANGUAGE LEARNERS

Descriptor Code
IDA

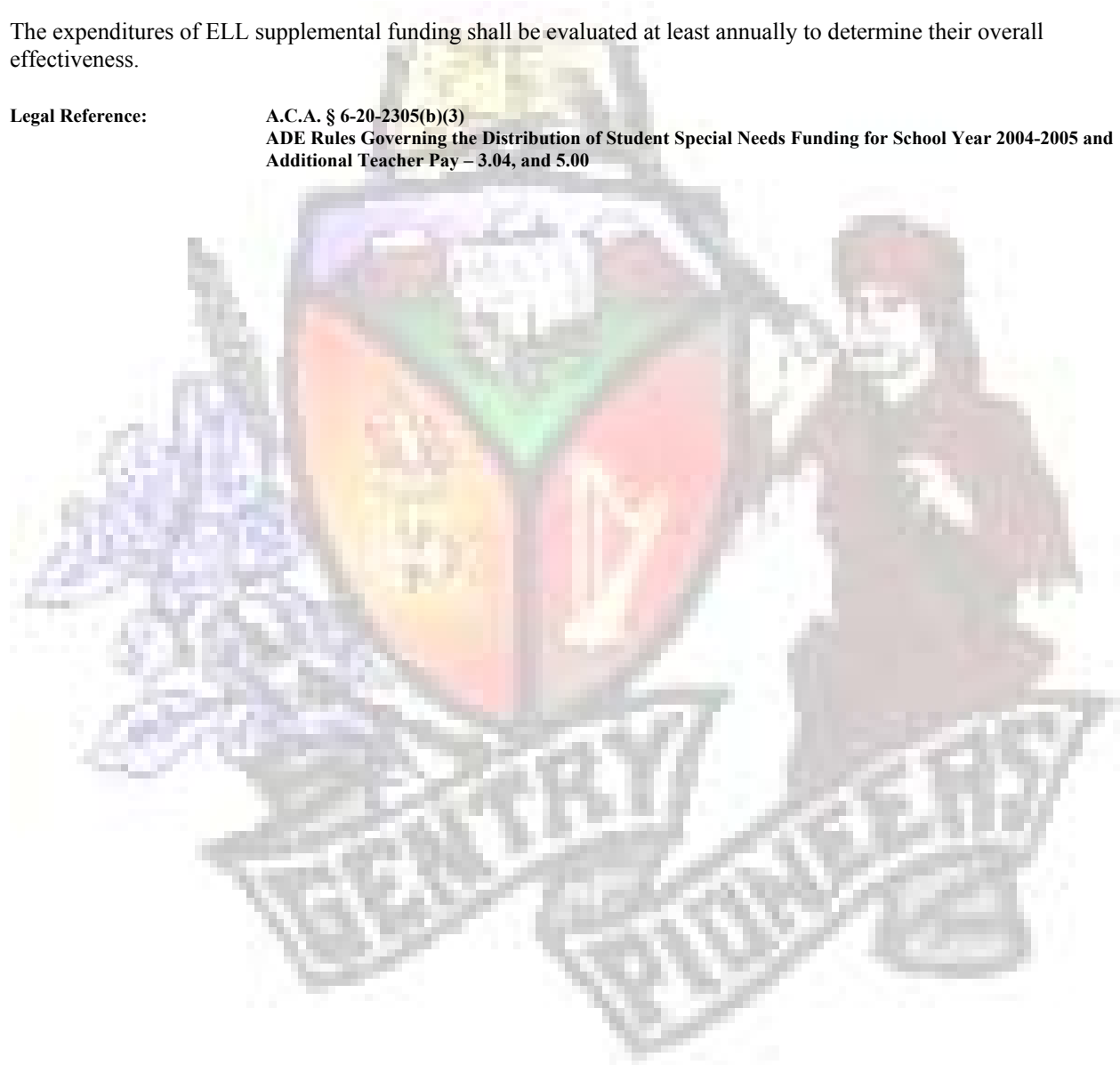
Issue Date
November 21, 2005

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness.

Legal Reference:

A.C.A. § 6-20-2305(b)(3)
ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay – 3.04, and 5.00



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Descriptor Term
ESL/ELL Programs

Descriptor Code
IDAA

Issue Date
February 18, 2008

Philosophy and Goals :

The primary philosophy of the Gentry School District's ESL program is to take into consideration the individual differences of our families and to implement a program that will benefit and improve education for each child who enters school regardless their English proficiency and/or cultural backgrounds and perspectives. All students will have equal opportunities to participate fully in the education system through appropriate communication with parents and/or guardians. Letters and other information sent home will be in a language or form the parents and/or guardians understand. Other issues related to the educational needs of an increasingly diverse student population will be addressed in a timely and proactive manner.

Furthermore, Gentry School District will provide a balanced ESL program that will prepare English Language Learners (ELLs) to function in both the academic and social arenas. Our goal is to have students succeed in the content areas while learning academic skills: listening, speaking, reading and writing. Also, we want students to maintain their own culture while learning to live and participate in their new community (biculturalism). All teachers and staff will be provided with information and training to enhance the role of each in this process determined by needs assessments.

Gentry School District embraces the 2006 PreK – 12 English Language Proficiency Standards adopted by (Teachers of English to Speakers of Other Languages (TESOL) and the 2006 English Language Proficiency Frameworks adopted by Arkansas Department of Education. These two documents draw on current theory, sound classroom practice, and educational standards from an array of national organizations and states. Their focus is on ELLs' oral language and literacy development through academic content. At the same time, we recognize the importance of the students' native language and cultures, the social and socio-cultural dimensions of language acquisition, and the intercultural and cross-cultural connections among languages, people and societies.

We acknowledge the complexity of language acquisition at any age and the heterogeneity of the student population. As teachers with ELLs in our classrooms, we are responsible for teaching content simultaneously while they are in the process of learning the target language – English.

ENGLISH LANGUAGE LEARNERS

- I. IDENTIFICATION
 - a. All students enrolling in Gentry School District will complete a Home Language Survey Form (HLS) to identify students whose primary home language is other than English (PHLOTES).
- II. ASSESSMENT
 - a. All PHLOTES will be administered an English language proficiency assessment (ELPA) approved by Arkansas Department of Education (ADE) to identify English Language Learners (ELLs) for the purpose of appropriate **placement** and services.
 - b. All ELLs will be administered annually an ELPA adopted by ADE to measure progress of their English proficiency according to NCLB Titles I and III.
 - c. All ELLs will participate in the statewide assessment program (ACTAAP) as determined by the Language Placement and Assessment Committee (LPAC) who must follow guidelines from ADE.
 - d. Ongoing assessment in the grade level classrooms will be designed to measure classroom performance based on research with ELLs.
- III. PLACEMENT
 - a. All ELLs identified will have an education plan conducted annually by a LPAC to decide on appropriate placement and assessment.
 - b. These decisions will be designed to provide the ELLs with opportunities to participate in content classes while learning English.

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- c. Criteria for making decisions will include the most current ELPA results, classroom performance, teacher observation and achievement tests.
 - d. Participation opportunities will be equitable with non-ELLs.
- IV. CURRICULUM AND INSTRUCTION
- a. The instructional approach selected for the Alternative Language Program (ALP) will be English as a Second Language (ESL).
 - b. The curriculum for the ESL instructional program will follow the most current ADE English Language Proficiency Frameworks and supplemental language acquisition material approved by ADE.
- V. STAFF
- a. All staff assigned to teach an ESOL class will be certified and ESL Endorsed.
 - b. In an emergency when an ESL Endorsed staff is not available, a certified teacher who otherwise is credentialed may be hired on the basis that the teacher receive training toward an endorsement within the year hired. Endorsement will be attained by the following school year.
 - c. All Gentry certified and classified instructional staff will receive ESOL training annually based on a needs survey.
- VI. SPECIAL PROGRAMS
- a. All ELL students who qualify for special education services and ESL services may receive both according to the IEP and LPAC decisions.
 - b. All assessment administered to ELLs will be in a form or language that will yield the most valid results.
 - c. All ELL students will have equal access to “Gifted and Talented” and “Advanced Placement” programs.
 - d. All ELL students will have equal opportunity to participate in extracurricular and nonacademic activities.
- VII. RECLASSIFYING STUDENTS
- a. All ELL students will have their English proficiency and achievement assessment results analyzed to determine when they are able to be exited and reclassified as Fully English Proficient (FEP).
 - b. The LPAC will follow ADE guidelines in making decisions to reclassify ELLs.
 - c. All ELL students who have been reclassified as FEP will have their progress in the grade level classroom and on achievement tests monitored on a regular basis.
- VIII. PARENT INVOLVEMENT
- a. All parents of PHLOTES will be given equal opportunity and encouragement to participate in the education of their children by providing, to the extent practicable, information in a language they can understand.
- IX. MAINTAINING RECORDS
- a. All records on PHLOTES will be maintained in two locations. The original testing protocol for English proficiency will be kept in the ESOL coordinator’s office and copies will be maintained in each student’s permanent file at the respective schools.
- X. EVALUATION OF PROGRAM
- a. The ESL program will be evaluated annually to determine the effectiveness. Adjustments will be made to the program as needed.



Descriptor Term

ALTERNATIVE LEARNING ENVIRONMENTS

Descriptor Code

IDB

Issue Date

November 21, 2005

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The district's ALE program shall follow class size, staffing, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay.

The ALE program shall be evaluated at least annually to determine its overall effectiveness.

Legal References: A.C.A. § 6-18-508, 509
A.C.A. § 6-20-2305(b)(2)
ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay – 3.01, 3.05, 4.00, and 8.0

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
NATIONAL SCHOOL LUNCH ACT
FUNDING EXPENDITURES

Descriptor Code
IDC

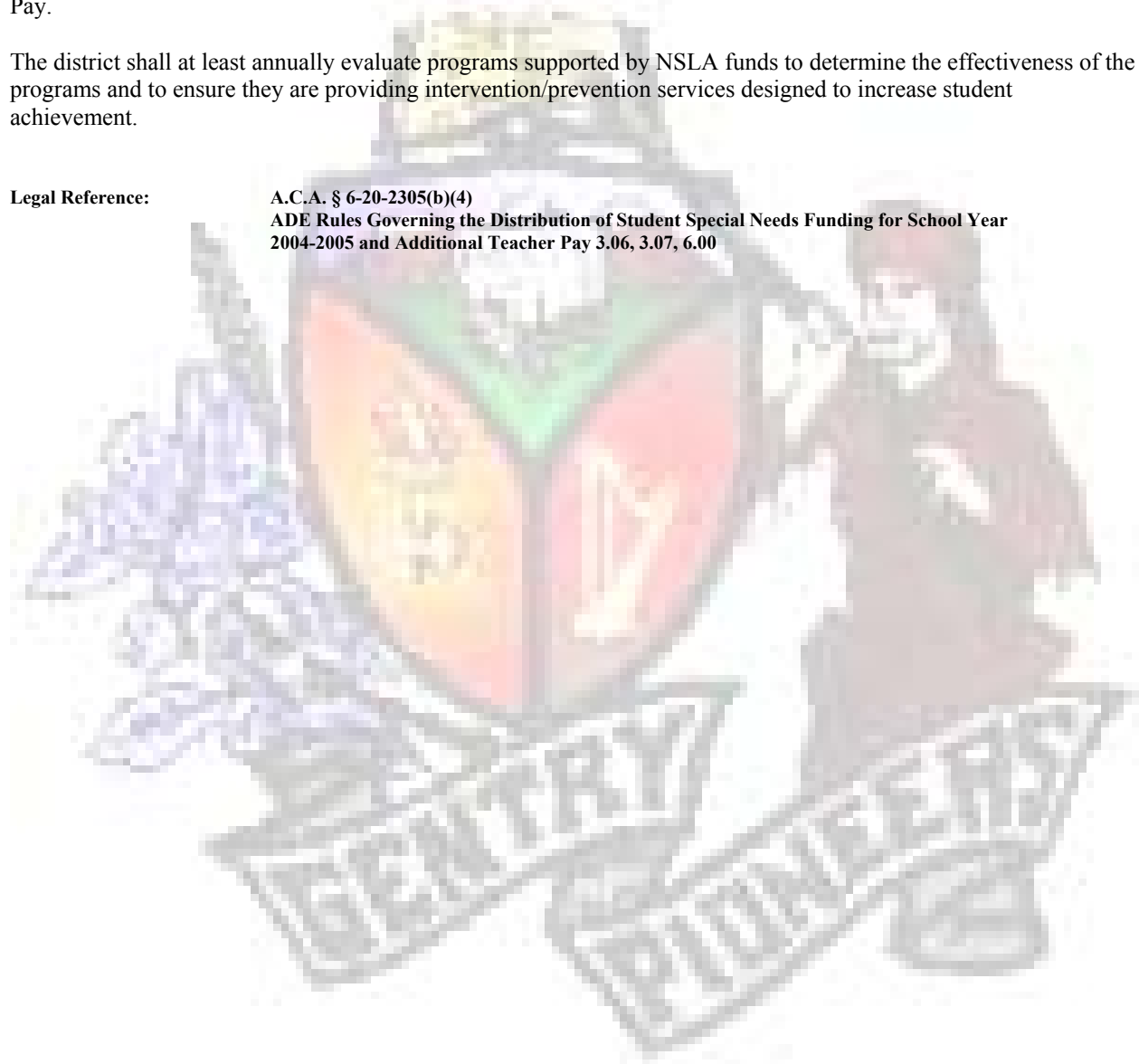
Issue Date
November 21, 2005

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Act shall be expended in accordance with guidelines outlined in the ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay.

The district shall at least annually evaluate programs supported by NSLA funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement.

Legal Reference:

A.C.A. § 6-20-2305(b)(4)
ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay 3.06, 3.07, 6.00



Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
Prohibition of
Extra-Curricular

Descriptor Code
IGD

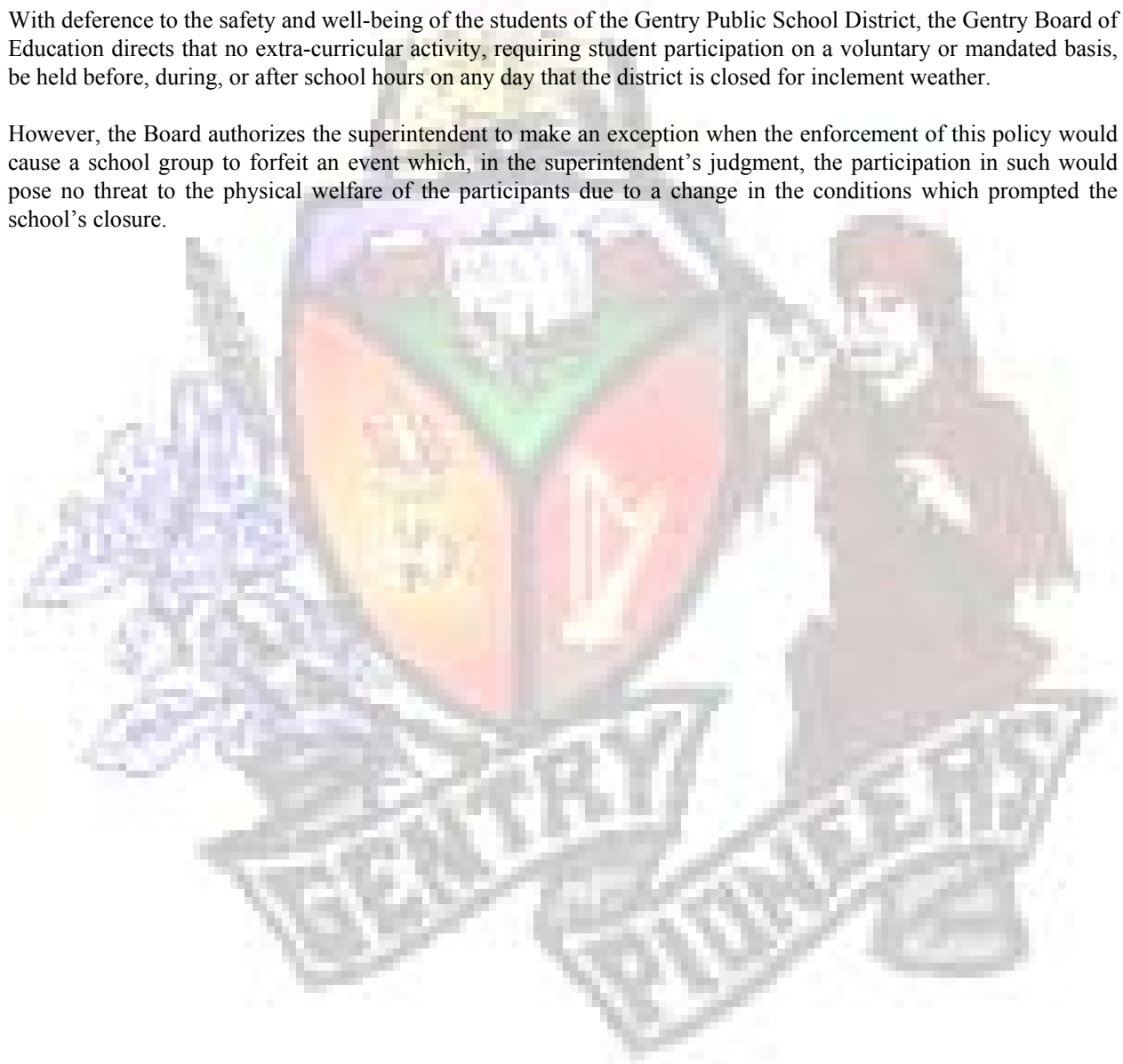
Issue Date
January 20, 1997

Revised
April 21, 1997

Activities During
Inclement Weather

With deference to the safety and well-being of the students of the Gentry Public School District, the Gentry Board of Education directs that no extra-curricular activity, requiring student participation on a voluntary or mandated basis, be held before, during, or after school hours on any day that the district is closed for inclement weather.

However, the Board authorizes the superintendent to make an exception when the enforcement of this policy would cause a school group to forfeit an event which, in the superintendent's judgment, the participation in such would pose no threat to the physical welfare of the participants due to a change in the conditions which prompted the school's closure.



Gentry Public School District Board Policies
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The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:
Homework/Independent
Study Skills

Descriptor Code:
IKB

Issue Date:
November 21, 2005

Revised
May 9, 2007

The Gentry Board of Education recognizes that fundamental skills often need to be reinforced through additional practice, which students complete outside the instructional day.

Homework activities, an extension of in-class instruction, are those activities and assignments that relate directly to classroom instruction and are designed to lead to mastery of the content being studied.

The purpose of homework is as follows:

- To introduce new material prior to direct instruction by the teacher, such as reading of a chapter in the text with a stated purpose for reading.
- To teach responsibility by setting expectations for the completion of independent practice by the student in a specified period of time.
- To complete class assignments that were not completed during the instructional day.
- To provide enrichment and extension of the curriculum so students can expand their knowledge base independently.
- To reinforce new learning through independent or guided (parent support) practice.

Academic achievement is a joint responsibility among the teacher, the student and the parent. In homework there is a joint responsibility between parent and student to ensure that the purpose of the homework is met. In the primary grades, parents should be an active partner being involved in guided practice activities and helping students work toward mastery of basic skills. In the upper elementary and the secondary schools parents should be supportive of the requirements for homework that is assigned.

Parents can establish a supportive learning environment in the home that is conducive to completing homework by:

- Showing a positive attitude toward the educational process.
- Taking an interest in their child's schoolwork.
- Establishing good study conditions.
- Monitoring their child's study habits.
- Providing support to their child's efforts.

Parents are not required to provide, nor is homework intended to be, the initial instruction related to new learning.

The following statements are guidelines to teachers as they make decisions about homework:

- Homework must be relevant to the instruction in the classroom.
- Homework should not be assigned for punitive reasons.
- Skills taught in the classroom should first be guided and practiced in the classroom under the teacher's supervision prior to homework being assigned.
- Homework assignments should be reasonable in length considering the age and grade of the students. The exact amount of homework and time spent will vary depending on age and ability of child and the course work in which the child is enrolled.

As building needs differ, due to the age of the students and content delivered therein, homework practices will be specified for each building configuration within the student handbook in order to ensure consistency.

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The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:
Promotion and Retention
of Students

Descriptor Code:
IKE

Issue Date:
November 21, 2005

Last Revised

I. GRADES 1-12

Definition: Academic Improvement Plan – a remedial or supplemental instruction plan jointly developed by school personnel and the parents of students who fail to achieve at the proficient level on state mandated criterion referenced tests.

Beginning with the 2005-06 school year, students in grades one through six, identified for an Academic Improvement Plan (AIP), who do not participate in the remediation program specified in the student's AIP, shall be retained.

Retention for failure to participate in the academic improvement plan shall expand by at least one (1) grade level for each subsequent academic year after implementation, in the following manner:

2006-2007	Grades one through seven
2007-2008	Grades one through eight
2008-2009	Grades one through nine
2009-2010	Grades one through ten
2010-2011	Grades one through eleven
2011-2012	Grades one through twelve

Remedial instruction provided during high school years (Grades 7-12) may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the proficient level on the criterion-referenced assessments in reading, writing, and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Any student that has an AIP and fails to remediate, but scores at the proficient level on the criterion-referenced assessments, shall not be retained.

Beginning in the 2005-06 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test, shall participate in a remediation program to receive credit for the corresponding course.

II. GRADES K-8

A. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade

B. Due to the unique needs, physical, social, and mental development and characteristics of each child, the decision relative to the optimum educational placement of each student must be made on an individual basis.

C. The principal will be held responsible for the classification of pupils assigned to his/her school. The following set of guidelines shall be used to assist the principal in making a final determination relative to retention of a student:

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The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



1. Parents shall be notified when it is perceived that their child has a learning problem that could eventually lead to retention if it is not remediated. Parents should work cooperatively with school personnel to help their child overcome learning obstacles.
2. The teacher shall employ various instructional strategies to give the student different avenues through which learning may occur.
3. Input will be solicited from all appropriate school personnel who may have some information relative to the child's achievement levels, needs, capabilities, and other criteria that would assist in the decision.
4. If the child is to be retained there should be alternatives available for the following year at that same grade level, such as teachers, materials, instructional methods and styles.
5. The determination relative to retention of special education students shall be made by each child's IEP committee.
6. When the child is not deficient in all academic areas consideration should be given to the child's ability to do the next grade's work with the skills he/she has obtained at this time.

III. GRADES 9-12

Promotion and retention shall be based on pupil achievement in individual subjects.

**Arkansas Code Annotated 6-15-1801 through 6-15-1806
(Act 35 of the Second Extraordinary Session of 2003)**

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:	Descriptor Code:	Issue Date:	Revised
GENERAL SECTION POLICIES	GA	7-12-83	4-18-94 March 8, 2004

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. As an alternate method, a digital copy may be provided to an employee or an online copy that is accessible by Internet or intranet. If this method is used by the district, a hard copy of the policies and any amendments will be maintained at each site and shall be available for review. A hard copy of any electronic media shall be provided to any employee upon request.

The personnel policies of each school district in effect at the time a teacher's contract is entered into or renewed shall be considered to be incorporated as terms of said contract and 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 Board shall consider and adopt, reject, or refer back to the Committee for further study and revisions, any proposed policies or amendments that are submitted to the Board for consideration.

Any and all other matters pertaining to Personnel Policies shall be governed by Arkansas Code Annotated 6-17-201 through 6-17-207.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



Descriptor Term:
EQUAL OPPORTUNITY
EMPLOYMENT

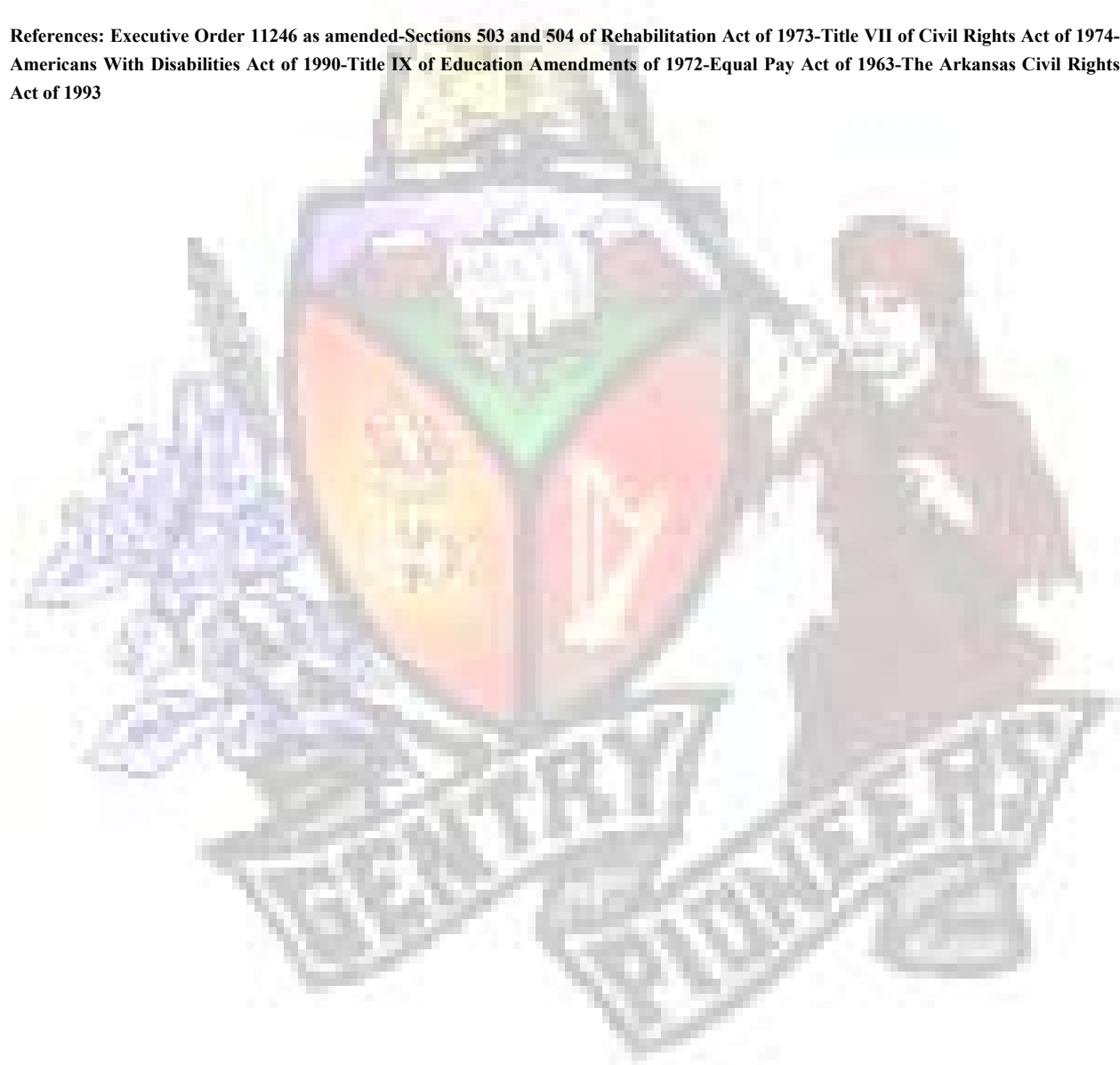
Descriptor Code:
GAAA

Issue Date:

Revised:
4-18-94

No person shall be denied employment, re-employment, nor advancement; neither shall he/she be evaluated on the basis of race, color, religion, national origin, age, disability, political affiliation or belief or marital status.

References: Executive Order 11246 as amended-Sections 503 and 504 of Rehabilitation Act of 1973-Title VII of Civil Rights Act of 1974-Americans With Disabilities Act of 1990-Title IX of Education Amendments of 1972-Equal Pay Act of 1963-The Arkansas Civil Rights Act of 1993



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:
PROPOSALS OF CERTIFIED
PERSONNEL POLICIES

Descriptor Code:
GAB

Issue Date:
8-20-91

Revised
May 9, 2011

Either the personnel policies committee or the board of directors may propose new personnel policies or amendments to existing policies if the proposals by the board have been submitted to the PPC at least ten (10) working days prior to presentation to the board.

The superintendent may recommend any changes in personnel policies to the board of directors or to the PPC. Such recommendations shall become proposals if adopted by either the board or the committee.

The chairperson of the PPC or a committee member designated by the chairperson will have the opportunity to orally present the committee's proposed policies or amendments to existing policies to the board of directors.

Personnel policies shall include, but are not limited to, the following terms and conditions of employment:

- a. Benefits;
- b. Compensation;
- c. Designation of workdays;
- e. Holidays and non-instructional days;
- f. The annual calendar;
- g. Methods of evaluations;
- h. Extra duties;
- i. Leave;
- j. Grievances;
- k. Dismissal or nonrenewal;
- l. Reduction in force; and
- m. Assignment of teacher aides

After presentation to the board, final action may be taken at the next regular board meeting.

The sequence for taking action will be as follows:

1. The acceptance and adoption by the board of any recommendation presented by the superintendent, or proposal presented by the personnel policies committee, or proposal initiated by the board itself shall be considered a first reading of policy when such action is placed in the form of a motion, moved, and seconded by the board.
2. If the board adopted proposal was initiated by the superintendent or the board, the proposal will be remanded to the personnel policies committee for further study and to present any suggested revisions as stipulated above.
3. Any policy that has had a first reading will have a second reading at the next regular meeting unless the board adopts the suggestions of the PPC, as described in the preceding paragraph, in place of the policy as first read. Such action by the board will be considered a first reading of policy.
4. Final action of the board will be taken at the meeting in which the second reading of the policy occurs. The final action will be the taking of a vote by the board in accordance with Gentry Board Policy BCBG.

Gentry Public School District Board Policies
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The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



5. In the event that immediate board action is warranted for emergencies mandated by law or circumstances that require immediate action to prevent irreversible, detriment to the school district, the board of education reserves the right to suspend the second reading of a policy proposal. Unanimous consent of all board members present at the meeting shall be required for this "emergency clause" to be invoked and supersede the procedure established in this policy.
6. Second reading of policy for the Parent-Student Handbook may also be suspended when the policy revision is required by amendments, deletions, or additions to state law. Adoption as policy of such changes shall take place at the first reading and shall be effective after parents, students, staff, or other affected parties have received notification of such required change.
7. The personnel policies of all school districts shall be considered to be incorporated as terms of the certified personnel contracts and shall be binding upon the certified personnel and the district. Any changes or additions to the personnel policies shall not be considered a part of certified personnel contracts until the next fiscal year.

Any changes or additions to the personnel policies may take effect before the next fiscal year only if the changes or additions are approved by a majority of the certified personnel employed by the district voting by secret ballot. The voting and counting shall be conducted by the personnel policy committee.
8. Changes in board policy that are mandated by by law are effective with the same effective date as the law regardless of whether these changes have been incorporated into board policy.

Reference: Arkansas Code Annotated 6-17-205

Gentry Public School District Board Policies
Effective As Of July 1, 2011



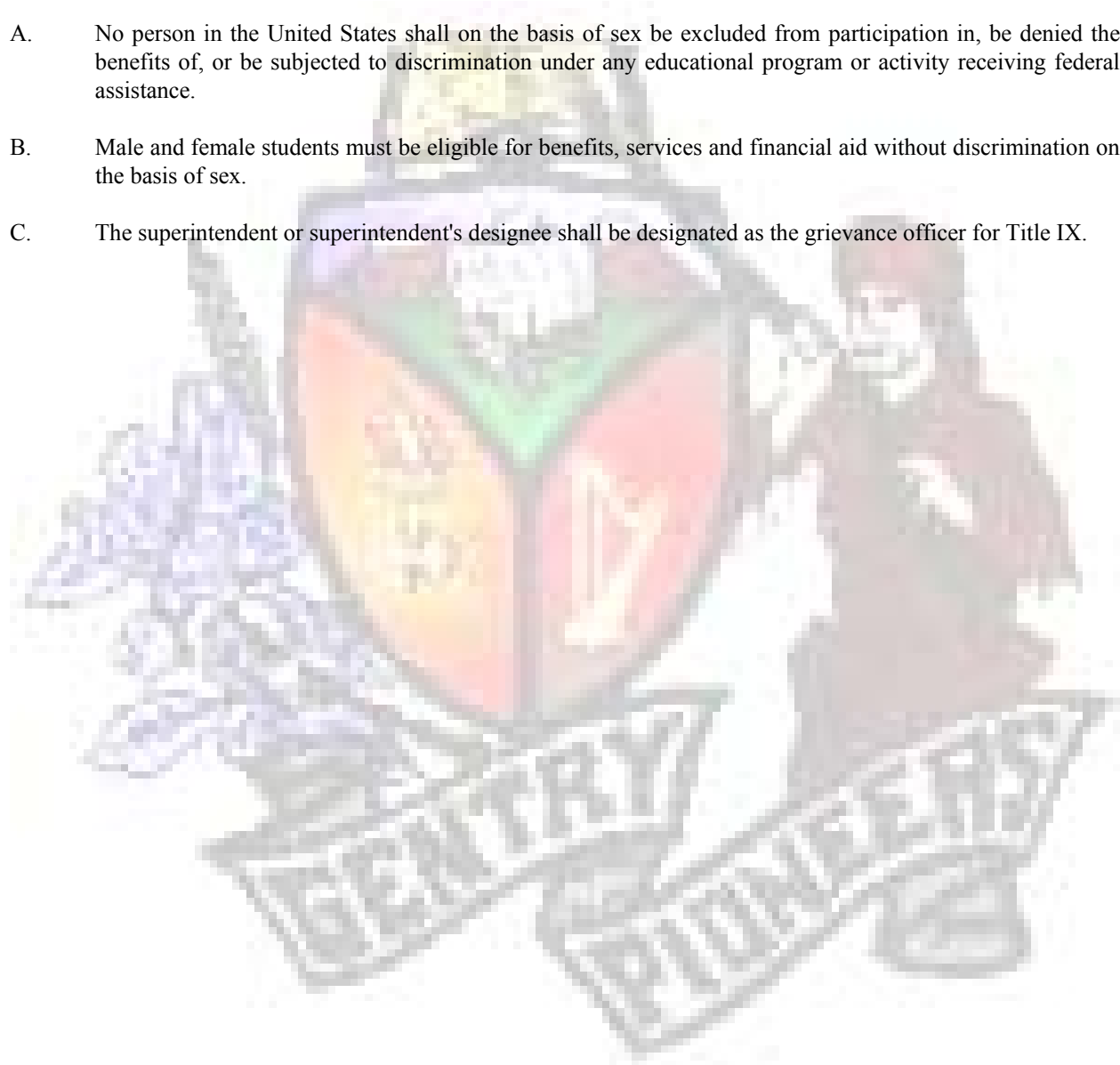
The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:	Descriptor Code:	Issue Date:	Revised
TITLE IX	GACA	6-13-89	4-18-94

In June 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. This law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that:

- A. No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.
- B. Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.
- C. The superintendent or superintendent's designee shall be designated as the grievance officer for Title IX.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
Sexual Harassment Policy

Descriptor Code
GACB

Issue Date:
June 15, 1993

Revised:
June 21, 1999
November 21, 2005

The Gentry Public School District is committed to providing a workplace free of sexual harassment in any form. Violations will not be tolerated and may result in disciplinary action against the offender which includes the possibility of termination.

Specifically, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that adversely affects the employee's employment terms or conditions or creates an intimidating or offensive working environment. No employee or member of management, up to and including the superintendent, has the right or authority to offer any benefits, including, but not limited to, tangible items, whether business-related, such as raises and promotions, or nonbusiness-related, such as gifts, trips, or any other item, in exchange for sexual favors. In the event an employee receives an offer in exchange for sexual favors, the employee should report any act of sexual harassment in the workplace directly to the Board-appointed supervisor for sexual harassment complaints, the superintendent of schools. Should the charge be against the superintendent, the claimant should report the allegation to the president of the school board. At such time the board president shall call a meeting of the full board under the guidelines set forth in Board policy BCA Meetings.

Should an employee feel that s/he is being harassed by anyone at work or by the employer's employees after work hours, s/he should inform the superintendent. The superintendent will immediately investigate any allegation of harassment, and it will take prompt and effective remedial action to remedy the harassment. To the extent possible, the confidentiality of both the complaining party and the harassing party will be protected during the investigation process. At the conclusion of the investigation, the complaining party will be provided a report of the conclusions of the investigation, as well as a conference to discuss future procedures.

Harassment will not be tolerated, and if the investigation substantiates the complaining employee's claim that he or she has been subject to harassment in violation of this policy, the offending employee shall be disciplined accordingly, up to and including discharge. However, a complaint an employee knows to be false when made will subject the complaining employee to the same range of disciplinary actions.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature defined as, but not limited to, unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student. Such behavior shall constitute sexual harassment when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- ☞ Verbal harassment or abuse
- ☞ Pressure for sexual activity
- ☞ Repeated remarks to a person with sexual or demeaning implications
- ☞ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- ☞ Inappropriate patting or pinching
- ☞ Intentional brushing against a student's or an employee's body
- ☞ Any sexually motivated unwelcome touching

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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

If the complaint involves the building principal or counselor, the complaint may be filed directly with the superintendent.

The superintendent shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the superintendent within 5 school days of the complaint or report of sexual harassment.

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

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

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

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by the *Family Educational Rights and Privacy Act (FERPA)*. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

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

The District will provide periodic training, of no less than a yearly interval, to staff and students regarding identifying and responding to sexual harassment.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



Descriptor Term:
COMPLAINTS AND GRIEVANCES

Descriptor Code:
GAE

Issue Date:

Revised
6-18-95
6-21-99
March 8, 2004
May 17, 2005

Proper steps for employee personnel complaints and grievances are:

Step 1. An employee who feels that he has a grievance should present the matter orally or in writing to his/her principal or immediate supervisor. A group of employees with the same grievance may file a group grievance. If the problem is resolved and no further action is necessary, the matter is considered closed. An employee shall be entitled to and shall be offered the opportunity to have a witness or representative of the employee's choice, other than a member of the employee's immediate family, present during any disciplinary or grievance matter with any administrator.

Step 2. If an employee feels his problem has not been resolved, he/she/they may file a written appeal to the Superintendent. This meeting shall occur within five (5) working days of the receipt of a written request from the employee.

Step 3. If the problem is unresolved after step two (2), the complainant may make a written request to the superintendent for a hearing before the Board of Directors at the next regularly scheduled board meeting unless both parties agree to a different date. Participants involved in the previous steps would be in attendance at this hearing. All parties to the grievance may be represented by a party of their own choosing at the board meeting, other than a member of the teacher's immediate family.

This policy is not applicable to evaluation, termination or non-renewal of employees as "Grievance" is defined as any concern related to personnel policy, salary, federal or state laws and regulations, or terms or conditions of employment raised by an employee". However; on the determination by the principal, superintendent, or their designees that the concern expressed by the employee is not a grievance, that determination may be appealed to the board.

In accordance with Act 968 of 1995, certified employees who feel that any action taken by the school district to discipline a student does not follow school district discipline policies may appeal under the provisions of this policy.

The decision of the Board shall be final.

Any provisions of existing law not specified in this policy shall still be in effect.

Note: Acts 869 & 1357 of 2003; Act 1017 of 2005

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
EXTRACURRICULAR PARTICIPATION
POLICY

Descriptor Code
GAF

Issue Date
6-10-86

Revised
March 8, 2004

The Gentry Public Schools believe strongly in the opportunities provided by the many academic and extracurricular activities of the District. Being a school with a relatively small student body, students may on occasion have activities which occur at the same time. The District believes that no student should be forced or intimidated in any way to do one specific activity at the expense of another since all school activities provide educational enrichment and are worthy in themselves without being judged as superior to any other school program.

In the event of a conflict between activities, a mutual and collective agreement will be made among the student(s), appropriate faculty sponsors, parents and administrators as to which activity best suits the needs of the student at that given moment. A school is nothing if a spirit of cooperation does not exist among all facets of a school's programs when it comes to solving minor problems. Students, in seeing such cooperative behavior first hand among their teachers, will learn the importance of mutual trust and professional courtesy in daily life and be encouraged to make rational decisions in their own lives during times of conflict.

Each athlete or participant in a school activity shall be provided with an Athletics and Activities Handbook, which shall specify rules, and regulations governing such school sponsored programs.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
CONFIDENTIALITY

Descriptor Code
GAFA

Issue Date
7-14-87

Revised
3-13-00

The Gentry Public Schools is dedicated to exercising its options in promoting good mental health for the students within its jurisdiction. School Personnel and students are to be aware that certain information cannot be considered confidential. School Personnel are obligated by law to report suspected child abuse and neglect (Act 397 of 1975). Furthermore, the Gentry Public Schools will make it a policy to report to the proper authorities student behavior which is deemed harmful to the student and/or others.

From time to time, in order to comply with state law or district policy, state or local law enforcement may be notified of student misconduct or criminal acts. Students are advised that they have the legal right to decline to be questioned by a law enforcement officer until their parent or parents can be present. Administration will make every effort to notify parents that their child has been reported by the school district to law enforcement at the parents' daytime telephone number as reflected in district records



Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term	Descriptor Code	Issue Date	Revised:
REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT	GAFB	7-14-87	7-1-96

When any teacher, school official, school counselor, or other school employee has reasonable cause to suspect that a child has been subjected to child maltreatment, or that a child has died as a result of child maltreatment, or who observes the child being subjected to conditions or circumstances which would reasonably result in child maltreatment s/he shall immediately notify central intake or law enforcement.

No privilege or contract shall relieve anyone, required by Arkansas Code Annotated 12-12-507 to make notification, of the requirement of making notification.

The staff of Gentry Public Schools will notify building principal/counselor and/or principal's designee when such a notification has been made.



**Gentry Public School District Board Policies
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Descriptor Term	Descriptor Code	Issue Date	Revised
PARENT-TEACHER CONFERENCES	GAH		March 8, 2004 January 18, 2010

Parent teacher conferences are a vital part of the teacher's work. Parent-teacher conferences will be scheduled during the first and third attendance quarters. At this time parents are requested to come for conferences and to pick up their child's grade card.

To the fullest extent possible, all grade level conferences with parent(s) and or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences.

Additional conferences, scheduled through the office, may be held as deemed necessary by either parent or teacher.

If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

The district believes that frequent communication between the school and parents or guardians is necessary for students have the greatest opportunity to maximize their educational opportunities. Thus, the Gentry School Board directs the instructional staff to initiate regular and periodic communications with parents or guardians through a variety of methods including, but not limited to, personal contacts, e-mail communications, notes, postal mailings, and conversations by telephone during the school year to discuss the student's academic progress. The instructional staff shall initiate more frequent contact for students not performing at the level expected for their grade.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term	Descriptor Code	Issue Date	Revised
FUND RAISING	GAHD	6-10-86	6-16-08

The Gentry Public Schools recognize that certain extracurricular activities within the District may require the solicitation of the community in order to raise funds for a specific activity. Each organization which intends to engage in a fund raising activity involving contact with the community in their homes or businesses (either in person or by mail) must follow the succeeding guidelines:

- A. The building Principal must be notified in writing by the activity sponsor(s) by October 1, of each year of all fund raising activities anticipated for the year. This request should show the amount of money anticipated to be raised by the activity, the duration of the sale, which members of the community are to be solicited, and the purpose(s) for which the funds will be used.
- B. The building Principal will notify the Superintendent of each community solicitation project. The Principal and Superintendent will discuss the merits of the project with the sponsor if there are any questions concerning the activity.
- C. Unless School Board approval is deemed necessary by the Superintendent, the Superintendent's approval of a project will be considered final.
- D. The School Board will have the final word on any fund raising activity deemed questionable by the Administration or community, but only after the sponsor(s) of the activity has been notified by the Administration that the project is to be postponed for consideration by the Board.
- E. Priorities for fund raising will be established by each building Principal. Priority will be given to each organization based on need, number of students who will benefit from the organization's profits, purpose of the fund raising activity, group which will be solicited, number of previous fund raisers by a group, etc. The Principal is charged with delineating such requirements for each building through consultation with each sponsor requesting a project.
- F. Upperclassman organizations and organizations which include memberships or activities which benefit a large percentage of the student body will have priority status in arranging fund raising activities.
- G. In-school fund raising activities or activities involving members of the community who come to the school to donate do not require written notification to the Principal. It is the Sponsor's duty, however, to make verbal arrangements with the Principal in scheduling such in-school fund raisers. Approval for such activities still belongs to the Principal, Superintendent, and, if necessary, the Board.
- H. All fund raising organizations are to avoid overlapping their sales to the community whenever possible.
- I. All fund raising organizations are asked to limit community sales to avoid taxing the good nature of the community.
- J. All fund raising organizations are to assess the merchandise or services offered to the community for its quality and/or value.
- K. Candy, gum or other products not allowed used in school as designated by the Student Handbook will not be sold during schools hours on campus. (First bell of first period to last bell of last period)
- L. Any solicitation from the community for donations of materials or money must be approved by the

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Principal and Superintendent and if deemed necessary, by the School Board.

In any of the above steps, the principal may appoint a designee in his/her place.



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Descriptor Term
PERSONNEL FILE

Descriptor Code
GAK

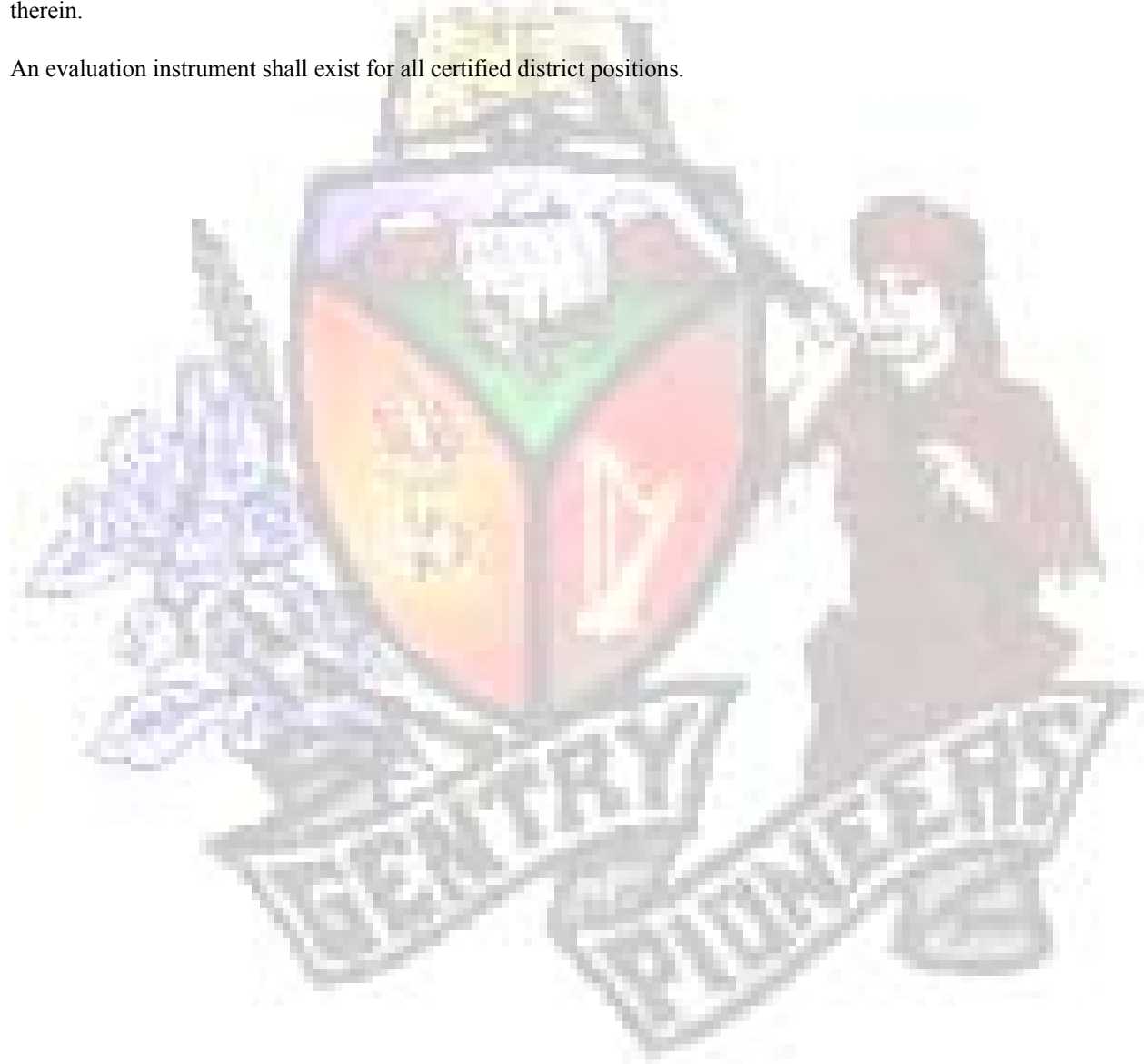
Issue Date

Revised
12-17-2008

The Gentry School District shall maintain a personnel file for each employee which shall be available to the employee for inspection and copying at the employee's expense during normal office hours.

The employee may submit for inclusion in the file written information in response to any of the material contained therein.

An evaluation instrument shall exist for all certified district positions.



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Descriptor Term
LINE OF AUTHORITY

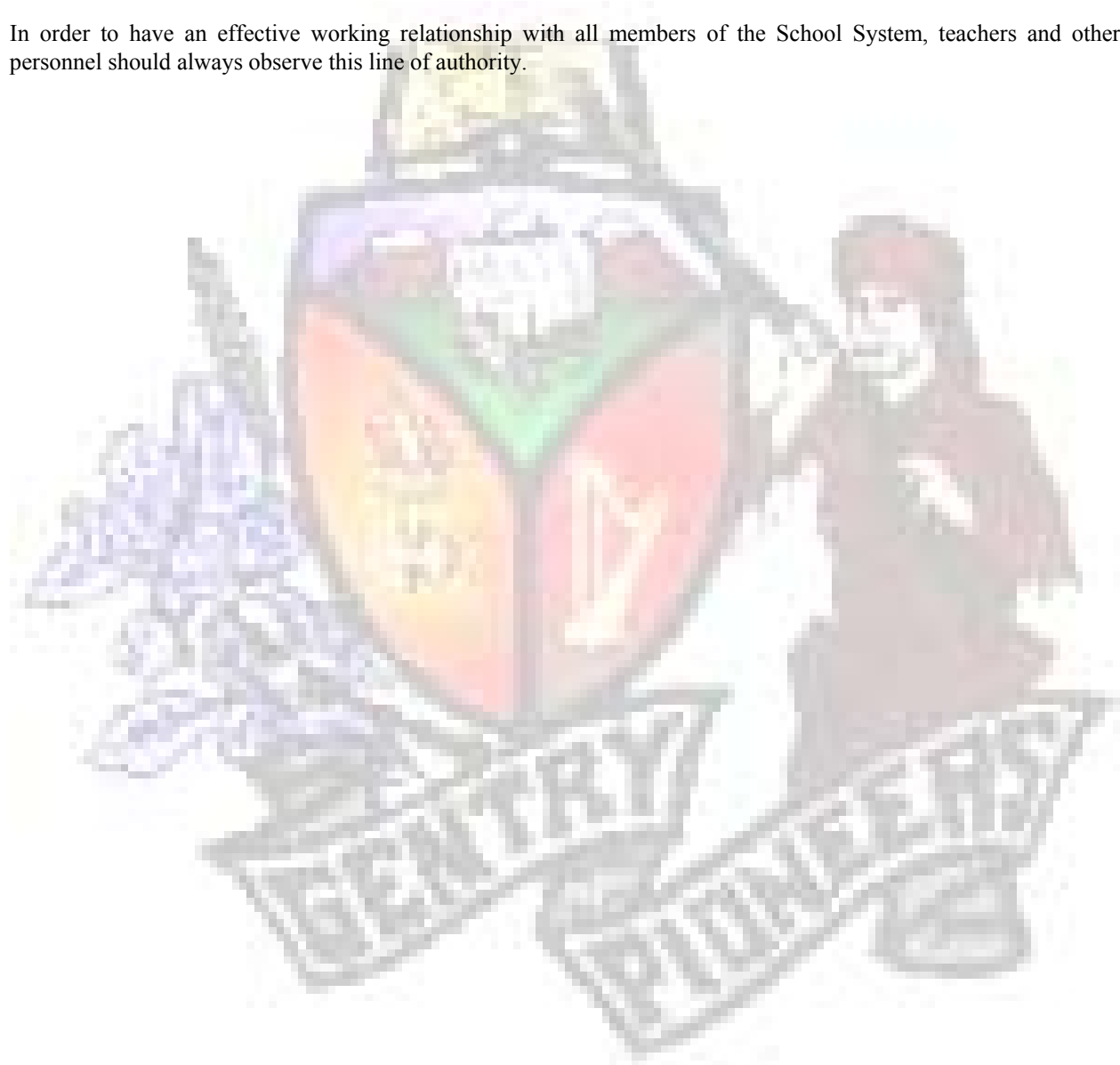
Descriptor Code
GAMA

Issue Date

Revised
May 20, 2002

All employees in the Gentry School System are directly responsible to their immediate supervisor ; the supervisor is directly responsible to the Superintendent; the Superintendent is directly responsible to the School Board; and the School Board is directly responsible to the community.

In order to have an effective working relationship with all members of the School System, teachers and other personnel should always observe this line of authority.

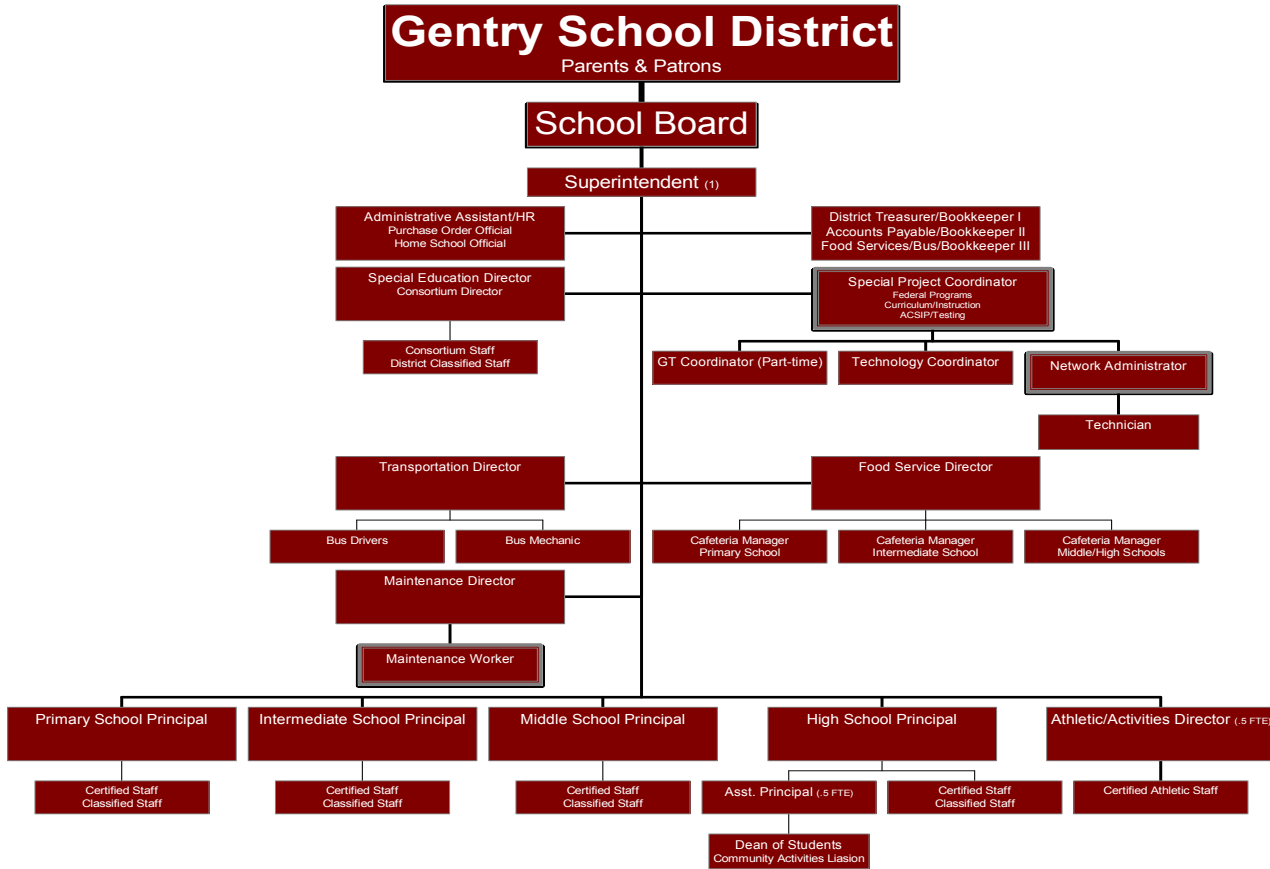


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Descriptor Term:
GRADING REQUIREMENTS

Descriptor Code:
GAMB

Issue Date:
6-30-92

Revised
7-1-93, 8-15-94
9-19-94, 3-16-95
10-21-96, 1-20-97
5-17-99, 01-20-02
1-21-03, 5/9/07, 12-17-07

A. Number of grades

Teachers are required to have proof of the student's grades; therefore, at least twelve (12) grades, equitably disbursed throughout the grading period, should be assigned each student during a nine-week period. The building principal must approve exceptions to this rule in advance and students must be notified in writing at the beginning of the grading period.

Examination

In grades 6-8, the giving of a nine week or semester exams is left to the discretion of the individual teacher. In grades 6-8, if a semester test is not given, the semester grade is an average of the first and second nine-weeks grades.

In grades 9 - 12, a comprehensive exam will be given at the end of each semester. In grades 9 - 12, nine-week grades will count 2/5 each and semester exams will count 1/5 toward the final grade

C. Test Exemption

Students are exempt from the second semester final exam if they have met the following grade and attendance requirements.

- No more than 6 absences and an A; or,
- No more than 3 absences and a B; or,
- No more than 2 absences and a C.

Students who are suspended to ISS or OSS during the second semester for any reason will not be exempt from any of his/her exams.

D. Grading scale

Each teacher will give marks as to accomplishment and skill in his/her practical field. All courses, except advanced placement, will be graded by the following scale according to Arkansas Code Annotated 6-15-902.

90 - 100 - A	70 - 79 - C	Below 60 - F
80 - 89 - B	60 - 69 - D	Incomplete - I

An incomplete (I) may be given when the student is given an extension of time to complete course requirements. Incomplete grades are the responsibility of the student and the student must make arrangements for completing the work necessary for a permanent grade. An incomplete grade will automatically become an "F" ten (10) school days after the end of the grading period unless the student has received an extension of time from the teacher.

E. Grades K – 5 Electives

Letter grades for K-5 grade electives shall be optional.

F. Grade recording

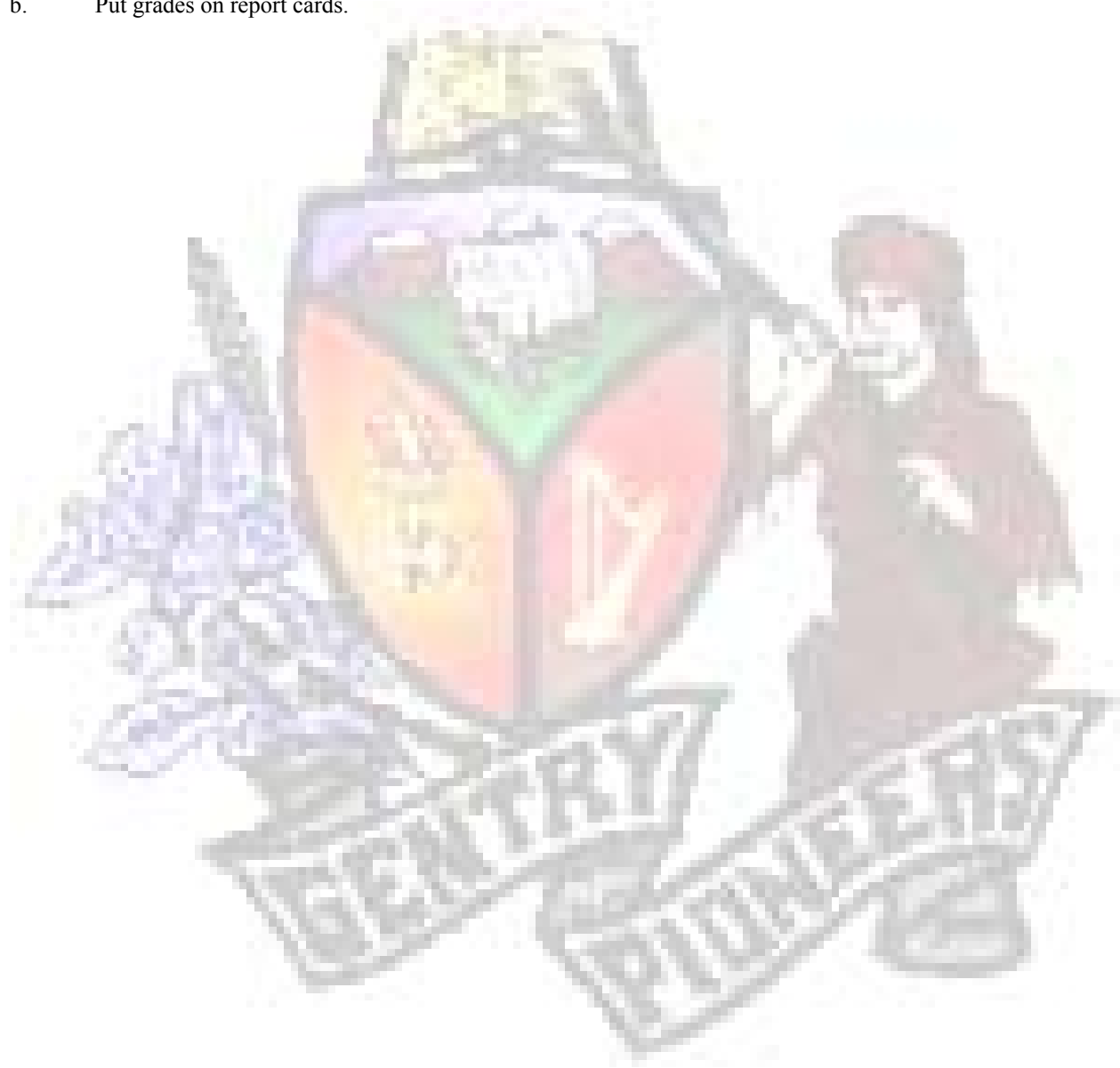
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1. When posting grades, the teacher will record total points earned out of total points possible.
2. At the end of each grading period (nine weeks), the teacher will:
 - a. Put both a percentage and letter grade on the teacher grade sheet; (High School only)
 - b. Put grades on report cards.



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Descriptor Term	Descriptor Code	Issue Date	Revised
DRESS	GAMC	6-21-88	5-20-02

Personal appearance plays a great part an employee’s success in the performance of hi/her respective duties. Each employee should consider it his/her responsibility to be dressed in a manner that reflects honor on the profession and sets a good example for students by wearing clothing that is appropriate for his/her type of duties. There will be no athletic apparel or blue jeans worn except at the discretion of the employee's immediate supervisor.



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Descriptor Term
INTRASCHOOL FUNDS

Descriptor Code
GAMD

Issue Date

Revised
12-20-01

School employees are advised that they assume complete responsibility for funds in their care. Teachers should deposit funds daily with the Principal or person designated by him/her. A receipt will be furnished for all funds deposited with the Principal or his/her designee. The following procedures, while not all inclusive, are mandated as minimum board requirements for the management of intraschool funds:

1. All currency, coins, checks, and/or all other monetary medium, hereafter called money is to be received, receipted, and should be deposited on a daily basis.
2. All money collected by teachers shall be brought to the school secretary by the end of the work day and receipted that same day. No money is to be left in the classroom at the end of the school day.
3. Wire transaction deposits shall be receipted on the day that notice of deposit is received and/or verified by the bank.
4. When money is received, the person submitting the money and the secretary shall agree to the amount given prior to a receipt being written.
5. When a receipt has been written, the money becomes the responsibility of the person signing the receipt.
6. No alterations to receipts will be made without reporting the reason for the alteration to the principal. The supervisor and person who originally signed the receipt shall initial by the alteration. A written explanation as to the reason for the alteration shall be attached to the receipt.
7. All money on hand shall be placed in a locked fire-rated cabinet until the deposit is made. Only the principal and/or assistant principal and school secretary shall have access to the cabinet key and access to the cabinet.
8. No purchase, using school funds, will be made with cash unless made from the petty cash fund as governed by A.C.A. 6-20-409 or other applicable code(s). At all times the paid invoices in the petty cash fund and the sum of the money within the fund shall equal the fiscal year beginning amount of the fund balance.
9. All activity purchases must have prior approval of the principal at the campus where the activity exists.
10. All purchases with which district funds will be expended must be made by purchase order and have prior approval of the principal and superintendent before the money is obligated.
11. Money collected at nighttime activities shall be the responsibility of the activity sponsor. The athletic director shall be responsible for the safekeeping of funds collected at nighttime or weekend events. The athletic director may designate another school employee to complete the collection process but retains the responsibility for the money. It is suggested that arrangements be made with the bank that holds the activity account to allow nighttime drop-off until the money can be properly receipted the next business day.
12. All irregularities are to be reported immediately to the superintendent.
13. Any deviation in the above procedure shall be grounds for disciplinary action up to a recommendation of termination of contract.

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Descriptor Term	Descriptor Code	Issue Date	Revised
MEDICATION/FIRST AID	GAME	10-20-92	6-21-99, 5-19-2004 5-17-05, 5-19-08

Except for medications used in first aid, no medications will be administered to students on any school premises by school personnel unless the student requires the medication to attend school. Parents and physicians are urged to schedule the administration of all medication to students at home. When home administration is not possible, prescription drug will be administered at school under the following conditions:

1. It will be ascertained directly from the physician treating the pupil that administering the medication at school is necessary for the health and well-being of the pupil and that no other time schedule for taking the drug is possible.
2. A written statement or prescription will be obtained from the doctor stating the diagnosis, method, amount, and schedule for medicine to be administered. This includes prescription and non-prescription drugs.
3. Parent will fill out school medication permit requesting the school nurse or nurse's designee assist the pupil as recommended by the doctor.
4. Parent's signature on medication permit will be construed as a statement of waiver releasing the school district and its personnel from any and all liability for any undesired or adverse reaction resulting from the medicine being administered.
5. All medication must be delivered to school in its original container by the parent/guardian and possessing the following data:
 - a. Child's name
 - b. Physician's name
 - c. Date of prescription
 - d. Name of drug
 - e. Directions for administration

Only the dosage required should be sent to school daily unless other arrangements are approved by principal. Student's are required to take original medication container home daily unless other arrangements are approved by principal.

6. If medication is to be administered for a prolonged basis, the school nurse will check with the physician at intervals no greater three months to determine the efficacy of the medication and determine if it needs to be continued at school.
7. Non-aspirin or like non-prescription medication will be administered at school upon parent's request and signing of medication permit. Such medicine will be delivered to school in original container with the pupil's name labeled on the container. Waiver conditions will be the same as specified in item 4 above. All over the counter medications must be brought from home. Aspirin will not be given, due to increased risk of Reye's Syndrome and other complications. If the medication must be kept at school for more than one week a doctor's note will be required. Cough drops are considered over the counter medication.
8. On written direction from a student's physician, a student who has a life-threatening condition, such as asthma, may be allowed to keep medication, such as an inhaler, auto-injectable epinephrine, or both, on their person or within their personal possessions. The letter from the student's physician shall be maintained in the student's health file.

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Emergency care for students will be as follow:

1. Minor injuries, such as small cuts and abrasions, will be washed with plain soap and water only.
2. If the injuries require more than the above treatment in item 1, the parent will be contacted and no additional first aid will be administered.
3. All students are required to have on file an Emergency Procedure Form signed by child's parent or guardian which authorizes the school to provide life-saving measures in the event of an emergency. Such form will provide the parent's or guardian's home and work telephone numbers.

If life-saving measures are required and the parent cannot be reached, such measures will be administered by qualified personnel until the student can be transported to the emergency room of a hospital. Emergency Procedure Forms will be kept in the respective school's principal's office. A copy of this form will be taken for each student on school-sponsored trips away from the school campus.

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Descriptor Term
PURCHASES

Descriptor Code
GAMF

Issue Date

Revised
May 20, 2002

It shall be the policy of the Gentry School District that the purchase of supplies, materials and services will be approved at the Superintendent level.

The proper procedure is to complete a purchase order, which is available from the employee's immediate supervisor. The purchase order should then be submitted to the employee's immediate supervisor for approval. All purchase orders will be forwarded to the superintendent to be approved and countersigned.

Obligations made by school employees in a manner other than that described in this policy shall become obligations of the employee.



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Descriptor Term
ERRANDS

Descriptor Code
GAMG

Issue Date

Faculty members are not to send students outside the building on errands unless permission has been secured from the Principal.

Errands within the building should be limited to an emergency. No teacher should permit students to leave the classroom for any reason without a pass (special excuse) or written permission from the office.



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Descriptor Term
FIELD TRIPS

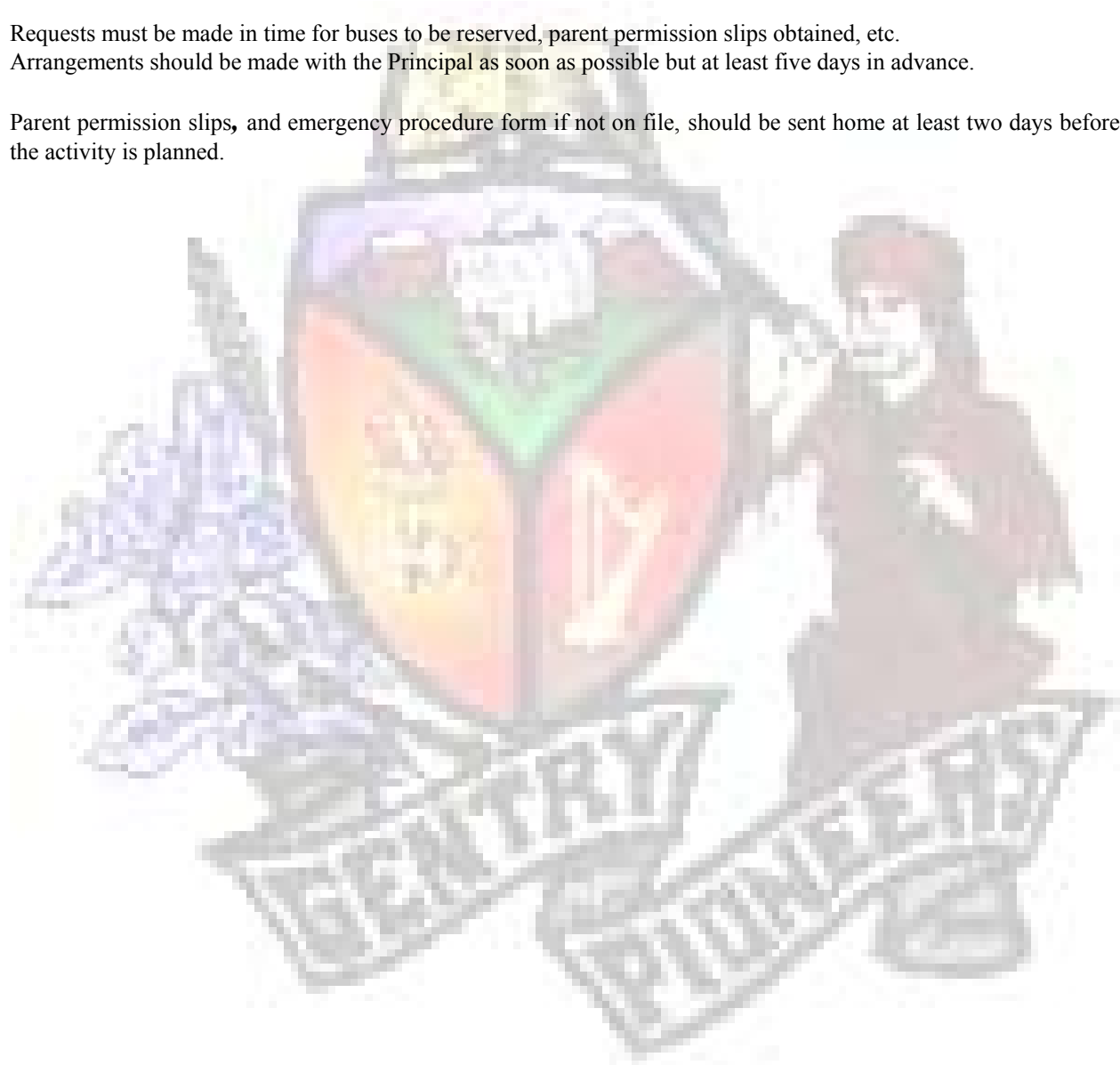
Descriptor Code
GAMH

Issue Date
6-12-86
March 8, 2004

All field trips must be approved by the Principal. All athletic, music, club and school trips are considered field trips.

Requests must be made in time for buses to be reserved, parent permission slips obtained, etc. Arrangements should be made with the Principal as soon as possible but at least five days in advance.

Parent permission slips, and emergency procedure form if not on file, should be sent home at least two days before the activity is planned.



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Descriptor Term
RESIDENCY REQUIREMENTS

Descriptor Code
GAMI

Issue Date

Revised
May 20, 2002

All employees of the Gentry School District must reside near enough to their place of employment to enable them to fulfill all professional responsibilities. It is preferred that they live in the school district.



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Descriptor Term	Descriptor Code	Issue Date	Revised
PROCEDURES FOR PLACEMENT ON THE SALARY SCHEDULE	GBA	6-30-92	3-16-95, 3-13-00 4-19-05

The Gentry School District's salary schedule recognizes years of teaching experience and additional college hours and degrees.

A. Part-time employment:

Teachers employed for as much as two-fifths and up to and including one-half time shall receive one-half year salary credit each year. Teachers employed more than one-half time shall receive a full years salary credit each year.

B. Additional hours and degrees

1. Prior approval:

In order to assure salary credit for college work, each staff member shall secure the approval of the Superintendent prior to beginning the activity. Requests shall be made on forms furnished by the Administration.

2. College or University credit:

Degree: A degree granted by an accredited college or university in the teaching assignment field shall be honored. Only one degree at each level shall be credited as a degree on the salary schedule.

3. Semester hours:

All credit hours, graduate or undergraduate, granted by an accredited college or university shall be counted with the following qualifications:

- a. Any hours to correct a deficiency for certification or to meet requirements of the Arkansas Department of Education concerning education or subject matter, shall be made up before starting on the next vertical step on the salary schedule.
- b. Hours secured in the pursuance of an advanced degree in the field of one's teaching assignment, but for which the degree has not yet been granted, shall be given full credit.
- c. Hours earned to meet requirements for steps on the current salary schedule shall be given credit if they are earned after certification requirements have been met. Courses should be chosen to fit the individual needs of each staff member, and the teaching assignment.
- d. Any hours completed in the teaching field or related field, as determined by the Board of Education, toward a degree, will count toward advancement on the salary scale.

Salary increase will become effective on the employee's next year's contract of employment.

- e. Courses taken at the request of the administration in preparation for a change in teaching fields shall be given full credit.

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Descriptor Term	Descriptor Code	Issue Date	Revised
PAY POLICIES	GBAA	6-10-86	7-14-87,7-1-96 6-15-98, 9-21-98

- A. All staff will have their contracted amount paid in twelve (12) or thirteen (13) installments.
- B. Twelve month (245 day contract) certified employees will be paid in twelve (12) installments beginning in July and will be paid on or prior to the 20th of each month.
- C. Twelve month (245 day contract) classified employees will be paid in twelve (12) installments beginning in July and will be paid on or prior to the 30th of each month.
- D. Twelve month (245 day contract) classified employees, who wish for warrants to be deposited electronically, will be paid in thirteen (13) installments beginning in July and will be paid on or prior to the 20th of each month. The thirteenth (13th) installment will be paid prior to or on June 30th.
- E. Ten month (205 day contract) employees will be paid in twelve installments beginning in August and will be paid on or prior to the 20th of each month thereafter for September, October, November, December, January, February, March, April, and May. The final two installments will be paid prior to or on June 30th.
- F. Nine month (185 day contract) and Nine and one-half month (195 day contract) certified and classified employees will be paid in twelve installments beginning in September and will be paid on or prior to the 20th of each month thereafter for October, November, December, January, February, March, April, and May. The final three installments will be paid prior to or on June 30th.
- G. Nine month (185 day contract) employees who receive a stipend for an activity that begins in August will be paid in twelve installments beginning in August and will be paid on or prior to the 20th of each month thereafter for September, October, November, December, January, February, March, April, and May. The final two installments will be paid prior to or on June 30th.
- H. Employees whose remuneration is based on time sheets or per diem awards will be paid on or prior to the 20th of the month and/or succeeding month in which the compensation was earned.
- I. Pay checks may be obtained up to one (1) week early at the discretion of the administration for emergencies only.
- J. All staff may elect to have their payments deposited electronically to his/her respective bank account. Staff who elect to have funds deposited electronically may not obtain an early payment of warrant.

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Descriptor Term
Garnishment of Wages

Descriptor Code
GBAAB

Issue Date
June 16, 2008

Revised

Upon the garnishment of salaries, wages, or other compensation due from the District, the District shall hold, to the extent of the amount due upon the judgment and costs, subject to the order of the court, any nonexempt wages due or which subsequently become due. The judgment or balance due thereon is a lien on salaries, wages, or other compensation due at the time of the service of the execution, or as set out the following section.

The lien provided for in the previous section shall continue as to subsequent earnings until the total amount due upon the judgment and costs is paid or satisfied. The lien on subsequent earnings shall terminate sooner if the employment relationship is terminated or if the underlying judgment is vacated or modified.

Bottom of Form 1

The district will withhold two dollars and fifty cents (\$2.50) per pay period in addition to any ordered income-withholding amount for the administrative cost incurred in each withholding.

A.C.A. 16-110-415
A.C.A. 16-110-417

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Descriptor Term	Descriptor Code	Issue Date	Revised
PAYMENT FOR UNUSED SICK LEAVE	GBAB	5-11-82	6-21-88 1-19-98 5-20-02

The District will buy any unused sick days accumulated during the current fiscal year in excess of twenty (20) accumulated days at the rate of pay for a certified substitute teacher.

A certified employee who chooses to receive payment for unused sick leave shall complete a form provided by the business office stating their request. In the event a dispute arises over the number of days a certified employee has to his credit, the records contained in the payroll office shall be official.

As a method of recognizing service to the Gentry District and to the State of Arkansas, the District will buy all unused sick leave from any certified personnel who has reached the maximum number of years so as to be eligible for full retirement benefits provided that such employee has worked the last consecutive ten (10) years within the Gentry School District. The District will buy, on the employee's retirement, the unused sick days at the rate of pay for a certified substitute teacher .

If a certified employee is eligible for retirement as described above but has not met the ten consecutive year requirement, the District will buy, on the employee's retirement, the unused sick days at one-half (½) the rate of pay for a certified substitute teacher .

The benefits as described above shall convey to the beneficiary or estate of a staff member who dies while under contract to the school district.

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Descriptor Term
TEACHER DUTIES

Descriptor Code
GBBA

Issue Date
June 15, 1993

- COMPETENCY: I. The teacher communicates accurately and effectively in the content area and maintains a professional rapport with students.
- COMPETENCY: II. The teacher obtains feedback from and communicates with students, parents, and other appropriate persons in a manner which enhances student learning and understanding.
- COMPETENCY: III. The teacher encourages the development of student involvement, responsibility and critical thinking skills.
- COMPETENCY: IV. The teacher manages the classroom to ensure the best use of instructional time.
- COMPETENCY: V. The teacher creates an atmosphere conducive to learning, self-discipline, and the development of realistic and positive self-concept.
- COMPETENCY: VI. The teacher uses a variety of instructional techniques, methods and media related to the objective.
- COMPETENCY: VII. The teacher organizes instruction to take into account individual and cultural differences among learners.
- COMPETENCY: VIII. The teacher plans instruction to achieve selected objectives.
- COMPETENCY: IX. Minimum Performance Expectations

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the teacher's duties.

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Descriptor Term:
SUBSTITUTE TEACHERS

Descriptor Code:
GBBAA

Issue Date:

Revised
April 19, 2004
May 17, 2004

Substitute teachers are a vital part of the Gentry School educational program.

- A. Pursuant to A.C.A. 6-17-414, all substitute teachers shall apply to the Bureau of Identification and Information for statewide and nationwide criminal records checks, the latter to be conducted by the Federal Bureau of Investigation. The checks shall conform to the applicable federal standards and shall include the taking of fingerprints.
- B. Prior to beginning employment each school year, prospective substitutes must present a certificate of health dated not more than ninety (90) days prior to its being presented stating that the employee is free from tuberculosis.
- C. The district will provide training in student discipline and student safety prior to a substitute providing services.
- D. The minimum age of a substitute in grades 9-12 shall be 25 years of age. The minimum age of a substitute for all other grades should be 21 years of age.
- E. A substitute should:
 - 1. Check with the office upon arrival and pick up "Teacher Folder". (This folder contains all basic information needed in addition to the lesson plans.)
 - 2. Take roll - make list of absentees to leave for regular teacher.
 - 3. Follow Lesson Plans and indicate material covered.
 - 4. Maintain proper discipline.
 - 5. Assume all duties of the regular teacher.
 - 6. Information gained about any student while substituting is privileged and should shall not be discussed outside of school.
- F. Substitute teachers will be more effective if teachers will follow the suggestions listed below: A teacher should:
 - 1. Prepare a folder to be filed in the office containing:
 - a. A schedule of classes and special duties
 - b. A student roll for each class period
 - c. A seating chart
 - d. A list of special rules and routines
 - e. Any pertinent information about students (Any health habits, behavior, etc.,

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important for the student to function properly)

- f. Designate two dependable students in each class a substitute could question if additional information about routine, assignments, etc. is required
 - g. A note of special instruction for the particular room (example: turning off machines, leaving the bulletin board as is, keeping teacher's edition of texts at desk, etc.)
 - h. A list of any students who will be leaving for special education help, cafeteria, etc.
2. Give as much advance notice of his/her absences as possible.
 3. Maintain adequate lesson plans one week in advance of his/her current work and leave plans in his/her desk or office area.
 4. Send or leave all books and materials that the substitute will need.
 5. Discuss with the substitute upon the regular teacher's return any problems that arose during the tenure of the substitute.
 6. Make arrangements with the Principal while at school, if the reason for the absence is known in advance.
 7. As soon as a teacher knows he/she cannot be at school he/she should call the Principal. Call the secretary if the Principal cannot be reached.
 8. If the teacher is absent over an extended period, he/she and the substitute are to remain in contact, if possible. This procedure will keep the regular teacher posted on the class progress and allow him/her to advise the substitute on lesson plans and other phases of the instructional program.
 9. The regular teacher will notify the school secretary in advance of the date he/she plans to return to work.

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Descriptor Term:
SUBSTITUTE TEACHER
COMPENSATION

Descriptor Code:
GBBAAA

Issue Date:
12-15-92

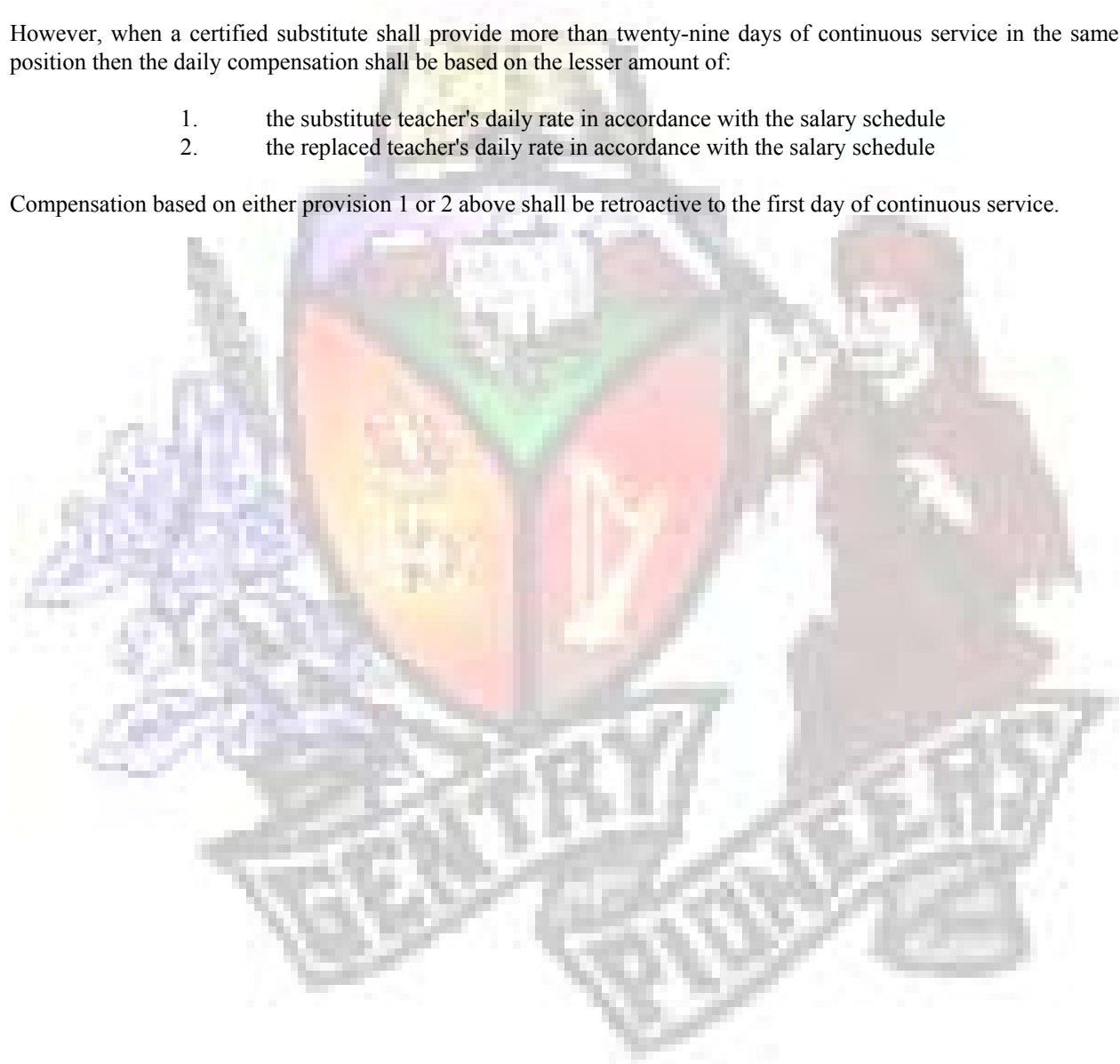
Revised:
7-1-96, 3-26-01, 4-18-05
4-13-09

Compensation of substitute services shall be based on a daily rate of \$60 per day for non-certified substitute teachers and \$70 per day for certified substitute teachers.

However, when a certified substitute shall provide more than twenty-nine days of continuous service in the same position then the daily compensation shall be based on the lesser amount of:

1. the substitute teacher's daily rate in accordance with the salary schedule
2. the replaced teacher's daily rate in accordance with the salary schedule

Compensation based on either provision 1 or 2 above shall be retroactive to the first day of continuous service.



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Descriptor Term
MEDIA SPECIALIST DUTIES

Descriptor Code
GBBAB

Issue Date
June 15, 1993

- COMPETENCY: I. The librarian selects and requests media materials and equipment appropriate for the curriculum, students and teachers.
- COMPETENCY: II. The librarian keeps media/materials up-to-date through weeding, arranging and organizing materials.
- COMPETENCY: III. The librarian establishes a library program that supports the goals of the school.
- COMPETENCY: IV. The librarian maintains a functional and attractive library.
- COMPETENCY: V. The librarian demonstrates proficiency in the subject area.
- COMPETENCY: VI. The librarian works effectively with students.
- COMPETENCY: VII. The librarian works effectively with parents and community.
- COMPETENCY: VIII. The librarian works effectively with administration.
- COMPETENCY: IX. Minimum Performance Expectations.

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the media specialist's duties.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
SUPERINTENDENT DUTIES

Descriptor Code
GBBAC

Issue Date

The Superintendent shall be the chief executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system. He/she may delegate authority for the operation of various segments of the school system, but he/she shall be responsible to the Board for the results produced. His/her specific responsibilities shall be:

- A. To administer the development and maintenance of a positive educational program, designed to meet the needs of the community and to carry out policies of the Board.
- B. To recommend the number and types of positions required to provide proper personnel for the operation of such a program.
- C. To recommend policies on organization, finance, instruction, school plant, and other functions of the school program.
- D. To nominate for appointment, to assign, and to define the duties of all personnel, subject to approval of the Board.
- E. To supervise the preparation and the presentation of the annual and revised budgets to the Board of Directors for approval.
- F. To keep the Board of Directors continually informed on the progress and condition of the school.
- G. To attend and participate in all meetings of the Board of Directors.
- H. To conduct a continuous study of the development and needs of the school and to keep the public informed.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
ASSISTANT SUPERINTENDENT DUTIES	GBBAC-A	July 1, 1996	May 20, 2002 May 17, 2003 May 17, 2004

- A. To administer the development and maintenance of a Pre-Kindergarten to Twelfth grade integrated curriculum designed to meet the needs of the community and to carry out policies of the Board
- B. To solicit funding for educational programs through entitlement programs, grants, donations, and other Board approved means.
- C. To administer a comprehensive program of staff development for the district's certified employees.
- D. To administer a system of continuous evaluation of the district's curriculum as to its effectiveness of meeting the academic needs of the students.
- E. To keep the Board continually informed on the progress and condition of the school's educational program.
- F. To provide support to the principals and superintendent in the evaluation of the effectiveness of various instructional techniques used in the district.
- G. To evaluate the instructional performance of certified teaching staff when requested by the principal and when such request is approved by the superintendent.
- H. To evaluate the performance and the program effectiveness of the District Technology Coordinator, the ESL/LEP Coordinator, the campus Parent Involvement Coordinators, the Gifted & Talented Coordinator, and other such positions as may develop.
- I. To develop and administer a public relations program to keep the district's parents and patrons informed as to the efforts and progress of the school's instructional program.
- J. To attend and participate in all meetings of the Board of Directors.
- K. To serve as the chief executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system in the absence of the superintendent.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
Federal Programs/
Curriculum Coordinator

Descriptor Code
GBBAC-B

Issue Date
January 28, 2008

Revised

- A. To administer the development and maintenance of a Pre-Kindergarten to Twelfth grade integrated curriculum designed to meet the needs of the community and to carry out policies of the Board
- B. To solicit funding for educational programs through entitlement programs, grants, donations, and other Board approved means. This includes:
- Title I
 - Title II
 - Title III
 - Title V
 - Alternative Learning Environment (ALE)
 - English Language Learners (ELL)
 - National School Lunch Act (NSLA)
 - Professional Development (P.D.)
 - Migrant Education
 - Other related Federal & State Programs
- C. To administer the Arkansas Consolidated School Improvement Plan (ASCIP) process for the district and each campus.
- D. To administer a comprehensive program of staff development for the district's certified employees.
- E. To administer a system of continuous evaluation of the district's curriculum as to its effectiveness of meeting the academic needs of the students.
- F. To keep the Board continually informed on the progress and condition of the school's educational program.
- G. To provide support to the principals and superintendent in the evaluation of the effectiveness of various instructional techniques used in the district.
- H. To attend and participate in all meetings of the Board of Directors
- I. To perform other duties as assigned by the superintendent of schools

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
PRINCIPAL DUTIES

Descriptor Code
GBBAD

Issue Date
June 15, 1993

- COMPETENCY: I. The principal manages school staff and finances effectively.
- COMPETENCY: II. The Principal acts as the instructional leader.
- COMPETENCY: III. The principal evaluates the instructional program and staff.
- COMPETENCY: IV. The principal demonstrates good communication and interpersonal skills with staff, students, parents, and community.
- COMPETENCY: V. The principal provides in-service education based on needs assessment.
- COMPETENCY: VI. The principal possesses the necessary organizational skills.
- COMPETENCY: VII. The principal manages the operation and maintenance of the physical plant.
- COMPETENCY: VIII. The principal performs duties in a professional and responsible manner.
(Minimum Performance Expectations)

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the principal's duties.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
ASSISTANT PRINCIPAL
DUTIES

Descriptor Code
GBBAD-A

Issue Date
July 1, 1996

- COMPETENCY: I. The assistant principal assists the building principal in the managing of school staff and finances effectively.
- COMPETENCY: II. The assistant principal assists the building principal in providing instructional leadership.
- COMPETENCY: III. The assistant principal helps the building principal evaluate the instructional program and staff.
- COMPETENCY: IV. The assistant principal demonstrates good communication and interpersonal skills with staff, students, parents, and community.
- COMPETENCY: V. The assistant principal assists the building principal in providing in-service education based on needs assessment.
- COMPETENCY: VI. The assistant principal possesses the necessary organizational skills.
- COMPETENCY: VII. The assistant principal assists the building principal in managing the operation and maintenance of the physical plant.
- COMPETENCY: VIII. The assistant principal performs duties in a professional and responsible manner. (Minimum Performance Expectations)

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the assistant principal's duties.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date
COUNSELOR DUTIES	GBBAE	June 15, 1993

- COMPETENCY: I. The counselor works effectively with students.
- COMPETENCY: II. The counselor works effectively with teachers.
- COMPETENCY: III. The counselor works effectively with administration.
- COMPETENCY: IV. The counselor works effectively with parents.
- COMPETENCY: V. The counselor maintains an effective counseling program.
- COMPETENCY: VI. Minimum Performance Expectations

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the counselor's duties.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



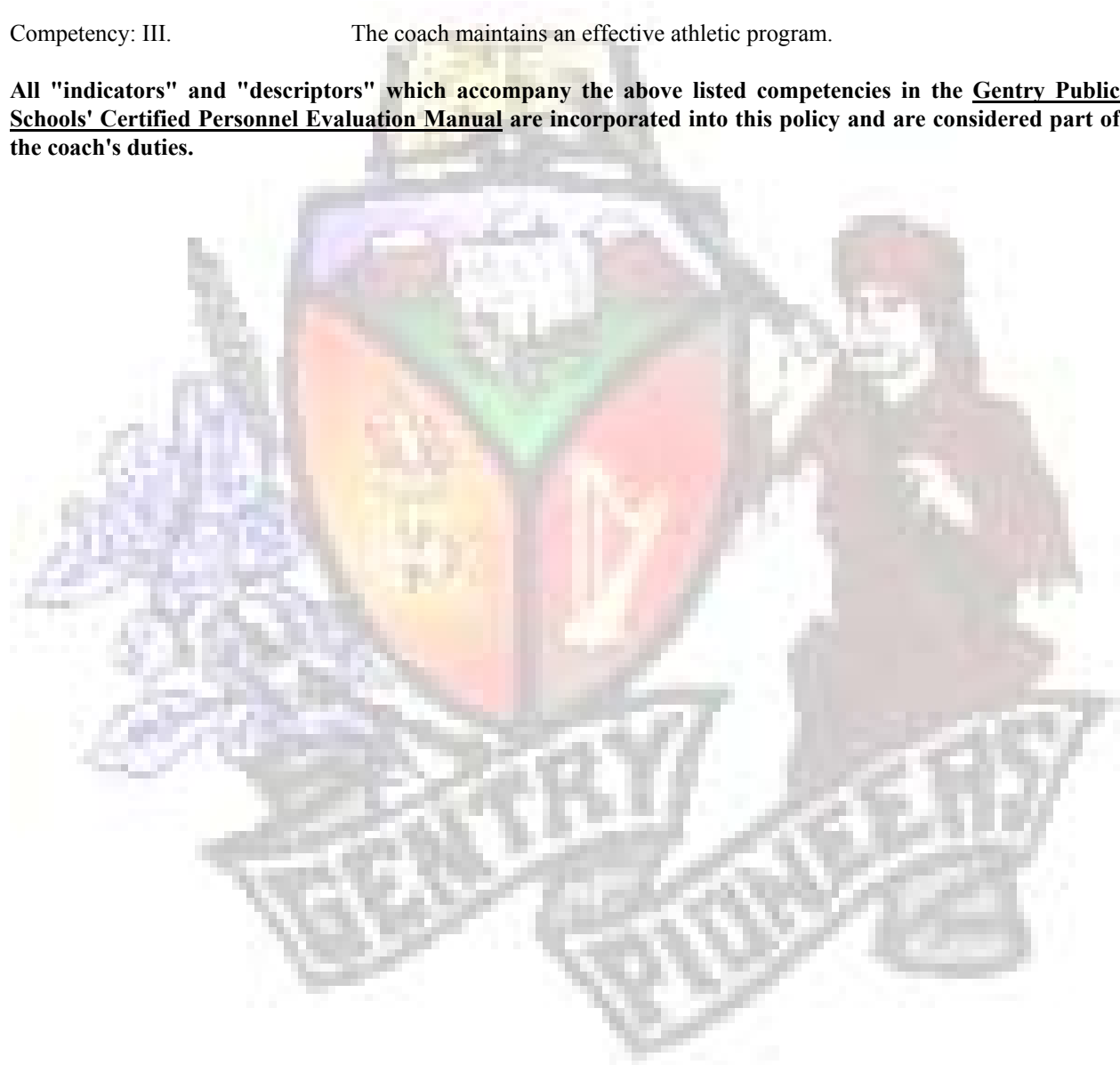
Descriptor Term
COACH DUTIES

Descriptor Code
GBBAF

Issue Date
June 15, 1993

- Competency: I. The coach works effectively with student athletes and parents.
- Competency: II. The coach works effectively with other coaches, teachers and administrators.
- Competency: III. The coach maintains an effective athletic program.

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the coach's duties.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



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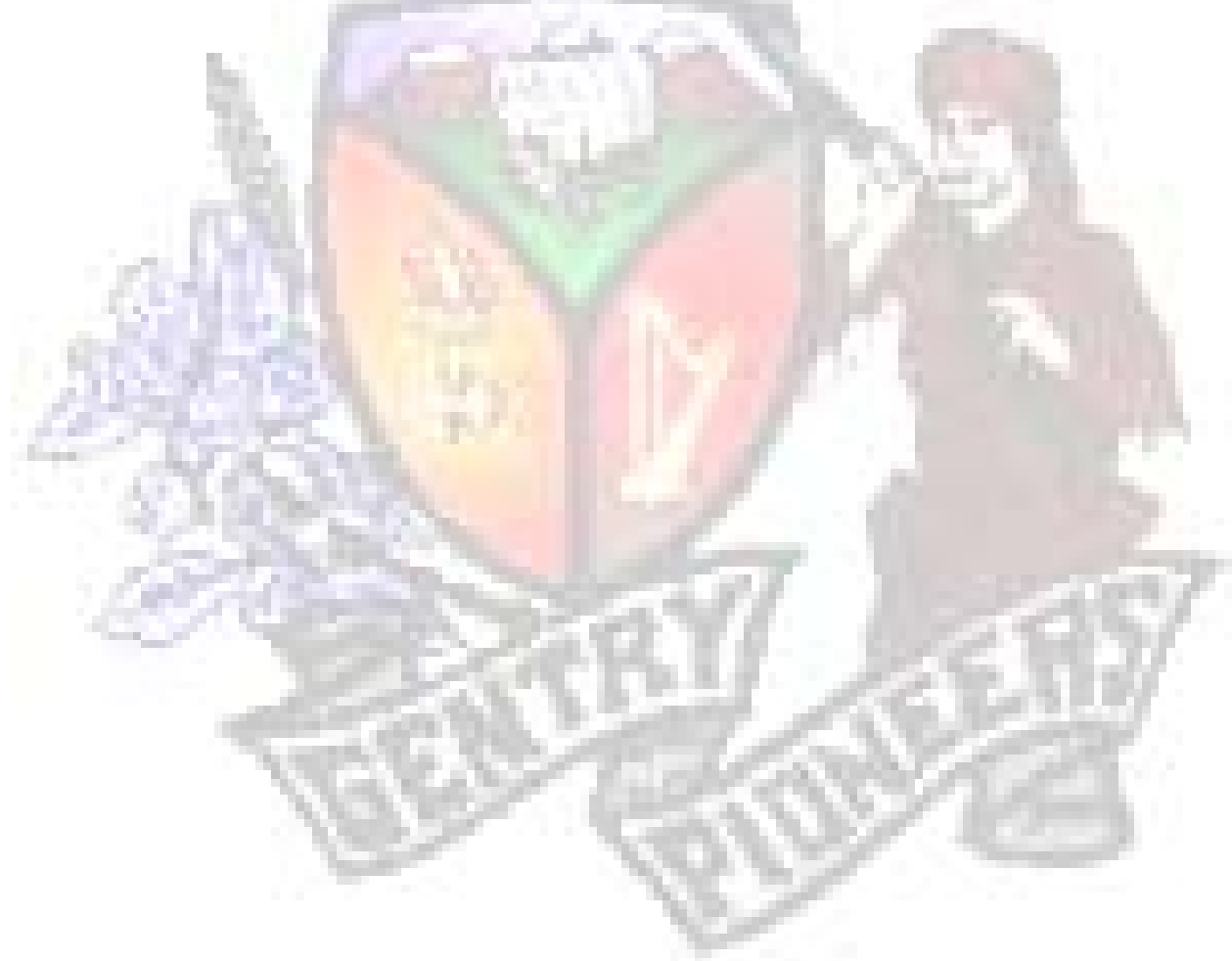
Descriptor Term	Descriptor Code	Issue Date
BAND/CHOIR DIRECTOR DUTIES	GBBAG	June 15, 1993

Competency: I. The director works effectively with music students and parents.

Competency: II. The director works effectively with other directors, music instructors, teachers, and administrators.

Competency: III. The director maintains an effective music program.

All "indicators" and "descriptors" which accompany the above listed competencies in the Gentry Public Schools' Certified Personnel Evaluation Manual are incorporated into this policy and are considered part of the director's duties.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
ATHLETIC DIRECTOR DUTIES	GBBAH	2-18-93	3-13-00

The Athletic Director's position exists to help ensure that Gentry Public School's athletic program operates effectively and efficiently and compliments the other extra-curricular and academic programs offered by the school.

The Athletic Director's position in the chain-of-command is one of support staff. Evaluation of coaching or other personnel is not included within the scope of duties unless the position is held by an employee who already has staff evaluation within his or her scope of duties..

The Athletic Director shall work under the direct supervision of each school principal with regard to the operation of the athletic program on each principal's respective campus. Following are general duties of the Athletic Director:

1. To coordinate the total athletic program of the district.
2. To assist in the supervision of the operation and maintenance of the buildings, grounds, and all school property used by the athletic program.
3. To ensure that the athletic program meets all rules and regulations of the Arkansas Activities Association and maintains compliance with changing provisions of the AAA.
4. To determine student eligibility for all athletic programs and complete all AAA eligibility forms.
5. To procure qualified officials to referee/judge all "home" athletic events and ensure that such officials are compensated in a timely manner.
6. To procure and schedule transportation for all "away" athletic events.
7. To coordinate with the coaching staff the scheduling of all athletic events.
8. To ensure that all athletic purchases are made in accordance with school board policy and to approve all purchases before request is forwarded to principal.
9. To effectively manage the athletic budget as provided by the superintendent and ensure that all phases of the total athletic program receive equitable funding from the provided budget.
10. To keep all administrators informed concerning the operation of the athletic program.
11. To promote safety for all athletes.
12. To be responsible for ensuring that all athletic equipment is in acceptable and safe condition.
13. To maintain an inventory and accounting system for all school athletic equipment.
14. To promote good community-school relations.
15. To coordinate all local, district, regional, and state athletic events hosted by Gentry Public Schools.
16. To perform other duties assigned by the superintendent.
17. To be available for consultation of hiring athletic personnel.



Descriptor Term:

Duty of teachers, classified school employees, and volunteers regarding school discipline.

Descriptor Code:

GBBAI

Issue Date

4-19-2004

Revised

Every teacher shall seek to exercise wholesome discipline in his or her school and endeavor by precept and otherwise to instill and cultivate in the pupils good morals and gentle manners.

Classified school employees, substitutes, and volunteers shall have as a minimum the responsibility to appropriately assist and support teachers in these efforts.

Teachers and administrators, classified school employees, substitutes, and volunteers shall be provided with appropriate student discipline training.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
Technology Coordinator Duties	GBBAJ	June 20, 2011	

Description: To provide leadership and coordination in the use of technology and the management of Gentry Public School's technology resources.

Qualifications:

1. Degree in education or experiences and knowledge of educational technology
2. Strong written and oral language skills
3. Ability to work well with others
4. Highly organized and self motivated

Duties Include:

1. Assist Staff and Students with technology projects, problems and questions
2. Develop and update the technology plan for the district
3. Provide professional development when needed in the areas of computers and other technology devices
4. Review and evaluate software to be implemented into the district
5. Maintain the district inventory database of all technology items - generate reports when requested for auditors or administrative purposes
6. Serve as the district APSCN network Administrator on the student side by setting up accounts, passwords, and managing accounts
7. Supervising high school apprenticeship students (when applicable)
8. Provide specifications, recommendations and implementation for staff development, hardware, software and system installations
9. Recommend and initiate special projects
10. Serve as the liaison between the school and community for implementation and communication of technology
11. Serve as the distance learning coordinator
12. Perform necessary paperwork for e-rate applications and reimbursements and other supplemental sources of funding for district technology
13. Website Management - maintain the district website, collaborating with individual campuses and departments to maintain their specific links located on the district website
14. Responsible for all the purchasing of technology items in the district
15. Other duties as assigned by supervisor

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
Network Administrator Duties

Descriptor Code
GBBAK

Issue Date
June 20, 2011

Revised

Description: Oversees the administration, management and maintenance of computer network systems at Gentry Public Schools.

Qualifications:

- 1) Education and training in computer science and network administration is preferred but not required
- 2) Experience in local and wide area networks management and administration including configuration, setup, troubleshooting, planning, designing, implementation, and user support
- 3) Ability to communicate orally and written in a professional manner
- 4) Works well both alone or in a team setting
- 5) Self motivated
- 6) Strong analytical skills

Duties Include:

- 1) Network administration (including backup, security management, user account management, email systems, web servers, internet access, office systems and applications support)
- 2) Assist Staff and Students with technology projects, problems and questions
- 3) Assists with technology planning and updating through ongoing research.
- 4) Upgrades, installs and troubleshoots networks
- 5) Assists in reviewing and evaluating software to be implemented into the district
- 6) Entering, changing and deleting inventory information in database as needed
- 7) Develops and documents system standards for computer and network devices
- 8) Performs technology needs analysis
- 9) Rolls out hardware and software to ensure optimal deployment of resources
- 10) Plans, implements, and supports the network and computing infrastructure plan
- 11) Manages small to medium sized projects according to agreed upon budgets and schedules
- 12) Other duties as assigned by supervisor

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
Computer Technician Duties

Descriptor Code
GBBAL

Issue Date
June 20, 2011

Revised

Description: A computer technician is responsible for general maintenance of computers and computer equipment and for resolving technical problems. The technician is expected to undertake general tasks which will promote seamless use of IT infrastructure in a work environment.

Qualifications:

- 7) Education or experience in troubleshooting and supporting computer desktops, hardware and software
- 8) Experience in local area network trouble shooting and user support
- 9) Ability to communicate orally and written in a professional manner
- 10) Works well both alone or in a team setting
- 11) Self motivated

Duties Include:

- 13) Assist Staff and Students with technology projects, problems and questions
- 14) Assists with technology planning and updating through ongoing research
- 15) Troubleshoot and diagnose computer and software problems in a timely and efficient manner and provide technical support when needed
- 16) Perform all designated installation procedures for both hardware and software, and provide and maintain appropriate documentation
- 17) Working with external tech support agencies if necessary to resolve technical problems
- 18) Inventorying, labeling, locating and relocating technology assets, as well as entering, changing and deleting inventory information in database
- 19) Maintaining computer peripheral equipment- Ex: printers, scanners, projectors and whiteboards
- 20) Troubleshooting wired and wireless networks, desktop and server hardware
- 21) Other duties as assigned by supervisor

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
Certified/Classified
Professional Standards of Conduct

Descriptor Code
GBC

Issue Date
2-18-93

All Gentry employees:

1. are to conduct themselves as professionals at all times.
2. are not to eat or drink during class time without the approval of the building principal.
3. are not to chew tobacco or smoke in the presence of students during the school day or school-sponsored activity.
4. are expected to be fair, patient, honest and cooperative with students, parents, staff, and others associated with the Gentry School District.
5. are expected to respond to deadlines and administrative requests in a timely manner.
6. are expected to recognize their position within the community and weigh carefully any remarks they make about the school's program, staff, or students.
7. are encouraged to participate in civic and community affairs with the Gentry School District as well as extra-curricular school activities.
8. are encouraged to be an active member of his/her academic professional organization.
9. are expected to dress in a professional manner conducive to a high standard of learning. (See GAMC)
10. are expected to respect the chain-of-command. (See GAMA)
11. are to exhibit personal standards of conduct worthy of emulation by Gentry Students.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
RENEWAL OF CONTRACTS	GBD	6-11-91	June 1, 2007

Staff members are appointed annually by the Board of Directors upon the recommendation of the Superintendent of Schools in accordance with Arkansas Code Annotated 6-17-1506.

The appointment of all certified personnel is evidenced by written contracts as stipulated in Arkansas Code Annotated 6-17-1506.

The summative performance review for the superintendent shall be conducted at the regular January school board meeting. A decision to renew or non-renew the superintendent's contract shall be made at that time.

The names of all administrative certified personnel being recommended for renewal shall be presented to the Board of Directors at its regular meeting in March of each year

The names of all non-administrative certified personnel being recommended for renewal shall be presented to the Board of Directors at its regular meeting in April of each year

Any certified staff member, excluding the superintendent, who has not been notified by May 1 that his or her contract has been recommended for nonrenewal, shall be automatically renewed in accordance with Arkansas Code Annotated 6-17-506.

All offers to renew annual contracts for teachers shall expire if not accepted in writing and returned to the office of the Superintendent thirty (30) days after issuance. Employees who have not signed and returned contracts to the office of the Superintendent within thirty (30) days will be notified in writing that the contract offer is being withdrawn.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term
INSULT OR ABUSE OF
A STAFF MEMBER

Descriptor Code
GBEA

Issue Date
1-19-93

A mandatory suspension home of ten days will be the consequence for any student who makes a written threat, oral threat, threatening gesture(s), or any other implied threat to any staff member of Gentry Public Schools.

A mandatory suspension home of ten days and a mandatory recommendation of expulsion made to the superintendent will be the consequence for any student who makes physical contact with any staff member of Gentry Public Schools if such contact is in conjunction with a stated, implied, or intentional physical threat.

Staff member is defined as any regular or temporary, certified or classified employee of Gentry Public Schools.

Students and non-students may face criminal prosecution under Arkansas Annotated Code 6-17-106 which states: Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable to a fine of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00)

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:
EMPLOYEE RELATIONS

Descriptor Code:
GBH

Issue Date:
May 18, 1998

Revised:
6-15-98
8-17-98

Employee-Student Relations

Any action or comment by a member of the school staff which invites romantic or sexual involvement with a student is considered to be highly unethical and is unacceptable to the Board. This includes, but is not limited to, inappropriate conversation, inappropriate touching, dating, cohabitation, and engaging in immoral conduct.

Employee-Employee Relations

Immoral acts, unprofessional conduct, or acts involving moral turpitude by an employee which indicate unfitness to work in a school setting or poses a danger to others will result in the immediate suspension of the employee and may result in the termination of such employee's contract of employment.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term:
Procedures For Conducting
Student Hearings

Descriptor Code:
GBI

Issue Date:
January 19, 2009

Revised:

It is the regular practice of the Gentry Board of Education not to use direct references to individuals in an open forum whenever possible. The board and superintendent would prefer to conduct this meeting in a closed session to protect the privacy of the student and school employees. Additionally, A.C.A. 6-18-507 allows the parent of the student to request that the hearing be conducted in executive session.

During the hearing the following rules of procedure will follow:

1. The board will first determine if the parent wishes the meeting to be private or public.
2. The board will next determine if the reason given for the suspension or expulsion recommendation is contested by the student or his or parents or guardians.
3. All comments will be directed to the Board. Unprofessional behavior or comments from either of the two parties will not be allowed. The general order of the hearing will proceed as follows:
4. The school superintendent, or his representative, will present his reason for recommending suspension or expulsion of the respective student.
5. The student, his or her parent or guardians, or other representative will present the student's reason(s) for the Board to reject or modify the recommendation of suspension or expulsion.
6. The board will not accept any unsolicited testimony.
7. If oral examination or testimony is presented, either party may object during the questioning. The Board will judge whether to overrule or sustain the objection.
 8. The Board reserves the right to determine whether material being presented by either party is relevant to the issue at hand.
9. If oral examination or testimony is presented, the other party shall have the right for cross-examination. Witnesses may also be called for rebuttal at the discretion of the Board.
10. The Board reserves the right to question the witness at the conclusion of cross-examination.
11. The Board reserves the right to limit the number of witness called by either party to substantiate a single, same issue when it is evident to the Board that such issue has either been substantiated or that additional testimony cannot add new information regarding the issue.
12. After each party has presented its reasons, each party shall have the opportunity to present a brief closing statement. The student or his or her representative will offer a closing statement first. The superintendent, or his representative, shall include within the closing statement a recommendation for the Board to consider.
13. At the conclusion of this hearing, public or private, the board may choose to meet in a closed executive personnel session to deliberate further on the matter. If so, after the executive session, the Board will return to public session and render a decision.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
TRANSFERS AND VACANCY	GBM	7-14-87	7-1-96, 7-5-2008 11-15-2010

When there is a vacancy, any staff member who is qualified by training and experience may request a transfer to the vacant position. This request must be made in writing to the building principal or supervisor in whose building or program the vacancy occurs.

Transfers may be granted if it is in the best interest of the total school program as determined by the building principals or supervisors involved, the superintendent, and the school board.

When the vacant position is one covered by board policies GBSB ADMINISTRATORS SCREENING COMMITTEE POLICY or is a position deemed by the school board to have a high public exposure and significant public contact as described in GBSB EMPLOYEE SCREENING COMMITTEE, then the transfer request will be made to the superintendent who shall convene the appropriate screening committee and present then transfer request for consideration. On recommendation from such committee that the transfer be granted, the superintendent, if concurring, shall make such recommendation to the school board. If the committee denies such request, or if the superintendent does not concur, the then the transfer request shall be denied.

It shall be mandatory that the reason(s) for the recommendation of an involuntary transfer be reviewed by the board prior to the transfer being made.

In cases where there is more than one qualified candidate for a vacancy, the person that is best suited by training, experience, past teaching success, and other qualities deemed necessary will be selected to fill the position. This determination will be made by the building principal or supervisor, the superintendent, and the school board.

Reasonable efforts shall be made to notify staff members currently employed in the system of vacancies occurring in the certified staff so that applications for transfer can be timely made and considered.

During the school year, notice of a vacancy will be posted on each teachers' lounge bulletin board, or by e-mail, for a period of not less than ten (10) days following acceptance by the School Board of that staff member's resignation or the creation of a new position. Applications for transfer will be accepted during this time.

During the summer months, notification will be handled as follows:

Staff members will indicate on their end-of-year check out sheets if they wish to be notified of a vacancy within their appropriate area of certification. Staff members will have ten (10) days in which to reply to such notice of vacancy. In extenuating circumstances, this ten (10) day limit of reply may be reduced.



Descriptor Term	Descriptor Code	Issue Date	Revised
PROBATIONARY TEACHER	GBNB	7-12-83	7-14-87 6-16-2008

A probationary teacher is one who has not completed three (3) years of employment in the Gentry School District. A teacher employed in a school district in this State for three (3) years shall serve one (1) additional year of probationary status upon employment by the Gentry School District.

Probationary teachers shall have at least two formal observations and two informal observations, and career teachers shall have two informal observations each year. This does not preclude administrators from making additional formal or informal observations.

Upon request, probationary teachers shall be granted an additional formal observation and career teachers, upon request, shall be granted a formal observation.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term:
DRUG AND ALCOHOL POLICY

Descriptor Code:
GBNC

Issue Date:
6-11-91,

Revised:
3-12-2001

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Gentry Board of Education 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, involving students.

All employees are prohibited from being under the influence of any illegal drug or alcohol on school premises or at any school activity.

The school district will attempt to assist any employee in need of alcohol or drug counseling or rehabilitation. Employees who have been found in violation of this policy or who think they may have a dependency on drugs or alcohol and who wish to seek treatment for this dependency must report their condition to the principal or superintendent and enroll in a qualified treatment program within two weeks of such report. The employee satisfying these conditions will be granted full use of the leave policies of the Gentry School District. The Gentry School District assumes no financial responsibility for such treatments.

School officials will cooperate fully with law enforcement personnel in the investigation of any drug or alcohol related incidents involving school employees. Such cooperation will include the random search of school property, including school-owned parking lots, by trained drug dogs of a law enforcement agency. The employee shall be afforded the right to due process, as afforded by law and/or the Arkansas Rules Of Criminal Procedure.

Violation of the standards of conduct outlined in this policy shall result in any of the following disciplinary actions:

1. Referral to Superintendent for incident violation.
2. Referral to, and completion of, an appropriate counseling/rehabilitation program.
3. Referral for prosecution if the incident involves the possession, sale or distribution of alcohol or drugs on school premises. (Employees involved in above disciplinary actions, one (1) and two (2), may be granted use of the district's leave policies.)
4. Referral to Superintendent for recommended suspension.
5. Dismissal from employment and non-renewal of contract if employee is found guilty by the court of possession, distribution or use of alcohol or drugs on school premises or if employee refuses to enter a rehabilitation program or for subsequent violations of this policy.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
FACULTY MEETINGS

Descriptor Code
GBRD

Issue Date

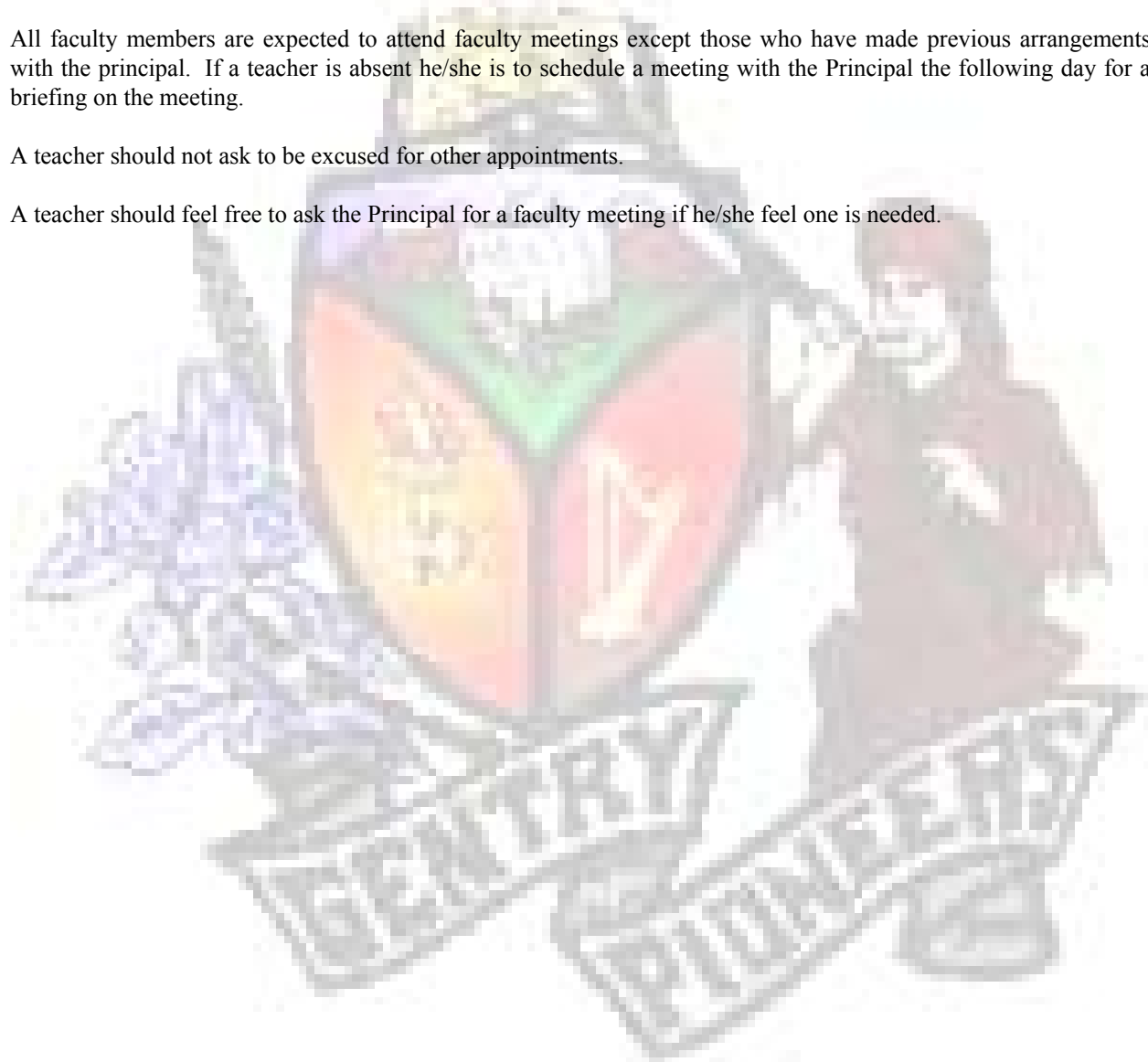
Revised
June 8, 2009

Faculty meetings provide opportunities for adequate communication and education or professional development within the school district. Principals will designate one afternoon a week for faculty meetings to be held when deemed necessary and or appropriate. Other building level and district-wide meetings may be called when needed. Efforts will be made to give advance notice when special meetings are necessary.

All faculty members are expected to attend faculty meetings except those who have made previous arrangements with the principal. If a teacher is absent he/she is to schedule a meeting with the Principal the following day for a briefing on the meeting.

A teacher should not ask to be excused for other appointments.

A teacher should feel free to ask the Principal for a faculty meeting if he/she feel one is needed.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term
LEAVE POLICY

Descriptor Code
GBRH

Issue Date
6-10-86

Revised
6-11-91, 5-20-02

The Gentry Public Schools recognize the need for employees to be protected from loss of salary during temporary absences from work caused by personal illness or disability, illness or bereavement in the immediate family, and other reasons of emergency or personal nature.

The Board of Education also agrees to protect the security of an employee who requests a leave of absence for an extended period by guaranteeing he or she to return to same or comparable position, provided the following procedures are met.

Leave of absence

A leave of absence with the privilege of returning to the same or as nearly comparable assignment as possible may be granted upon approval by the Board of Education under the following conditions:

1. A leave of absence may be granted for not less than one (1) semester nor more than two (2) semesters at any one time during a school term.
2. A minimum of three (3) years of approved service must be completed and the employee elected for the fourth consecutive year before he/she is eligible for a leave of absence with the privilege of being re-contracted and assigned.
3. When a leave of absence has been granted to the end of a scholastic year, the employee must notify the Superintendent by April 1, of his/her intention to resume work at the beginning of the next scholastic year or November 1, if he/she is to resume work the second semester.
4. Failure to comply with any of the following conditions shall be considered a resignation:
 - a. Notifying the Superintendent of intention to resume work as indicated
 - b. Reporting to duty at the expiration of a leave or absence
 - c. Requesting protracted leave
5. All requests for leaves of absence will be applied for in writing at least one (1) month in advance and granted in writing. Applications for leave of absence, except in emergencies such as ill health, must be filed with the Principal and the Superintendent in writing at least one (1) month before leave shall take effect.
6. All benefits to which an employee was entitled at the time his/her leave of absence commenced will be restored upon his/her return.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term:
SABBATICAL LEAVE

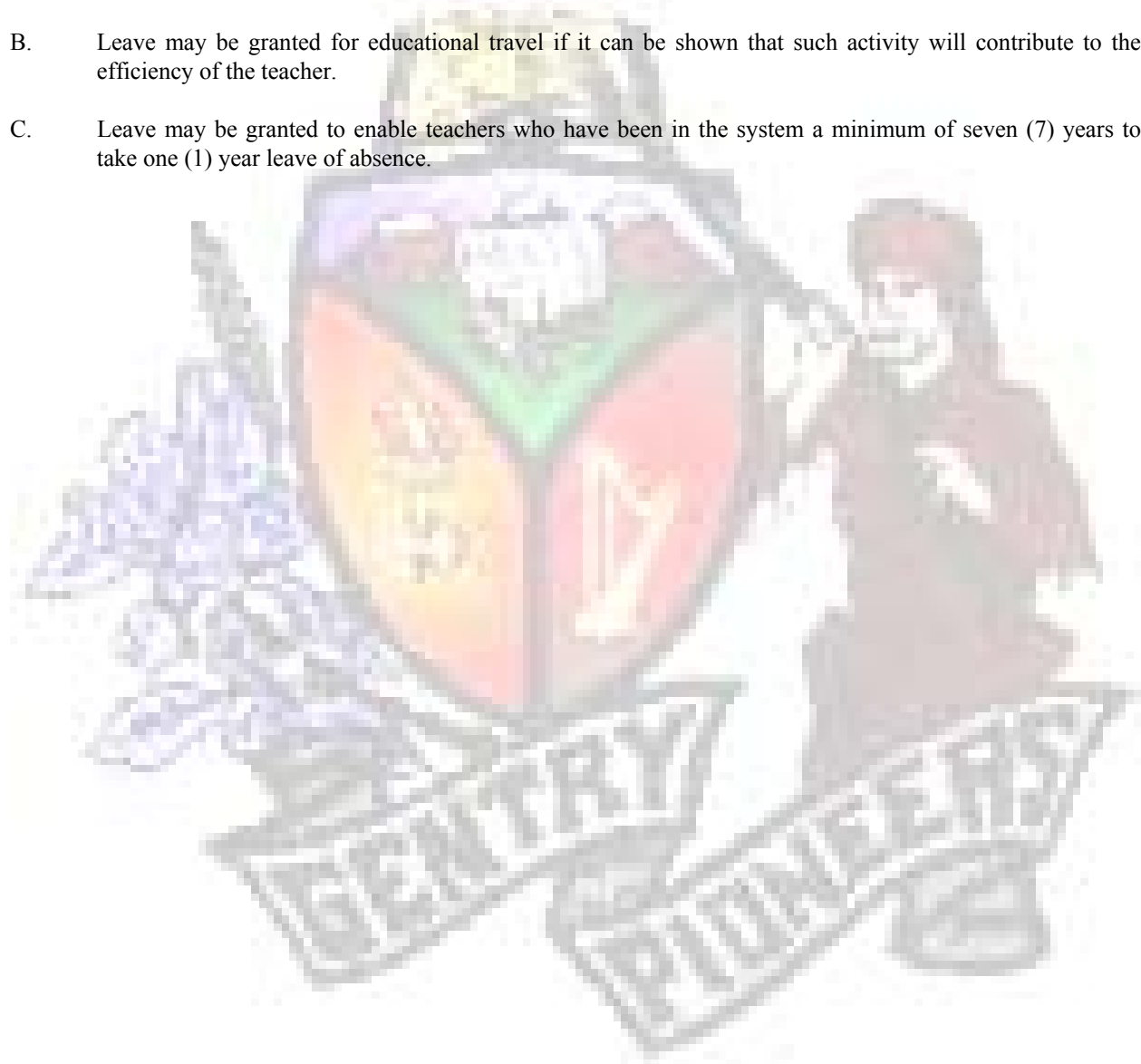
Descriptor Code:
GBRHA

Issue Date:
6-11-91

Revised:
6-20-94

An extended leave with the privilege of returning to the same or comparable assignment may be granted upon approval by the Board of Education under any of the following conditions:

- A. Leave may be granted for advanced study in the teacher's major field.
- B. Leave may be granted for educational travel if it can be shown that such activity will contribute to the efficiency of the teacher.
- C. Leave may be granted to enable teachers who have been in the system a minimum of seven (7) years to take one (1) year leave of absence.



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Descriptor Term
PROFESSIONAL LEAVE

Descriptor Code
GBRHB

Issue Date
6-21-88

Revised
June 1, 2007

Professional leave is defined as a temporary leave for the purpose of participating in public school or teacher related conventions, workshops, professional meetings within the teacher's areas of certification, and school functions that occur away from the school premises. Professional organizations are defined as grade level organizations, teacher associations, counselor's organizations, special service organizations, principal's organizations, and subject area organizations. School functions are defined as athletic or academic events related to a school district and meetings and conferences related to education.

The request for professional leave shall be submitted to the applicant's principal at least ten (10) school days prior to the requested leave. The leave request will state the number of days requested and an itinerary. The principal will respond to the leave request within five (5) school days of receiving the request. (Emergency request may be considered separately.) Necessary expenses for approved meetings attended may be paid by the district at the principal's discretion.

A ceiling on the number of teachers attending any conference concurrently may be set by the principal so that the school will be able to function during the requested leave. In the event that the principal should have to limit the number of teachers attending any such professional meeting, the teachers will first have the opportunity to decide among themselves who will attend. If a decision cannot be reached by the teachers, the administration will make the final decision.

Act 867 of 2007

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term:
LEAVE OF ABSENCE FOR PERSONAL
INJURY FROM ASSAULT OR OTHER
VIOLENT CRIMINAL ACT

Descriptor Code:
GBRHC

Issue Date:
3-17-94

Revised:
3-13-00

In accordance with Act 1115 of 1993, the Board of Education of the Gentry District shall grant any contracted certified employee of the district, referred to hereafter as employee, who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment, leave at contracted salary for absence due to personal injury caused by either an assault or other criminal act committed against the employee in the course of his or her employment or while intervening in student fights, restraining a student or protecting a student from harm.

The leave shall not exceed one (1) year from the date of injury and shall not be charged to the sick leave of the employee.

Scheduled divisions in the instructional year will be considered by the board in determining the initial length of leave. Whenever possible, leave will be granted so that the employee's return will coincide with the beginning of a nine-weeks instructional period.

The verification of the employee's status as far as being in the course of duty during the time of the incident shall be verified by the principal and the superintendent in writing to the board.

The assault or criminal act must be verified by the proper authority, i.e., police, etc.

The employee must present a statement from a medical doctor as to the condition of the employee's ability to work during this period of time. The board may request that the employee be examined by a medical doctor of the board's choice, and at the board's expense, for a second opinion. If a third opinion is required due to a difference in the first and second opinions, a third opinion shall be requested from a physician, that both the employee and the board agree upon, and shall be at the board's expense.

The employee shall not draw worker's compensation during the time the Board is paying the contracted salary under the conditions of this policy and act.

The board reserves the right to periodically evaluate the status of the employee with regard to receiving benefits under this policy.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



Descriptor Term:
PERSONAL LEAVE

Descriptor Code:
GBRI

Issue Date:
7-14-87

Revised:
6-15-93
3-13-00
1-20-02
1-21-03
4-19-04

Two (2) days per year shall be given for personal business. Unused personal days may accumulate, year-to-year, up to a maximum of five (5) days.

Bus drivers shall be given 4 routes per year for personal business and may accumulate, year-to-year, up to a maximum of ten (10) routes.

Permission for personal business should be according to the following guidelines:

- A. All requests for personal leave must be submitted in writing and have prior approval of the Principal or Supervisor.
- B. The Superintendent shall have authority to evaluate and grant requests for personal leave not listed above.
- C. Personal leave will not be granted before or after a holiday unless an emergency situation arises approved by the principal or supervisor.
- D. When an employee has accumulated the maximum number of personal leave as described above, any additional unused personal leave may be converted to sick leave. The employee shall request such in writing to the District Treasurer.

Gentry Public School District Board Policies
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Descriptor Term
JURY DUTY

Descriptor Code
GBRIA

Issue Date

Revised
May 20, 2002

If an employee is selected for jury duty, he or she will be allowed to serve without loss of pay.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
SICK LEAVE	GBRIB	6-30-92	6-15-93, 3-13-00

Sick leave shall be defined as leave granted because of personal illness or injury, or illness in the immediate family.

- A. Personal illness shall include any medical disability connected with or resulting from pregnancy. A certified person who is pregnant may continue in active employment as late into her pregnancy as she desires, provided such employment does not impair her health as determined by a qualified medical doctor of her choice. All or any portion of a leave taken by a certified person because of medical disability connected with or resulting from her pregnancy shall at the certified person's option, be charged to her available sick leave. (The certified person shall notify the Principal as soon as possible of the time(s) she needs to be relieved of duty and also the time(s) she expects to return to duty.)
- B. A certified person shall be granted a total of ten (10) days sick leave per year, or (11) days for an eleventh month contract, or twelve (12) days for a twelve (12) month contract for which there shall be no deduction from the certified person's salary. Sick days may accumulate to ninety (90) days. These days will be available to the employee at the beginning of the employee's contract year.
- C. Gentry District will accept a maximum of ninety (90) sick days transferred from another school district.
- D. Certified personnel may accumulate ten (10) days a year, twelve (12) for a twelve (12) month contract, up to ninety (90) days or until retirement.
- E. Any certified personnel who has completed a minimum of one (1) full contract year of in-district service and whose personal illness extends beyond accumulated sick leave may be granted an additional leave of absence of up to one school year without pay or increment. Upon return from such leave, a certified person will be assigned to the same or comparable position. No certified person shall be asked to take a leave of absence because of illness prior to full compensation for accumulated sick leave.
- F. Certified personnel who are on leaves of absence shall retain all their benefits including cumulative sick leave benefits not used.
- G. Any certified person who has received a leave of absence for recuperative purposes beyond stipulated sick leave and desires to return to work must be given clearance by a medical doctor qualified in the area of the certified person's specific illness.
- H. Any certified person on sick leave for a prolonged period because of personal illness, injury or pregnancy-related disability may be required to furnish a statement by a qualified medical doctor attending to the teacher's disability.
- I. Immediate family shall include the certified person's spouse, children, parents, and any other relative living in the same household.
- J. Emergency leave may be granted and deducted from sick leave for illness or death of a close relative not covered by regular sick leave. (Husband, wife, child, father, mother, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, sister-in-law, or brother-in-law.)
- K. The Gentry Public School District will follow the guidelines of the Family and Medical Leave Act of 1993. An employee may elect to substitute any leave as described above for some or all of the twelve (12) week leave period as defined in this Act as provided by provisions of the Act.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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Descriptor Term	Descriptor Code	Issue Date	Revised
PROFESSIONAL STAFF SICK LEAVE BANK	GBRIBA	7-14-87	6-30-92, 7-1-96 4-19-2004

Prior to September 15 of each year, certified personnel may voluntarily contribute one day of their sick leave allowance to a sick leave bank. Each teacher wishing to make a contribution to the bank shall do so on a sick leave bank form submitted to the sick leave bank chairperson or committee member.

A six-member committee shall oversee the administration of the sick leave bank with the assistance of the superintendent. The committee shall be comprised of two (2) high school, two (2) middle school and two (2) intermediate school teachers and two(2) primary school teachers who have contributed to the sick leave bank. Their term of office shall be one (1) year. The sick leave bank committee members will be elected at the time that faculty members are elected to the personnel policies committee. The chairperson and a vice-chairperson of the sick leave bank committee shall be elected from the six teacher members for a one-year term. The vice-chairperson will automatically assume the chairmanship the following year. The committee shall decide on requests based on the committee's rules of operation.

The sick leave committee shall administer the bank according to the following rules:

1. Teachers who have made contributions to the bank may make withdrawals from the bank.
2. The sick leave bank days may be used only upon exhaustion of a bank member's accumulated sick, *personal, and vacation* leave.
3. Sick leave bank days will be granted only in cases of an emergency caused by a serious illness or serious accident pertaining to a sick leave bank member, spouse, children, parents and/or brothers and sisters.
4. Request for sick leave bank days will be made on a sick leave bank request form submitted to the chairperson or member of the sick leave bank committee. In case of emergency, requests may be made to a sick leave bank committee member by phone, with the proper form submitted within two (2) days of return to work.
5. Up to 20 sick leave bank days may be granted to an applicant. The sick bank committee shall have the discretion to award days, in fractional F.T.E.'s up to the maximum 20 days, to an applicant who has disability income protection insurance that pays a per diem rate less than the employee's contracted per diem rate. This discretion is limited to the degree that the sum of the per diem disability insurance plus the value of the per diem sick leave bank leave days awarded does not exceed the total of the per diem contracted amount for the leave as compensated by both salary and disability compensation(s).
6. Sick leave grants made from the bank shall be for up to twenty (20) days for an individual applicant per year, if the days are available.
7. Any member of the sick leave bank making withdrawals from the bank must contribute at least the minimum of one (1) day at the beginning of the next school year in order to be eligible to make withdrawals from the bank for succeeding years.
8. If any sick leave days granted to an employee by the sick leave bank are not used for the specific illness which is approved, then these days will be lost by the employee and returned to the sick leave bank.
9. At the beginning of each school year, each teacher who is not already a member of the sick leave bank will be given the opportunity to join.

Gentry Public School District Board Policies
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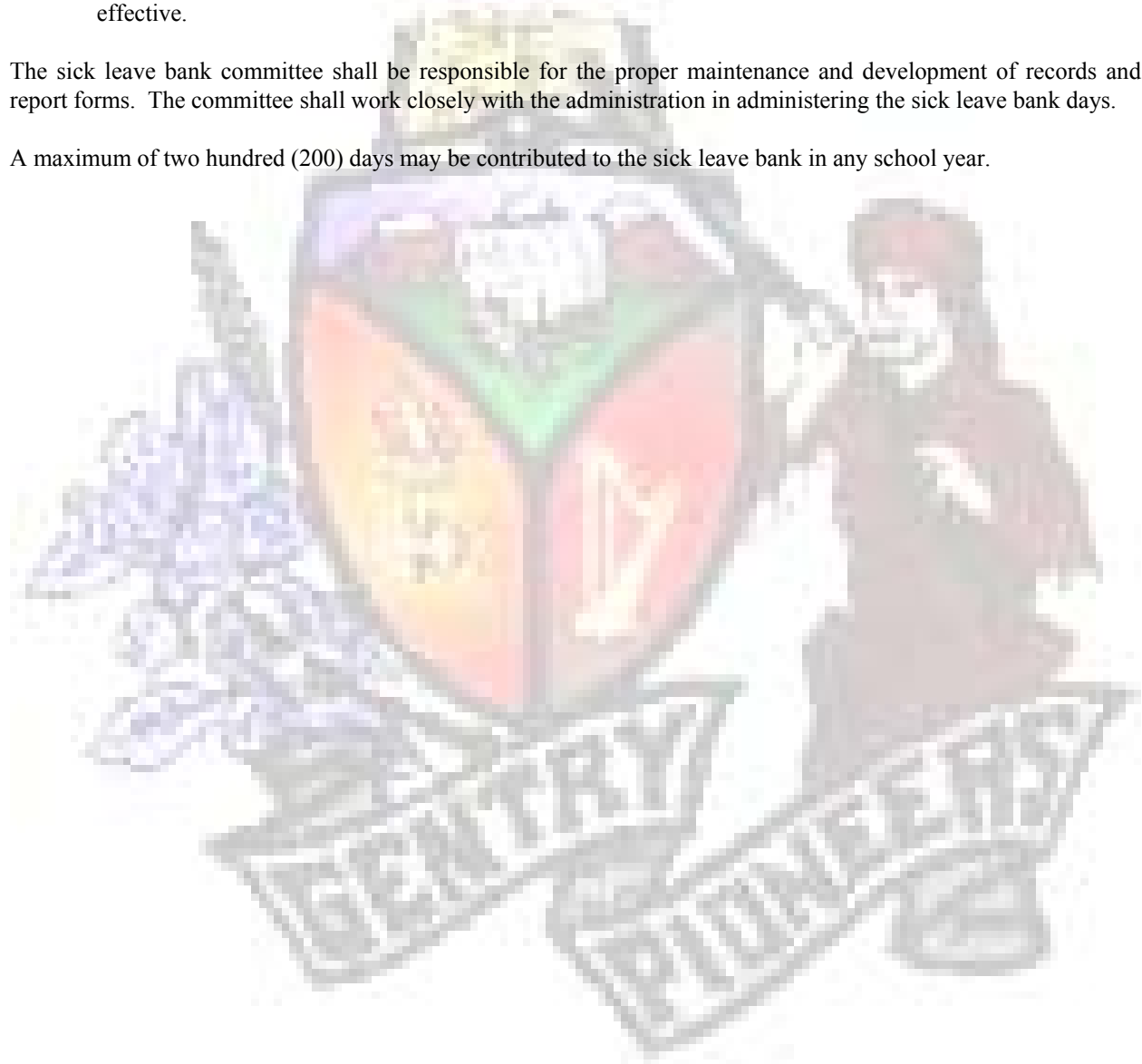
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10. Personnel who have contributed to the sick leave bank will not be requested to contribute to the bank again as long as the bank is considered to be solvent. When the sick leave bank committee determines that more days are needed for the bank to remain solvent, then each member will be requested to contribute one day of his sick leave. Failure to contribute will result in his termination as a bank member.
11. Drop people from sick leave bank when their resignation from Gentry School employment becomes effective.

The sick leave bank committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the sick leave bank days.

A maximum of two hundred (200) days may be contributed to the sick leave bank in any school year.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term:
"Good Samaritan"
Transfer of Sick Leave

Descriptor Code:
GBRIBB

Issue Date:
5-18-93

Revised:
3-17-94, 7-1-96
5-21-01

The Gentry Board recognizes that catastrophic occurrences regarding reasons, as defined in Sick Leave Policy GBRIB and Professional Staff Sick Leave Bank GBRIBA, may arise which exhaust an employee's accumulated sick leave and the maximum twenty (20) days, for certified employees, that may be obtained from the sick leave bank.

When such a catastrophic occurrence occurs, the board authorizes the following procedure:

1. Any employee requesting a "Good Samaritan" transfer of sick leave shall notify the principal or supervisor who shall notify the district employees of the request.
2. Any employee may voluntarily donate an unspecified amount of sick days from that employee's accumulated leave to another employee.
3. Any day(s) donated to an employee shall be "gratis"; the day(s) will not be paid back to the donor.
4. The donated day(s) will be subtracted from the accumulated sick leave days of the donor.
5. The superintendent is charged with developing a form on which the donor will indicate number of days to transfer, sign, and date to signify the transfer. Records will be maintained for audit purposes in the school business office.
6. When more than one donor contributes a day, a charge will be made to each donor's accumulated days in chronological order based on the date on the transfer form. Forms having the same date will be charged in alphabetical order.
7. When more than one donor contributes one or more days, a charge of one (1) day will be made to each donor's accumulated days in chronological order based on the date on the transfer form. Forms having the same date will be charged in alphabetical order. If additional days are required after each donor has been charged one (1) day, the process will be repeated until the number of required days is met or until all donated days have been exhausted.
8. Any unused donated days will be credited back to the donor and a notation will be made of such transaction on the donor's original transfer form.
9. No employee shall be allowed to be credited donated days exceeding the ending date of that employee's current contract.
10. Days may only be donated for a catastrophic event which occurs within the limits of the donee's contracted term of employment.
11. No employee having unused personal leave shall be eligible to receive "Good Samaritan" days until such personal leave is exhausted.

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Descriptor Term:
PERSONNEL VACATIONS

Descriptor Code:
GBRIC

Issue Date:
7-14-87

Revised:
2-17-97, 1-19-98, 9-21-98

Employees who are employed on a twelve (12) month contract are allowed 10 days vacation with pay annually. Such days shall be taken within thirteen (13) months following the close of the fiscal year in which they are earned.

Vacation days shall be non-accumulative; no employee shall be eligible to take more than 10 days of vacation in any single fiscal year.

If an employee believes that s/he has had just cause for not taking his/her vacation within the prescribed time or manner, such employee may request in writing to the board to be compensated for unused vacation days. If extenuating circumstances beyond the employee's control are determined to exist by the board, the employee may be compensated for unused vacation days. In such instance, the employee will receive his or her per diem rate of pay earned in the fiscal year in which the vacation was earned.

Vacation schedules must be approved by the Superintendent prior to being taken .

Holidays as posted on each current year's school calendar, from which twelve month employees may be released from duty, shall be scheduled by the superintendent. Without extra compensation, no twelve month contracted employee shall work in excess of 245 days per fiscal year.

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Descriptor Term
MILITARY LEAVE

Descriptor Code
GBRID

Issue Date

Military leave will be granted to any teacher who is inducted into or who enlists for active military service in time of war or other national emergency in accordance with the provisions of the Acts of Congress requiring universal military service for meeting such emergency.

Military leave will be granted to any teacher who is a member of a Guard or Reserve Unit ordered to active duty by a proper authority in accordance with current law.

Military leave will be granted to any teacher serving short term assignments for a reserve unit of the National Guard, provided the teacher submits evidence that the short term assignment is mandatory and the teacher has no option to fulfill the assignment other than on contracted school time.

Upon return from service under military leave provisions a teacher will be placed on the salary schedule at the level which he/she would have achieved had he/she not been on military leave.

Two weeks for military training may be granted per school year, for which an amount equal to the cost of the substitute teacher will be deducted from the teacher's salary.

Leave may be granted, without pay, to any teacher who enlists for a period not to exceed three (3) years in the Peace Corps or other such Federal programs. (Upon return, a teacher will be placed on the salary schedule at the level at which he/she would have achieved if he/she had not been absent.)

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Descriptor Term:
Family and Medical Leave Act
(FMLA)

Descriptor Code:
GBRIE

Issue Date:
4-18-94

Revised:
4-19-05

The Gentry Board of Education hereby adopts as policy the provisions of the Family and Medical Leave Act of 1993 with the following specific conditions applicable to the Gentry School District:

1. Any current employee who was under contract during the previous school year shall be covered by the FMLA policy.
2. Prior to being granted FMLA leave for reasons covered under Sick Leave Policy GBRIE, the employee shall first exhaust all the current year's paid sick leave.
3. With the above clause noted, the board will grant FMLA leave for:
 - a. birth of employee's child
 - b. adoption or placement in employee's custody of foster child
 - c. to care for child, spouse, or parent who has a serious health condition
 - d. when the employee is unable to fulfill obligations of contract because of a serious health condition
5. The entitlement to leave because of birth or adoption shall expire at the end of a twelve month period following the date of birth or adoption.
6. Spouses, or biological parents, who are both employed by Gentry School District are limited to a total of 12 weeks leave for the adoption or birth of a child.
7. Unless unforeseeable circumstances prevail, the employee shall give thirty (30) days notice prior to the date requested for FMLA leave to begin.
8. Any employee who is granted a FMLA leave will be required to furnish medical certification within fifteen (15) days of beginning leave authenticating the reason for the initial request. Failure to do may result in the leave being revoked with regard to qualifying as a FMLA leave.

In the case of where FMLA is granted for placement of a foster child or adoption of a child, certification may be provided by the governmental agency responsible for certifying the placement or adoption.

The Gentry School Board reserves the right to, at its own expense, require a second and third medical opinion, unless the first and second medical opinions agree. The board reserves the right to periodically evaluate the status of the employee with regard to qualifying for FMLA.

9. Any employee returning from a FMLA leave granted due to that employee's serious health condition shall furnish medical certification that the employee is able to resume contracted obligations.
10. A request for **intermittent leave**, a leave that reduces the employee's number of work hours per week or work hours per day, will be granted in units of time no less than one (1) hour as the smallest amount of time that a leave could be requested. No employee will be charged in excess of the pro-rata share to coincide with proportionate amount of time missed.
11. An employee granted FMLA leave will be entitled to return to the same or equivalent position with the same pay, benefits and working conditions with the possible exception of a "**key employee**" who might be denied restoration to prevent substantial and grievous economic injury to the operation of Gentry Public

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Schools. The certified staff members and district treasurer will be designated "key employee" within the scope of this policy.

12. Health benefits provided to all employees will be continued during an approved FMLA leave. Other payroll deduction items paid by the employee are to be prepaid on the first of each month or paid at the same time when due by payroll deduction.
13. In the event that a employee who is granted a FMLA leave voluntarily chooses not to return to work at the conclusion of the leave, any benefits paid by the Gentry School District on the employee's behalf shall be repaid to the school district.
14. An "**instructional employee**" who requests intermittent leave may be required to take the leave for periods of a particular duration as determined by the board in accordance with provisions of the law.
15. An employee who requests and is granted a FMLA leave for a specific time must notify the employer if he/she plans to return to work prior to the end of the granted FMLA leave. An "**instructional employee**" may be denied permission to return prior to the end of the granted leave.

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Descriptor Term	Descriptor Code	Issue Date
MEMBERSHIP IN ORGANIZATIONS	GBS	

Teachers are encouraged to join their professional organizations. Many valuable and up-to-date suggestions, ideas and announcements are distributed through publications of various organizations. Also, these organizations keep a teacher informed as to the developments in, and progress of, his/her profession.



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Descriptor Term	Descriptor Code	Issue Date	Revised
PERSONNEL POLICY COMMITTEE	GBSA	6-11-91	6-18-95
ELECTION GUIDELINES			6-15-98
			1-19-09

Within 30 days of the beginning of each school year, teacher representatives will be chosen for the Personnel Policy Committee. The following guidelines will be followed:

1. The current/previous year's committee chairperson will notify the current/previous year's building representatives that the selection process should begin.
2. Each level/building will, in a meeting conducted by those representatives, choose two representatives to the PPC for the new school year and notify the PPC chairperson of the results of the selection process.
3. The committee chairperson will announce the results with a district-wide email and separately notify the superintendent of the new committee members.
4. The chairperson will call a meeting of the newly selected committee within ten (10) working days.
5. In case of a vacancy on the committee, the remaining representative for the building where the vacancy occurs will handle the meeting to select a replacement.

The new committee will carry out the following actions at the first meeting:

1. Election of a chairperson;
2. Election of a secretary;
3. Establishment of a calendar of meetings, with at least one (1) meeting held each month of the school year;
4. Establish sub-committee, to include the superintendent when requested, to propose to the board of education creation of, or revisions to, competencies and corresponding indicators" and "descriptors" for certified positions;
5. Review student discipline policies in accordance with Act 868 of 1995.

This newly formed committee will be the district Personnel Policy Committee until the formation of a new committee the following school year.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term
ADMINISTRATORS SCREENING
COMMITTEE POLICY

Descriptor Code
GBSB

Issue Date
6-11-91

Revised
6-21-93
May 9, 2007

A committee for vacancies in administrative positions will be formed to screen candidates for the position. The representatives of each committee will be selected as follows:

1. The classroom teachers and the certified support staff member for the principal's screening committee will be elected each September from each division of the district.
2. The certified support-staff member will be elected by the support staff of each division.
3. Should an additional certified staff vacancy occur during the school term an election shall be held as in September to elect a replacement.
4. Should an additional certified staff vacancy on either committee occur after the school term the remaining representatives from that branch of the school shall appoint a replacement.
5. From the principals' screening committee(s), one teacher, classroom or certified support staff, shall be elected each September from each division of the school district to serve on the superintendent's screening committee.
6. The selection of the non-teaching members of both committees is described below. Elected or appointed positions for non-teaching members will not be filled until an actual vacancy occurs.

A. Principal Screening Committee

1. Three (3) classroom teachers
2. One (1) certified support-staff member
3. One (1) superintendent
4. One (1) school board members elected by the board
5. Two (2) community members chosen by the school board
6. Two classified employees of the campus where the vacancy occurs elected by the Classified Personnel Policies Committee

B. Superintendent Screening Committee

1. One (1) teacher, classroom or certified support staff, from each division of the school district for a total of three (3) teacher representatives.
2. One (1) principal elected by the principals of the three divisions
3. One (1) board members elected by the board
4. Three (3) community members chosen by the school board
5. The District Treasurer and one other classified employee from the district elected by the Classified Personnel Policies Committee

After reviewing candidates for the position, the screening committee will report its recommendation to the school board.

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Descriptor Term
EMPLOYEE SCREENING
COMMITTEE

Descriptor Code
GBSBA

Issue Date
February 15, 2010

Revised

A committee for vacancies in certified and classified positions will be formed to screen candidates for the position. The representatives of each committee will be selected as follows:

1. The administrator or supervisor of the location in which the employee is to be hired.
2. The administrator or supervisor from another location in the district.
3. A minimum of one employee, with same or similar duties, of the location in which the employee is to be hired. The number of participants from this group shall be at the administrator's or supervisor's, of the location in which the employee is to be hired, discretion.
4. At the discretion of the administrator or supervisor, of the location in which the employee is to be hired, a minimum of one employee, with same or similar duties, of the location in which the employee is to be hired.
5. At the discretion of the administrator or supervisor, of the location in which the employee is to be hired, a district level administrator or supervisor.

In positions deemed by the school board to have a high public exposure and significant public contact, these additional positions may be included.

6. Superintendent or other district level employee(s) appointed by the superintendent
7. Parent(s) selected by the administrator or supervisor of the location in which the employee is to be hired.
8. Student(s) selected by the administrator or supervisor of the location in which the employee is to be hired.
9. Community member(s) selected by school board
10. A board member selected by the school board

The function of the committee is to make an informed decision and recommendation to the administrator of the location in which the employee is to be hired. In no instance shall the recommendation of the committee be deemed binding to the administrator or supervisor of the location in which the employee is to be hired, binding to the superintendent, or binding to the school board as governed by A.C.A.



Descriptor Term

Worker's Compensation

Descriptor Code

GCE

Issue Date

June 16, 2008

Revised

Arkansas Worker's Compensation Insurance covers all employees in the Gentry Public School District. The district will designate a care facility for worker's compensation injuries. All district employees going to this care facility for treatment of worker's compensation injuries will be subject to a drug and alcohol test.

All injuries on the job must be reported. The immediate supervisor of the injured employee must be notified immediately of any injury so that appropriate forms may be completed and filed. Even though no medical care or hospitalization may be required at the time of the injury, it is important that forms be completed and on file with the appropriate Central Office employees in the event that medical attention is needed at a later date.

By provisions of Arkansas Code Annotated 11-9-501, Arkansas Worker's Compensation's payments to the injured employee shall not be allowed for the first seven days of disability resulting from the injury, excluding the day of the injury. If a disability extends beyond that period, compensation shall commence with the ninth day of disability. If a disability extends for a period of two weeks, compensation shall be allowed beginning the first day of disability, excluding the day of injury.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



Descriptor Term	Descriptor Code	Issue Date	Revised
REDUCTION IN FORCE POLICY (RIF)	GCPA	2-18-93	7-1-96 12-19-06

The Gentry School District reserves the right to conduct a reduction in force (RIF) beyond normal attrition when it is deemed necessary or desirable by the superintendent.

Circumstances that might bring about such a reduction in staff are financial difficulties, declining enrollment, program revision or elimination, and the closing of facilities.

Should a reduction in force become necessary, reductions will occur in the following order:

- a. Natural attrition – Reduction as a result of resignation or retirement.
- b. Reduction of personnel not fully certified in area of present assignment

If sufficient personnel are not reduced by utilizing the steps above, the following point system will be instituted to determine the respective administrative and teacher ranking within the district.

A. Administrators: (administrative assistants, assistant principals, and principals)

Points shall be determined as described below for each employee, and those with the fewest points shall be reduced in force first.

1. Points for each year’s experience in the district.
 - a. Teacher----- 1 point
 - b. Supervisor or instruction coordinator----- 2 points
 - c. Administrative assistant----- 3 points
 - d. Assistant principal----- 4 points
 - e. Principal----- 5 points

2. Points for professional training to be added on a one-time basis upon completion of requirements:
 - a. Multiple areas of certification or recognized Licensing ----- 1 point per area
 - b. Master’s degree ----- 2 points
 - c. Master’s degree + 15 hours ----- 3 points
 - d. Specialist degree ----- 4 points
 - e. Specialist degree + 15 hours ----- 5 points
 - f. Doctorate degree ----- 6 points

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3. In case employees accumulate identical point totals, the following criteria will be used to determine RIF status:
 - a. Review of current year's evaluation – A concern or unacceptable rating which has not been satisfactorily remediated will be the initial basis for breaking the tie. Efforts for remediation of concern or unacceptable rating(s) must be documented or these ratings will be null and void for the purpose of this policy.
 - b. Seniority – Will begin with the first reporting date of the most recent continuous service to this district, and not the date of the first contract.

Previously approved leaves shall not reduce seniority achieved.

Upon notification of RIF, an administrator with higher points and holding proper certification will have the right to displace another administrator who has fewer points. Should an administrator be RIFed, the administrator would be placed at the level for which he/she qualifies on the teacher ranking scale.

A semester or more under contract as an administrator shall be counted as a year. Less than a semester shall not be recognized for points.

B. Teachers:

Points shall be determined as described below for each employee, and those with the fewest points shall be reduced in force first.

1. One (1) point for each year's experience in the district.
2. Points for professional training to be added on a one time basis upon completion of requirements:

a. Multiple areas of certification or recognized licensing -----	1 point per area
b. Bachelor's degree + 15 hours -----	2 points
c. Master's degree -----	3 points
d. Master's degree + 15 hours -----	4 points
e. Master's degree + 30 hours -----	5 points
f. Specialist degree -----	6 points
3. In case employees accumulate identical point totals, the following criteria will be used to determine RIF status:
 - a. Review of current year's evaluation – A concern or unacceptable rating which has not been satisfactorily remediated will be the initial basis for breaking the tie. Efforts for remediation of concern or unacceptable rating(s) must be documented or these ratings will be null and void for the purposes of this policy.

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- b. Seniority – Will begin with the first reporting date of the most recent continuous service to this district, and not the date of the first contract.

Previously approved leaves shall not reduce seniority achieved.

Upon notification of RIF, a teacher with higher points and holding proper certification will have the right to displace another teacher who has fewer points.

A semester or more under contract shall be counted as a year. Less than a semester shall not be recognized for points.

If employees are to be RIFed, the administration will notify the affected employee in writing by May 1 of the school year prior to that in which the RIF will be in effect.

RIFed employees will be offered initial placement on the substitute teaching rolls of the district.

The district benefits accrued by an employee at the time of his/her reduction in force will be restored upon the employee's return to active employment during the one (1) year following RIF action.

Employees who become unemployed because of a reduction in force shall be given an opportunity to fill any vacancy or new position(s) for which they are certified in accordance with their cumulative points for one (1) year following the reduction in force action.

**Gentry Public School District Board Policies
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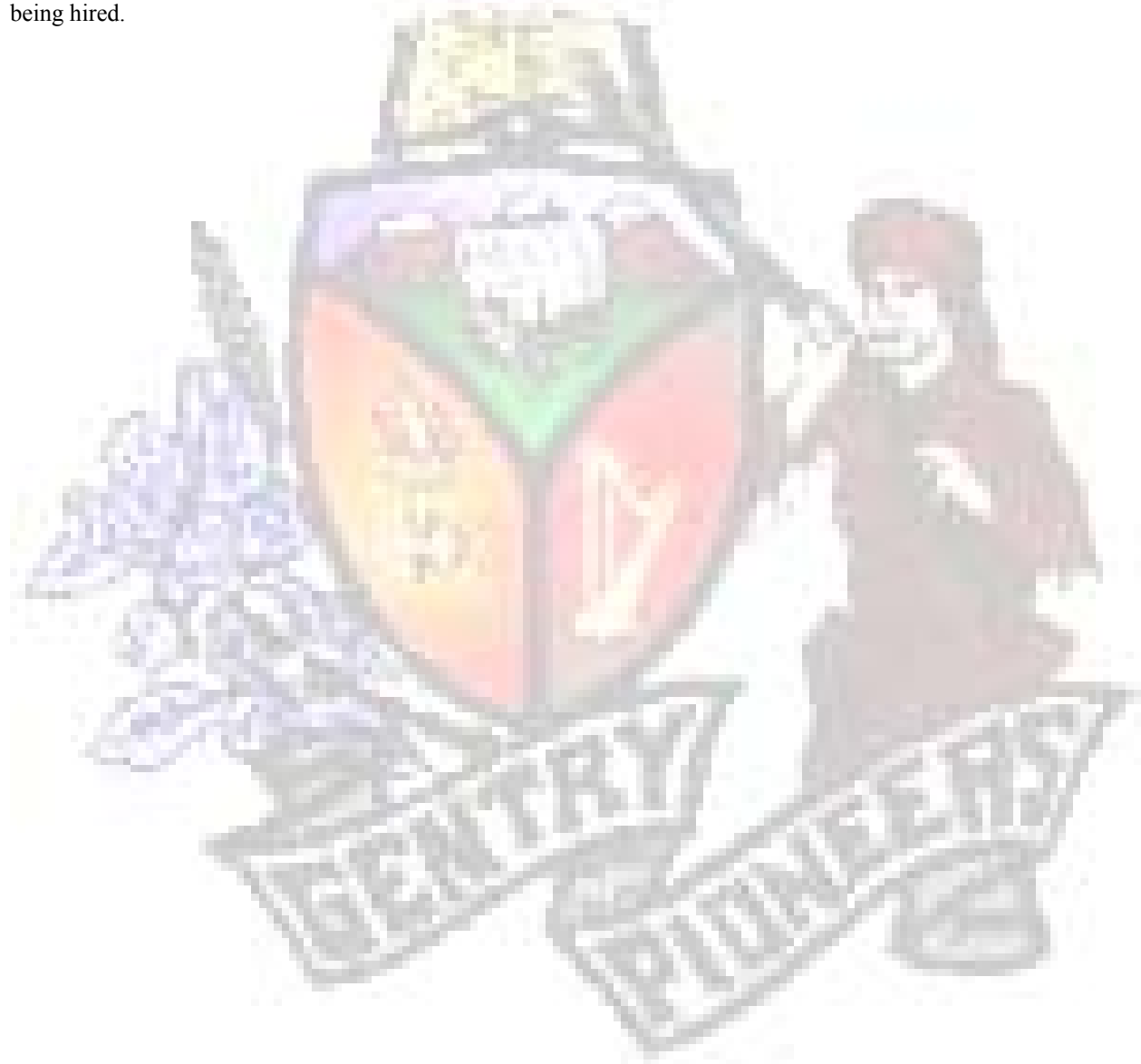
Descriptor Term:
PLACEMENT ON
CLASSIFIED SALARY SCHEDULE

Descriptor Code:
GDBAAA

Issue Date:
May 16, 1994

Revised:
May 15, 1995
March 13, 2000

Upon the superintendent's recommendation, the Gentry Board of Education will determine the beginning salary of a new or transferred employee who has experience or other qualifications pertaining to the position to which s\he is being hired.



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Descriptor Term
REASONS FOR DISCIPLINARY ACTION

Descriptor Code
GDBCA

Issue Date
May 16, 1994

Revised:
April 20, 1998

Along with the need of efficiently operating the district, the safety and convenience of a great many personnel may be jeopardized by the thoughtless acts of just one worker; therefore, some restrictions must be made on the individual for the sake of the whole group. Following is a non-inclusive list of violations which will be sufficient grounds for disciplinary action up to and including discharge.

1. Failure to be at work station at starting time.
2. Leaving work station without authorization (contact principal or supervisor)
3. Excessive unexcused absenteeism.
4. Excessive tardiness
5. Wasting time or loitering during working hours
6. Possession of weapons on the premises at any time
7. Removing district property, records or confidential information from premises without proper authority
8. Willful abuse property, including tools, equipment, or property of other employees
9. Theft or misappropriation of property of employees, students, or the district.
10. Sabotage
11. Distract the attention of others from their job performance
12. Refusal to obey orders of supervisor
13. Refusal or failure to do work assignment
14. Unauthorized operation of machines, tools, or equipment
15. Threatening, intimidating, coercing, or interfering with employees or supervisor at any time
16. Fighting on the premises at any time
17. Creating or contributing to unsanitary conditions
18. Practical jokes injurious to employees or district property
19. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
20. Disregard of known safety rules or common safety devices provided
21. Unsafe operation of motor-driven vehicles
22. Operating machines or equipment without safety devices provided
23. Gambling, lottery, or any other game of chance on district property
24. Unauthorized distribution of literature, written or printed matter of any description on district premises.
25. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of administration.
26. Poor workmanship
27. Immoral conduct or indecency including abusive and/or foul language.
28. In-coming and out-going personal calls during working hours (except for emergencies)
29. Walking off job
30. Falsifying time sheets
31. Engaging in sexual activities while on the job or on School Board property

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Descriptor Term:
RENEWAL OF CLASSIFIED
CONTRACTS

Descriptor Code:
GDBD

Issue Date:
May 14, 1994

Revised:
March 13, 2000

Staff members are appointed annually by the Board of Directors upon the recommendation of the Superintendent of Schools.

The names of all classified personnel shall be presented to the Board of Directors at its regular meeting in May of each year. Names shall be submitted under the following categories:

- A. Recommended for renewal
- B. Recommended for non-renewal

The appointment of all classified personnel is evidenced by the issuance by the board of written contracts.

All offers to renew annual contracts for classified employees shall expire if not accepted in writing and returned to the office of the superintendent ten (10) days after issuance. Employees who have not signed and returned contracts to the office of the superintendent within ten (10) days will be notified in writing that the contract offer is being withdrawn.

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Descriptor Term:
EVALUATION

Descriptor Code:
GDBI

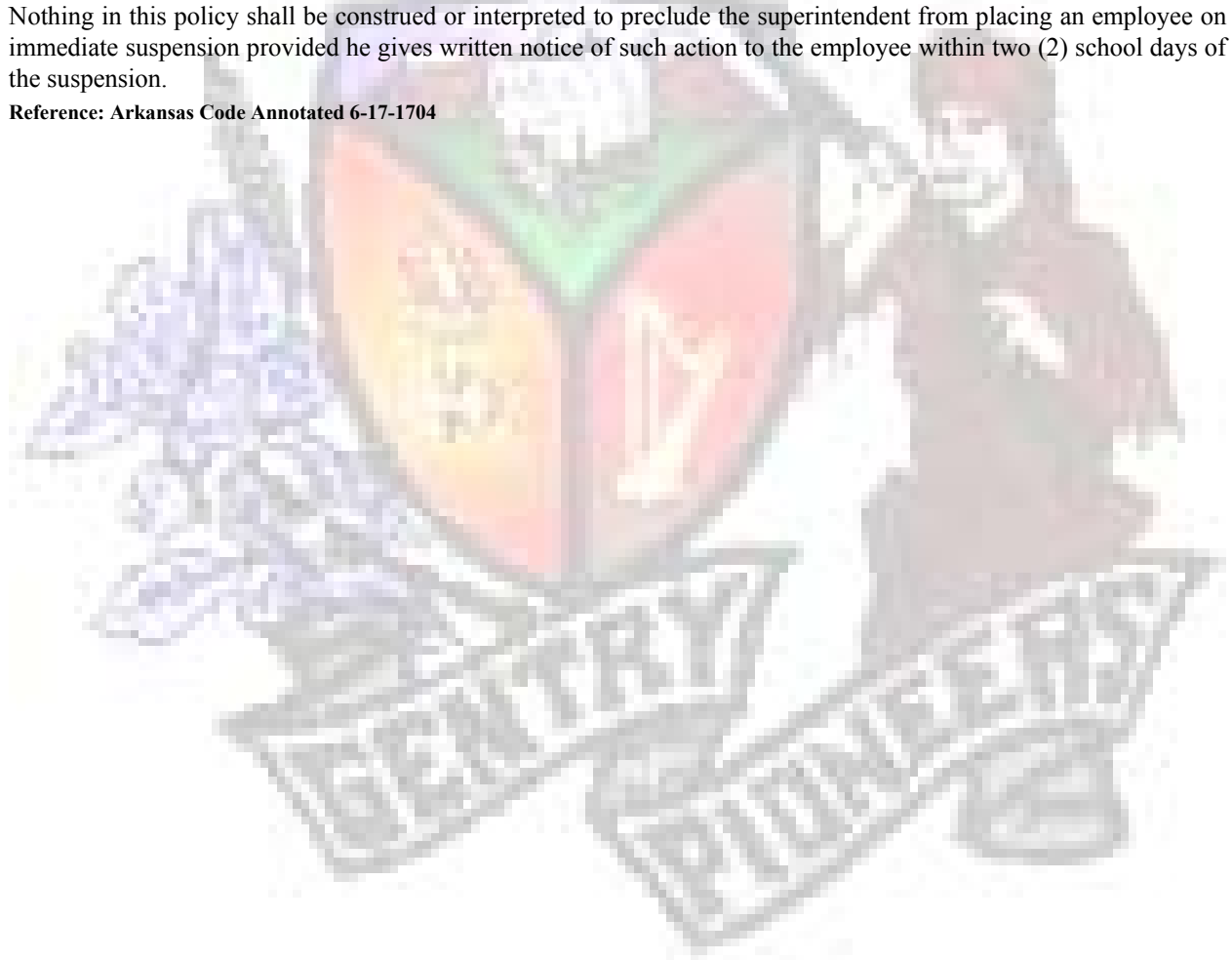
Issue Date:
May 16, 1994

Each classified person employed by the Board of Directors of the Gentry School District shall be evaluated in writing annually. Written evaluation criteria and procedures shall be established by the superintendent of schools.

Whenever the Superintendent or other school supervisor charged with the supervision of a classified employee believes or has reason to believe that the classified employee is having difficulties or problems meeting the expectations of the district or its administration, and the administrator believes or has reason to believe the problems could lead to termination or non-renewal of contract, the administrator shall bring the problems and difficulties to the attention of the employee involved in writing and shall document the efforts which have been undertaken to assist the employee to correct whatever appears to be the cause for potential termination or non-renewal.

Nothing in this policy shall be construed or interpreted to preclude the superintendent from placing an employee on immediate suspension provided he gives written notice of such action to the employee within two (2) school days of the suspension.

Reference: Arkansas Code Annotated 6-17-1704



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Descriptor Term:
SUSPENSION

Descriptor Code:
GDBK

Issue Date:
May 16, 1994

The superintendent may place a classified employee on immediate suspension provided he gives written notice of such action to the employee within two (2) school days of the suspension.

The notice shall include a statement of reasons for the suspension, whether the superintendent is recommending termination, and that a hearing before the school board is available upon request, provided that such request is made in writing to the superintendent within thirty (30) calendar days from the receipt of said notice.

Reference: Arkansas Code Annotated 6-17-1704



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Descriptor Term:
TERMINATION/NONRENEWAL

Descriptor Code:
GDBK

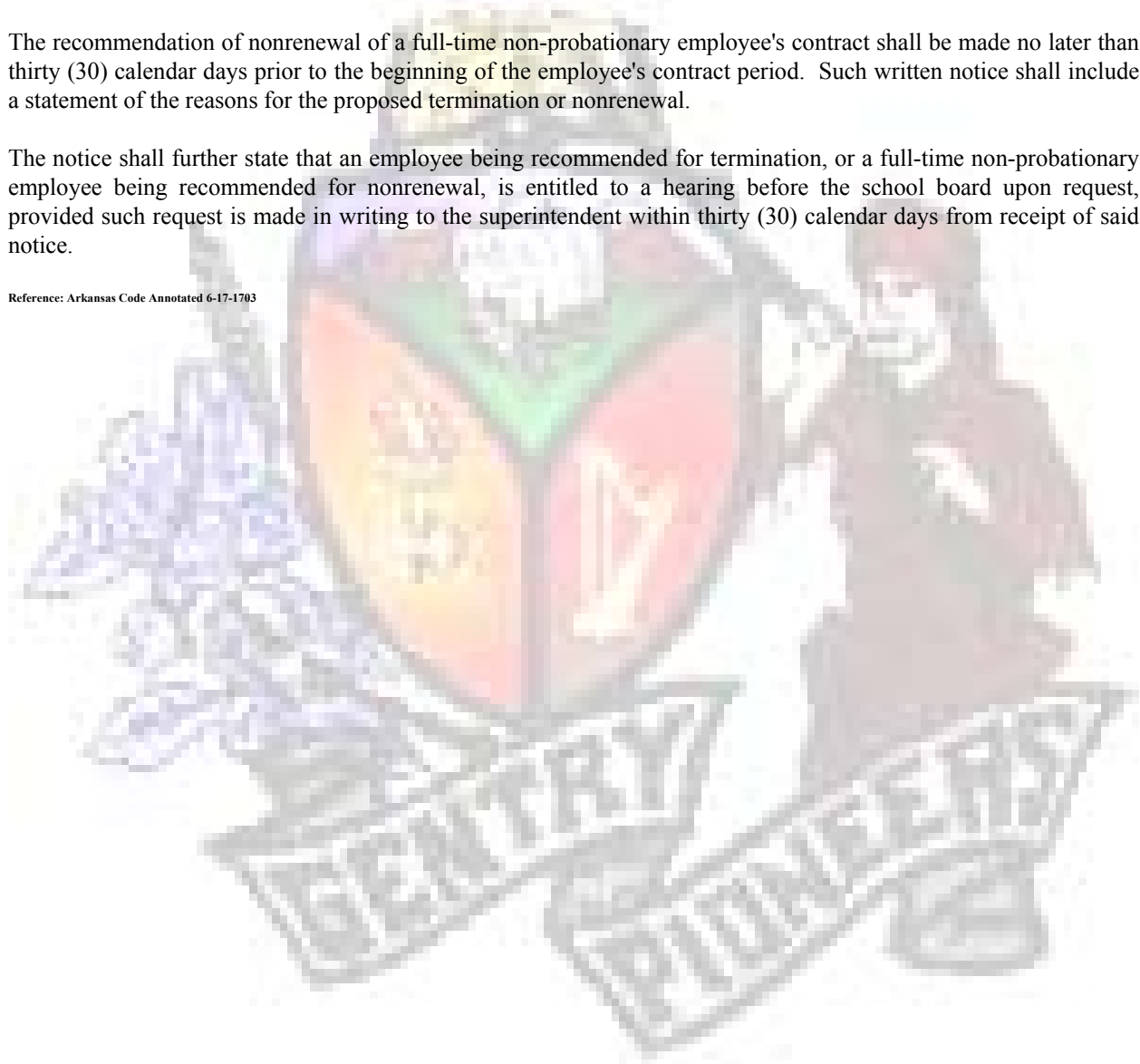
Issue Date:
May 16, 1994

The superintendent of a school district may recommend termination of an employee during the term of any contract, or the nonrenewal of a full-time non-probationary employee's contract, provided that he gives notice in writing, personally delivered, or by letter posted by registered or certified mail to the employee's residence address as reflected in the employee's personnel file.

The recommendation of nonrenewal of a full-time non-probationary employee's contract shall be made no later than thirty (30) calendar days prior to the beginning of the employee's contract period. Such written notice shall include a statement of the reasons for the proposed termination or nonrenewal.

The notice shall further state that an employee being recommended for termination, or a full-time non-probationary employee being recommended for nonrenewal, is entitled to a hearing before the school board upon request, provided such request is made in writing to the superintendent within thirty (30) calendar days from receipt of said notice.

Reference: Arkansas Code Annotated 6-17-1703



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Descriptor Term:
HEARING

Descriptor Code:
GDBKAA

Issue Date:
May 16, 1994

The following procedures are provided for classified employees who wish to request a school board hearing due to a suspension, notice of nonrenewal for non-probationary employees, or notice of termination.

The hearing before the school board shall be conducted in accordance with the following provisions:

1. The hearing shall be conducted at the next regularly scheduled meeting of the school district board of directors, unless the employee and the superintendent agree to a hearing on another mutually convenient date;
2. The hearing shall be public or private at the request of the employee.
3. The employee may be represented by persons of his or her own choosing.
4. In hearings held concerning a recommendation for the termination of an employee's contract, either the board or the employee may elect to have a record of the hearing made at the board's expense.
5. In hearings held concerning a recommendation for the nonrenewal of a full-time non-probationary employee, either the board or the employee may elect to have a record of the hearing made, and the expense for the record shall be shared equally between the board and the employee.
6. After the hearing, the school board may terminate the employee or continue the suspension for a definite period of time. The salary of a suspended employee shall cease when the school board sustains the suspension. Otherwise, the employee shall be reinstated without loss of compensation.
7. The decision of the school board shall be made within ten (10) calendar days of the hearing.

Reference: Arkansas Code Annotated 6-17-1705

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Descriptor Term:
PROBATIONARY EMPLOYEE

Descriptor Code:
GDBNB

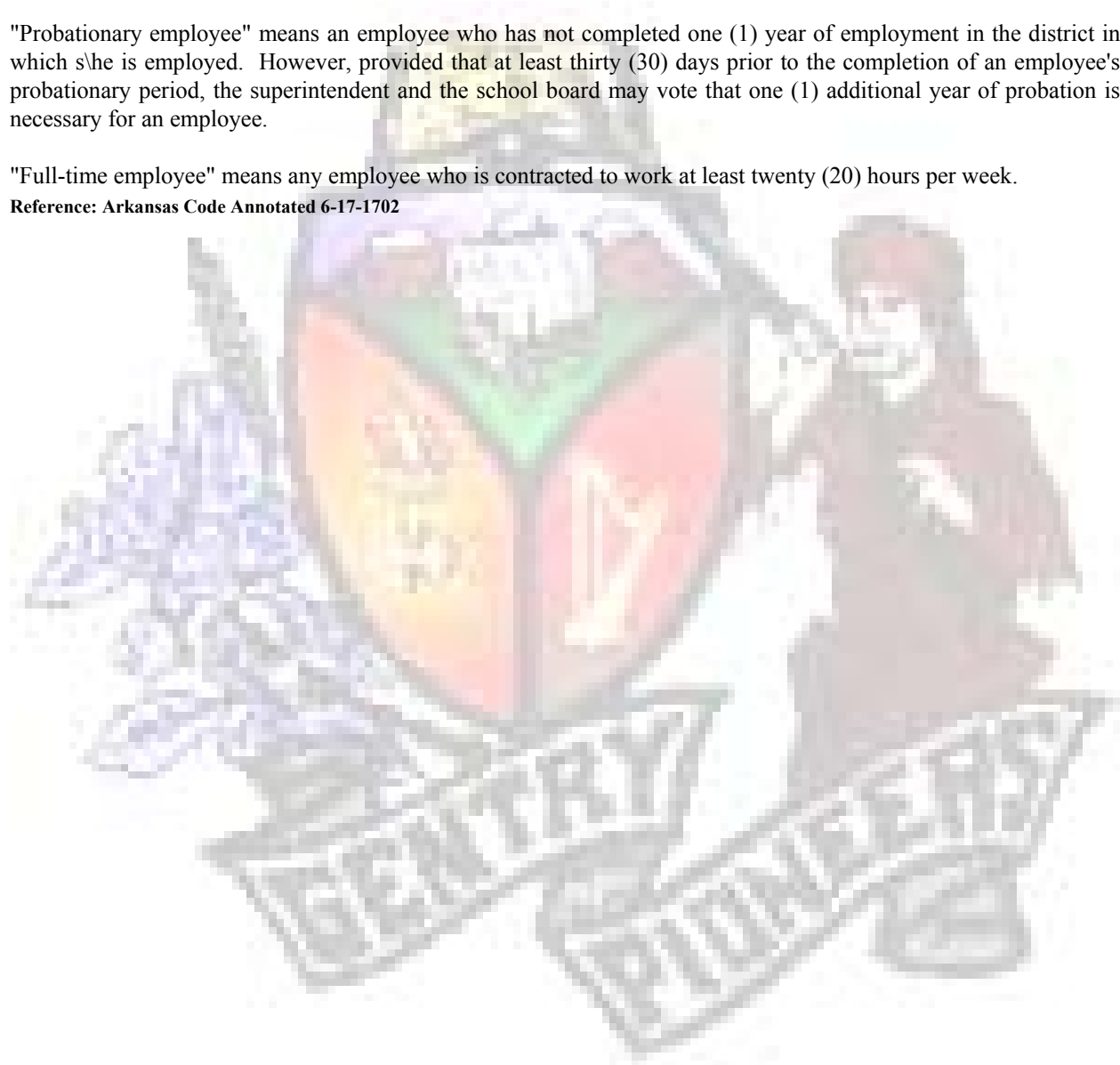
Issue Date:
May 16,1994

A "classified employee" shall mean any person who is employed by the district under a written annual contract who is not required to have a teaching certificate issued by the Department of Education as a condition of employment.

"Probationary employee" means an employee who has not completed one (1) year of employment in the district in which s\he is employed. However, provided that at least thirty (30) days prior to the completion of an employee's probationary period, the superintendent and the school board may vote that one (1) additional year of probation is necessary for an employee.

"Full-time employee" means any employee who is contracted to work at least twenty (20) hours per week.

Reference: Arkansas Code Annotated 6-17-1702



Gentry Public School District Board Policies
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Descriptor Term
CLASSIFIED PERSONNEL
POLICY COMMITTEE

Descriptor Code
GDBSA

Issue Date
May 16, 1994

Last Revised
March 12, 2007

Within 30 days of the beginning of each school year, elections will be held to choose representatives to the Classified Personnel Policy Committee. The following guidelines will be used:

1. Prior to October 15 of each school year a meeting will be called by the previous year's chairperson in order for the classified employees to conduct the election of representatives. In the event that the chairperson is no longer an employee, then the previous year's secretary shall call the meeting. Should neither the previous year's chairperson or secretary be a current employee of the district, the meeting shall be called by the District Treasurer.
2. One representative will be selected from each of the following district positions:
 - a. Secretary
 - b. Bookkeeping
 - c. Transportation
 - d. Food Services
 - e. Classroom Teacher's Aide
 - f. Maintenance
 - g. Custodial
 - h. Nurse
 - i. Office Aide
 - j. Technology Technician
3. The classified personnel members of the committee on personnel shall be elected by a majority of the classified personnel voting by secret ballot. In case of a tie, the deciding vote will be cast by the previous year's chairperson. If someone declines to serve on the committee, the person with next highest votes will serve on the committee.
4. A vacancy on the committee will be filled using the same process.
5. A chairperson and secretary will be selected by the Classified Employee's Personnel Policies Committee.
6. A minimum of one (1) meeting will be held each fiscal year for the committee to review classified policies and to make any suggestions for revisions or additions in policy to the board of education. Other meetings may be called by the chairperson.
7. Any meeting of the committee shall be open to the public.
8. Minutes of any meeting will be posted at each campus and provided to the administration and school board.
9. Suggestions for revisions or additions of classified policy shall be recommended to the school board by the chairperson of the CPPC or by some other member designated by the CPPC.

Gentry Public School District Board Policies
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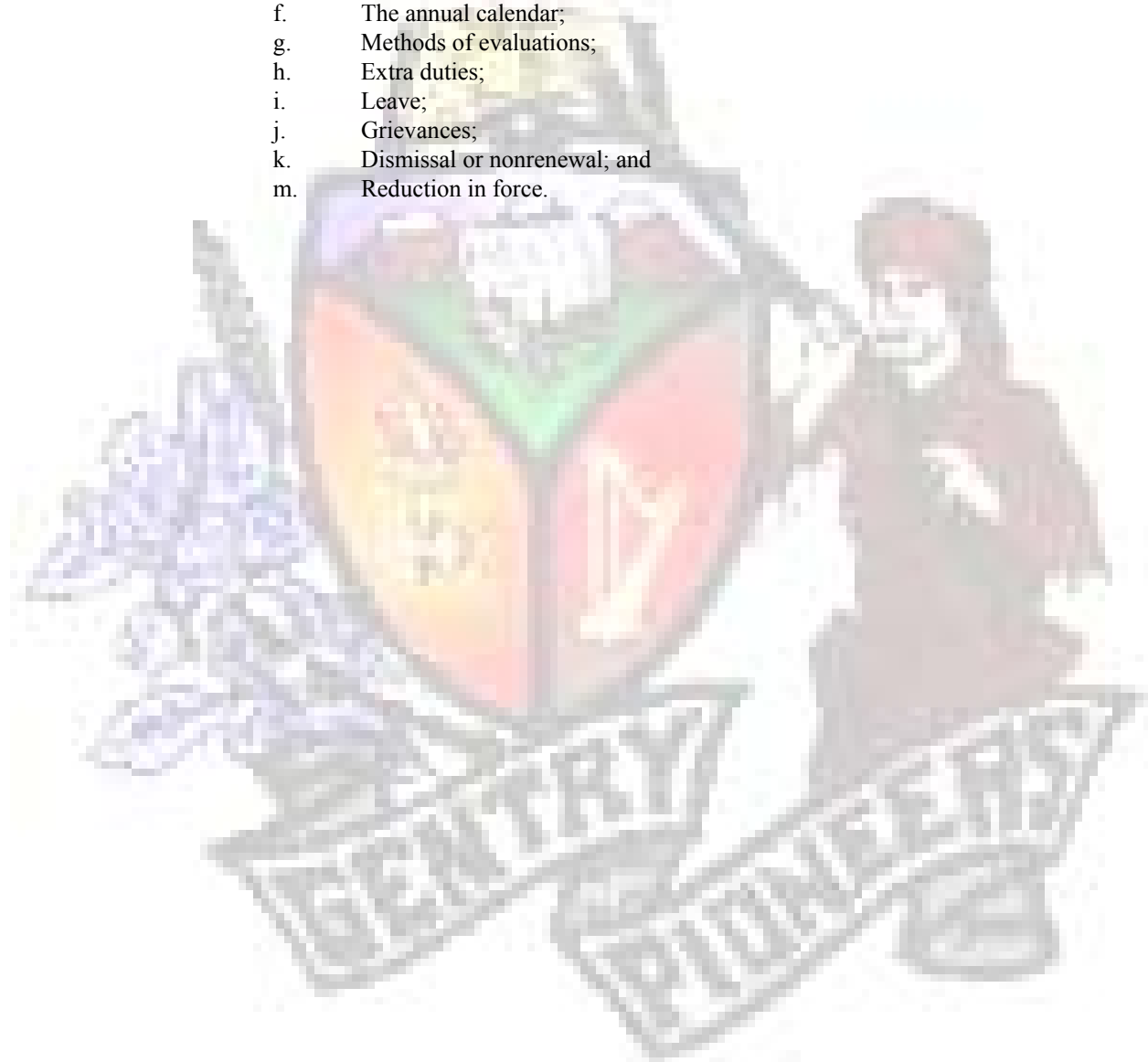


The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



10. The personnel policies shall include, but are not limited to, the following terms and conditions of employment:

- a. Benefits;
- b. Compensation;
- c. Designation of workdays;
- e. Holidays and non-instructional days;
- f. The annual calendar;
- g. Methods of evaluations;
- h. Extra duties;
- i. Leave;
- j. Grievances;
- k. Dismissal or nonrenewal; and
- m. Reduction in force.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term:
CLASSIFIED EMPLOYEE
SICK LEAVE POLICY

Descriptor Code
GDCRGB

Issue Date:
7-14-87

Revised:
3-17-94, 5-21-01

The Gentry School District shall provide sick leave for each of its classified employees, referred to hereafter as employee, at a minimum accumulation rate of one (1) day per month or major portion thereof that the employee is employed at full pay. Classified employees who are under contract for 185 days shall be granted a total of ten (10) days sick leave per fiscal year. If employed after the beginning of the fiscal year, the number of sick days will be prorated according to the number of months employed.

On the first day of his/her employment an employee's sick leave account shall be credited with one (1) day of sick leave for each month of his/her expected employment. Provided, if an employee resigns or leaves his/her position for any reason before the end of the expected employment the employing district may deduct from his/her last pay check full compensation for any days of sick leave in excess of the number of days earned.

An employee shall be entitled to such leave only for reason of personal illness or illness in his/her immediate family.

A record of sick leave used and accumulated shall be established and maintained by the Gentry School District for each of its employees. Sick leave that is unused by an employee during any school year shall be accumulated in such employee's sick leave account at a rate of one (1) day per month or major portion thereof employed until ninety (90) days have been accumulated.

An employee who qualifies for sick leave under the provisions of this policy may use any amount up to his/her total number of accumulated days.

Accumulated days of sick leave that are used may be restored up to ninety (90) days in the same manner that they were first accumulated.

DEFINITIONS:

CLASSIFIED EMPLOYEE: The term classified employee shall include any employee of the Gentry School District who works not less than twenty (20) hours per week and who is not compelled by law to secure a teaching certificate from the State Board of Education as a condition precedent to employment.

SICK LEAVE: Sick leave shall mean absence with full pay from one's duties in the Gentry School District for the reason of personal illness or illness in his/her immediate family.

IMMEDIATE FAMILY: Immediate family shall include the employee's spouse, children, parents and any other relative in the same household.

ACCUMULATED SICK LEAVE: Accumulated sick leave shall mean the total number of days of unused sick leave that a school employee has to his/her credit.

Reference: Arkansas Code Annotated 6-17-105

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Descriptor Term
PAYMENT FOR UNUSED
UNUSED SICK LEAVE

Descriptor Code
GDBAB

Issue Date
March 13, 2000

Revised
May 20, 2002

The District will buy any unused sick days accumulated during the current fiscal year in excess of twenty (20) accumulated days at the rate of $\frac{1}{2}$ the per diem rate of the classified employed or the pay for a certified substitute teacher, which ever is less..

A classified employee who chooses to receive payment for unused sick leave shall complete a form provided by the business office stating their request. In the event a dispute arises over the number of days a certified employee has to his credit, the records contained in the payroll office shall be official.

As a method of recognizing service to the Gentry District and to the State of Arkansas, the District will buy all unused sick leave from any classified personnel who has reached the maximum number of years so as to be eligible for full retirement benefits provided that such employee has worked the last consecutive ten (10) years within the Gentry School District. The District will buy, on the employee's retirement, the unused sick days at the rate of $\frac{1}{2}$ the per diem rate of the classified employed or the pay for a certified substitute teacher, which ever is less..

If a classified employee is eligible for retirement as described above but has not met the ten consecutive year requirement, the District will buy, on the employee's retirement, the unused sick days at one-fourth ($\frac{1}{4}$) the per diem rate of the classified employed or the one-half ($\frac{1}{2}$) the pay for a certified substitute teacher, which ever is less..

The benefits as described above shall convey to the beneficiary or estate of a staff member who dies while under contract to the school district.

Gentry Public School District Board Policies
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Decriptor Term
AIDE DUTIES

Descriptor Code
GDD

Issue Date
May 16, 1994

Revised:
March 8, 2004
June 1, 2007

A. INSTRUCTIONAL AIDE RESPONSIBILITIES

1. Do direct teaching under the guidance of the classroom teacher
2. Check and grade papers.
3. Help the students with art activities.
4. Participate in classroom management.
5. Prepare interim reports
6. Assist with parent/teacher conferences.
7. Assist in field trips
8. Prepare dittos and learning materials.
9. Assist in the preparing bulletin boards.
10. Assist in the operation of teaching machines
11. Assist with lunchroom and campus supervision.
12. Help maintain classroom discipline.
13. Help tutor students as needed.
14. Assist with lesson planning.
15. Assist in the office when needed.
16. Help prepare yearly reports (if applicable)
17. Serve as substitute teacher in emergency situations
18. Perform other duties designated by the principal or superintendent.

B. OFFICE AIDE RESPONSIBILITIES

The office aide shall perform many of the same duties as the school secretary. These duties include:

1. Serving as school receptionist
2. Receiving and directing visitors
3. Supervising students who are waiting to see principal or counselor
4. Acting as substitute teacher in emergency situations
5. Serving as assistant to school nurse in emergencies
6. Answering phone
7. Distributing mail, etc.
8. Writing class admit slips for students.
9. Assigning books and lockers for new students.
10. Copying and sending transcripts.
11. Duplicating instructional materials for teachers
12. Calling substitute teachers at principal's request.
13. Performing other duties as designated by principal or superintendent.

C. Other Instructional Aide (Chapter 1, Migrant, G&T, Etc.)

1. Conduct needs assessment of all students eligible for individual supplemental instruction in accordance with specific program.
2. Provide supplemental instruction in accordance with specific program guidelines under the direction of the classroom teacher or program supervisor.
3. Provide eligible students with other non-instructional supplemental services available through specific program.
4. Prepare supplemental instructional and enrichment materials as needed.

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5. Maintain classroom and provide an environment conducive to learning.
6. Maintain classroom discipline.
7. Periodically notify parents of student's progress.
8. Maintain updated records and transfer data to proper agencies upon request.
9. Supervise hallways, bathroom, cafeteria, etc.
10. Perform other duties as designated by program director, principal or superintendent.



**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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Descriptor Term
CAFETERIA EMPLOYEES DUTIES

Descriptor Code
GDDA

Issue Date
May 16, 1994
March 8, 2004

A. Responsibilities:

1. Prepare and serve all food.
2. Wash dishes, pots and pans etc.
3. Clean kitchen which includes, floors, equipment walls bathroom, storage areas, freezer, cooler refrigerators.
4. Keep all food products rotated and in order in the storage areas.
5. Check in delivery trucks.
6. Oversee student workers.
7. Do paper work and any other duties as assigned by the immediate supervisor.
8. Perform all duties per instruction and direction of the food services director or his/her designee.

Duties for Cashier:

1. Make and keep records for the daily collection of money in serving line.
2. Count money and student participation.
3. Transport money to central office daily.
4. Perform all duties per instruction and direction of the food services director or his/her designee.

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term	Descriptor Code	Issue Date	Revised:
CENTRAL OFFICE EMPLOYEE DUTIES	GDDB	April 27, 1995	March 13, 2000 May 20, 2002 March 8, 2004 June 28, 2004 April 19, 2005

The Central Administration Office employs four office employees.

- A. Position One: Bookkeeper I responsibilities are to:
1. Keep an accurate record of school district funds.
 2. Pay all personnel that are paid from school district funds.
 3. Figure payroll deductions and send payments to proper place.
 4. Take care of property and personnel insurance.
 5. Verify all school district obligations paid from district funds.
 6. Prepare a school district financial statement each month.
 7. Perform other duties as assigned by superintendent.
- B. Position Two: Bookkeeper II/Clerk responsibilities are to:
1. Process and prepare for payment all Central Office purchases for "Accounts Payable"
 2. Assist campus secretaries to process and prepare for payment all campus purchases for "Accounts Payable"
 3. Keep all campuses' activity account funds and keep all records concerning the financial operation of the business fund.
 4. Pay all District Accounts Payable obligations
 5. Maintain an up-to-date inventory of all district capital equipment and other capital purchases or investments
 6. Assist Bookkeeper I and other positions as needed
 7. Perform other duties as assigned by District Treasurer.
- C. Position Three: Administrative Assistant's responsibilities are to:
1. Verify, maintain, file, and process all information regarding Human Resources including both Personnel and Applicant files; assuming all custodial responsibilities for such records.
 2. Maintain and verify DOL and EEOC compliance for employees
 3. Maintain District Calendar including all approved activities and use of facilities
 4. Compile and send "Cycle Reports" to the State Department of Education.
 5. Handle correspondence for the Superintendent including being the recording secretary for regular and special school board meetings.
 6. Prepare certified and classified contracts
 7. Perform other duties as assigned by Superintendent.
- D. Position Four: Bookkeeper III /Receptionist's responsibilities are to:
1. Receive visitors and phone calls.
 2. Keep the school food service books and keep all records connected with the financial operation of the school food service program.
 3. Pay Food Services Accounts Payable obligations
 4. Approve and verify student lunch applications
 6. Assist Bookkeeper I and other positions as needed
 7. Perform other duties as assigned by District Treasurer.

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



Descriptor Term
CUSTODIAN DUTIES

Descriptor Code
GDDC

Issue Date
May 16, 1994
March 8, 2004

A. RESPONSIBILITIES

1. Open buildings in the morning
2. Regulate heat and A/C for all buildings.
3. Check all restrooms for supplies and cleanliness frequently during the work day.
4. Clean all rooms and hallways daily (vacuum or sweep).
5. See that all windows and doors are locked at the end of the day.
6. Empty all wastebaskets in all rooms.
7. Mop clean and wax all rooms requiring such.
8. Wash windows periodically
9. Clean water fountains as needed.
10. Maintain landscape areas.
11. Repair desks, stools, chalkboards, bulletin boards.
12. Install pencil sharpeners
13. Perform other maintenance or custodial work as designated by immediate supervisor or superintendent.

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Descriptor Term
FOOD SERVICE DIRECTOR DUTIES

Descriptor Code
GDDD

Issue Date
May 16, 1994
March 8, 2004

A. RESPONSIBILITIES

1. Provide instructions and supervision of all other cafeteria employees in the preparation and serving of meals and all other duties at all campuses.
2. Plan menu
3. Purchase all food, equipment, supplies, etc.
4. Keep all records and paperwork required to meet federal, state and local district guidelines and requirements, such as:
 - a. Meal Production Records
 - b. Inventory Control (purchased & U.S.D.A donated foods)
 - c. Storage areas (temperature control, etc.)
 - d. Vender Invoices
 - e. Time Sheets
 - f. Yearly accumulation and on-site review, etc.
5. Oversee maintenance and repairs of cafeteria equipment
6. Perform all other duties pertaining to the daily operation and maintenance of the Gentry School District Food Services Department and Program as assigned by the superintendent.
7. Develop the work schedule for all cafeteria employees

Gentry Public School District Board Policies
Effective As Of July 1, 2011



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Descriptor Term
MAINTENANCE DUTIES

Descriptor Code
GDDE

Issue Date
May 16, 1994

Revised
May 20, 2002
March 8, 2004

The maintenance employee is charged with the repair and maintenance of the school facilities and grounds. S/he will make repairs or provide upkeep, which do not require a licensed or certified technician in the following areas:

A. RESPONSIBILITIES

1. Plumbing- stools, urinals, sinks, faucets, drains, sprinkler system, etc.
2. Heating, Ventilation, and Air Conditioning- light pilots, clean or replace air filters, etc.
3. Electrical- replace fuses, switches, receptacles, cords, motors, bulbs, etc.
4. Carpentry- paint, install chalkboards, window screens, replace glass, doors, locks, etc.
5. Grounds- mow, "weed-eat", trim and prune trees, snow removal of driveways and major walk-ways, etc.

B. Other duties

1. Advise superintendent on maintenance needs requiring a licensed or certified technician
2. Escort various inspectors on survey of sites, i.e. fire marshal, insurance inspectors, state safety and health inspectors, etc. Be responsible for follow-up on any deficiencies noted by above mentioned inspectors.
3. Supervise other district maintenance personnel
4. Oversee the safety of district facilities during holidays.
5. Perform other maintenance duties as designated by the superintendent.

Gentry Public School District Board Policies
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Descriptor Term:
SCHOOL NURSE DUTIES

Descriptor Code:
GDDF

Issue Date
May 16, 1994
March 8, 2004

A. Job summary

The school nurse cooperates with administration, school staff, parents and resource people in providing for students' total health needs; identifies and studies student health problems and assists in their solution.

He/she ascertains the need for additional or modified health services. Maintains records of students' health history, medical treatment required and related services executed by a nurse.

B. Responsibilities and authority

1. The school nurse is responsible for nursing activities of health services, interpreting policies and procedures and reviewing work performance to determine compliance to recognized standards for:

- a. Maintaining quality level of care.
- b. Compliance with physicians' orders and administrative policies according to State and District standards.

2. The school nurse is expected to:

- a. Maintain a good working relationship with school staff, administration and related resource people.
- b. Maintain student health records and implement physicians' orders regarding students.
- c. Provide for health care of student and cooperate with personnel of other departments in providing for students' total health needs.
- d. Periodically check to ensure maximum service and to ascertain need for additional or modified services.
- e. Ensure availability of supplies.
- f. Assist with research related to improvement of health services for students.
- g. Implement nursing responsibility and administrative policy.
- h. Give consultation and support to those needing or requesting health care.
- i. Provide first aid and supportive care to students needing assistance.
- j. Ascertain that all students of the Gentry Public Schools have complied with all current State and Federal Laws concerning immunization.
- k. Evaluate work performed.
- l. Arrange for screening programs and make referrals as indicated by results.
- m. Perform all other related duties as assigned by the campus principal(s).

C. Qualifications

1. Education:

- a. A graduate of an approved school of nursing.
- b. A current Arkansas License to practice nursing.

2. Training and experience:

- a. Experience in school nursing preferred.
- b. Background of emergency work and experience in general nursing helpful.

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Descriptor Term:
SCHOOL SECRETARY DUTIES

Descriptor Code:
GDDG

Issue Date:
May 16, 1994
March 8, 2004
June 1, 2007

Each principal shall have one (1) secretary. The elementary, middle, and high school office secretaries will help the students, teachers, and do school office work as assigned by the principal.

Responsibilities:

1. Serving as receptionist when necessary.
2. Keeping student attendance records up to date.
3. Reporting average daily attendance information to the proper authorities.
4. Assigning books and lockers for new students.
5. Enrolling new students.
6. Keeping activity fund account and check books and providing a monthly financial statement of the account.
7. Attend Act 61 training when necessary
8. Process and prepare purchase orders for payment to Central Office Bookkeeper II.
9. Typing letters, bulletins, purchase requests, etc.
10. Making bank deposits.
11. Keeping permanent records up to date.
12. Keeping substitute teachers' employment records.
13. Calling substitute teachers at Principal's request.
14. Doing State Department of Education reports as requested by the Principal.
15. Taking care of lounge beverage machine(s).
16. Perform other duties as designated by principal or superintendent.

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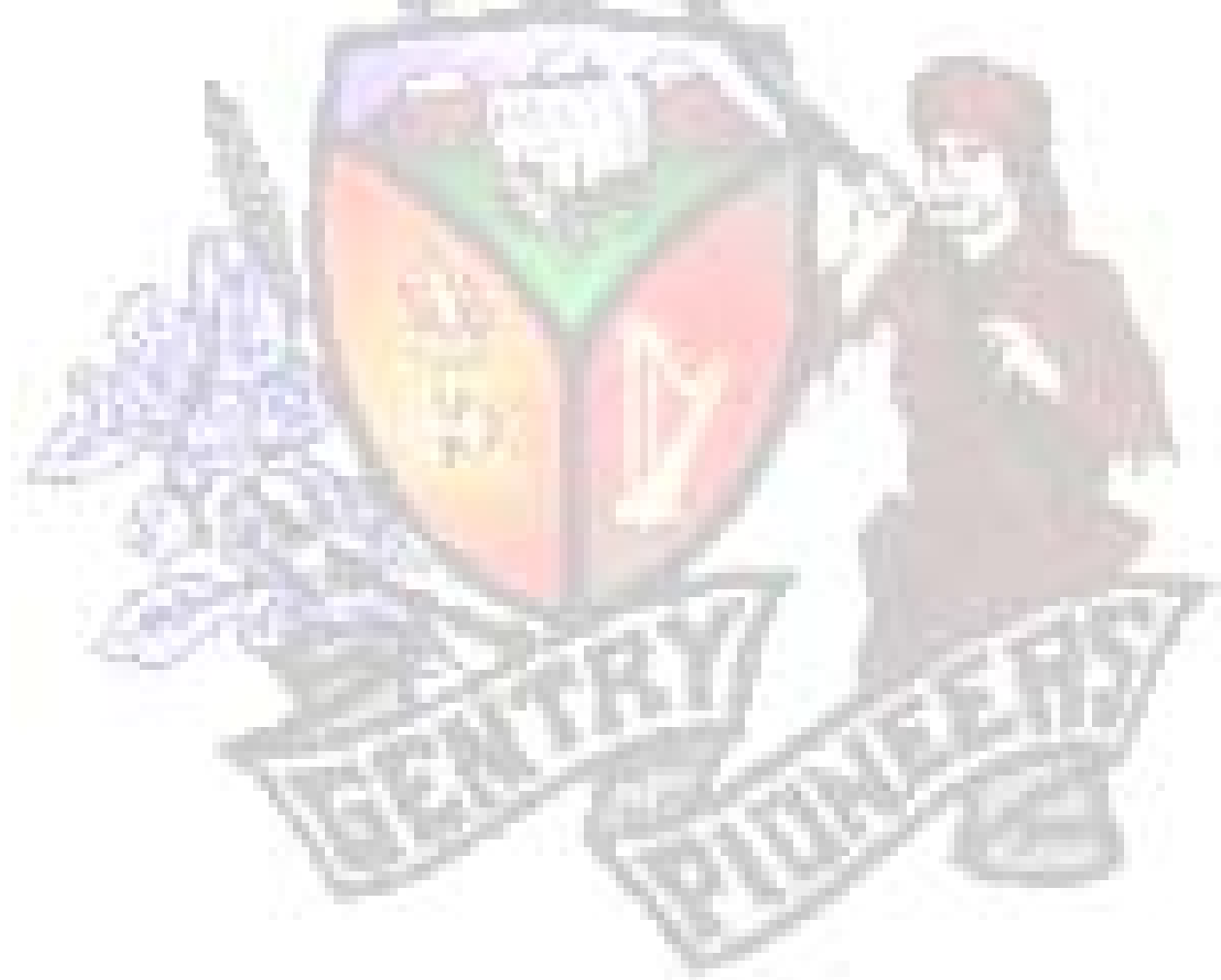


Descriptor Term
Child Nutrition Manager Duties

Descriptor Code
GDDH

Issue Date
June 1, 2007

1. Supervise hourly employees.
2. Make sure employees are in compliance with the guidelines of Standard Operating Procedures and document any incidents outside the guidelines, then report it to the Food Service Director.
3. Responsible to cross train employees and work in any area of the kitchen if necessary.
4. Responsible for turning in food orders to Food Service Director and then check in the order when it arrives.
5. Document commodity foods received and update records
6. Keep daily and monthly records of all meals served, including free, reduced, and paid.
7. Consult with school nurse regarding students with food allergies and meet those needs if requested.



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Descriptor Term
TRANSPORTATION DIRECTOR DUTIES

Descriptor Code
GDDI

Issue Date
May 16, 2011

RESPONSIBILITIES

1. Supervise and evaluate all employees assigned to the Transportation Department
2. Be responsible for acquiring substitute drivers in the absence of a regular school bus driver
3. Schedule all bus routes including "snow routes"
4. Assign drivers to activity trips
5. Maintain a Transportation webpage within the district's website
6. Purchase all supplies, fuel, repair parts and materials for the Transportation Department
7. Coordinate, with school administrators, periodic bus safety training for students and staff
8. Periodically review contents of bus videos, confer with school administration when applicable
9. Keep all records and paperwork required to meet federal, state and local district guidelines and requirements, such as:
 - a. CDL License Checks
 - b. Inventory
 - c. Time Sheets
 - d. Inspection Records
 - e. Pre-employment and Random Drug Tests
 - f. Accident Investigations
 - g. Pre/Post Bus Inspections by drivers
10. Oversee maintenance and repairs of buses and other transportation vehicles
11. Comply with local and state purchasing regulations; work with vendors to ensure cost efficiency
12. Assist with checking road conditions during inclement weather, inspects for road hazards, and other safety related conditions as required by the superintendent.
13. Serve as liaison to local, county, and state officials regarding transportation matters
14. Perform all other duties pertaining to the daily operation and maintenance of the Gentry School District Transportation Department as assigned by the superintendent.

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Descriptor Term
BUS MECHANICS DUTIES

Descriptor Code
GDDJ

Issue Date
May 16, 2011

Responsibilities:

1. Works under the supervision of the Transportation Director.
2. Exhibits skill and proficiency in performing repairs, and routine and preventive maintenance.
3. Accurately inspects, diagnoses, and repairs the district's school buses. Performs road tests and inspects buses to ensure that malfunctions have been corrected and that the bus is operating safely and efficiently.
4. Keeps Transportation Director informed as to status of jobs in the shop.
5. Be responsible for oil change, lube, batteries, etc., at regularly scheduled intervals as determined by the vehicle's operational condition and by guidelines from the Division of Public School Academic Facilities and Transportations.
6. Be responsible for the operational condition of the spare buses.
7. Assures that buses conform to Arkansas State Police Highway Patrol standards.
8. Maintains a high level of safety standards at all times while performing the responsibilities of the position.
9. Promptly reports any abuse of buses and/or equipment to the Transportation Director
10. Responsible for inventories of assigned tools and equipment.
11. Maintains work area in a safe, clean, and orderly condition; maintains equipment and tools in a safe and proper working condition; notifies appropriate personnel of unsafe working conditions.
12. Completes work orders and maintains records of time worked and materials used;
13. Recommends and assists with purchase of needed parts, supplies, and tools; completes records of vehicle maintenance and repair, parts cost, and vehicle inspections.
14. Serves as an emergency substitute bus driver, if an appropriate substitute cannot be secured.
15. Performs emergency road service to disabled buses. Drives replacement bus to site and calls for wrecker service, when needed.
16. Assists with driver training in the areas of daily pre-trip inspection and bus components identification.
17. Fuels all school vehicles.
18. Washes all school vehicles
19. Attends appropriate workshops and training programs as assigned by the Transportation Director.
20. Perform all other duties pertaining to the daily operation and maintenance of the Gentry School District Transportation Department as assigned by the Transportation Director or the superintendent.

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Descriptor Term	Descriptor Code	Issue Date	Last Revised
PROFESSIONAL STAFF DEVELOPMENT INSTRUCTION	GSDI	7-1-96	11-21-05 January 18, 2010

1. All certified employees must complete at least sixty (60) hours of staff development each year.
2. The staff development year may begin July 1st and end June 30th or begin June 1 and end May 31.
3. Staff development activities may be provided by the education service cooperatives.
4. An employee who misses any part of regularly scheduled staff development activities for any reason (such as sickness) must make up that time in other in-service activities so that a minimum of sixty (60) hours is earned during the school year.
5. Each district must plan staff development based on local needs, School Improvement Plans (ACSIP), and state educational goals. Teachers must be involved in the development of this plan. The plan must be kept on file for monitoring by ADE supervisors. Staff development record keeping of individual participation is the responsibility of the district and will also be monitored by ADE supervisors.
6. Staff development activities attended during the summer or after school hours can be counted toward the sixty (60) hour requirement.
7. For purposes of the requirement for professional development under this section, a three-hour graduate-level college credit course shall be counted as fifteen (15) hours of professional development if the college credit is related to and enhances the teacher's knowledge of the subject area in which the teacher is currently teaching or is part of the requirements for the teacher to obtain additional certification in a subject matter that has been designated by the Department of Education as having a critical shortage of teachers or is otherwise approved by the Department of Education as a graduate level course eligible for professional development credit.
8. Up to twelve (12) hours of professional development credit may be earned by certified personnel for time required at the beginning of each school year to plan and prepare a curriculum and other instructional material for their assigned classes, if the time is: (1) Spent in his or her classroom, office, or media center at the public school; and (2) Prior to the first student-teacher interaction day of the school year. Certified personnel shall earn one (1) hour of professional development credit for each hour of planning and preparation that meets the stated requirements.
9. Each hour of training received by certified personnel related to teaching an advanced placement class for a subject covered by the College Board and Educational Testing Service shall be counted as professional development up to a maximum of thirty (30) hours.
10. Districts must report ten (10) days of staff development on their calendars. These days could occur at any time of the year, but if specified on the calendar, appropriate activities should occur during contracted time.
11. Of the total sixty (60) hours of professional staff development, six (6) hours must be earned in instructional technology and two (2) hours in Parent Involvement. Staff who voluntarily earn more than sixty (60) hours may still be required to participate in certain district professional development activities. Counselors shall receive 3 hours of training in 2009-10 regarding the "ARKANSAS SCHOLARSHIP LOTTERY ACT" and the additional number of training hours thereafter as prescribed by law.

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Two (2) hours of substantive and meaningful in-service training in Arkansas history shall be provided each school year for its teachers who provide instruction in Arkansas history. The district may contract with an education service cooperative or other party to provide the training. The in-service training under this section shall count toward satisfaction of requirements for professional development in the Standards for Accreditation of Arkansas Public Schools.

12. For certified, administrative staff, sixty (60) hours of professional staff development, including six (6) hours earned in instructional technology, shall be earned. Within those hours an emphasis shall be given in educational leadership, data disaggregation, and fiscal management. In addition to those sixty (60) hours, three (3) hours shall be earned in Parent Involvement. Also in addition to those sixty (60) hours, certified administrative staff shall receive 3 hours of training in 2009-10 regarding the “ARKANSAS SCHOLARSHIP LOTTERY ACT” and the additional number of training hours thereafter as prescribed by law.

**Note: Acts 1183 & 1185 of 2005
Act 606 of 2009**



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Descriptor Term: Descriptor
CERTIFIED/CLASSIFIED
SALARY SCHEDULE

Code:
 GBAAA

Issue Date:
 July 1, 1997

Last Revised:
 June 20, 2011

Experience	BA		BA +15		MED		MED+15		MED+30		Longevity	Credit	End of year
	BA	Index	Index	Index	Index	Index	Index	Index	Index	Index			
0	33300	1.000	34330	1.031	37832	1.136	38450	1.155	39068	1.173	0	\$0	1
1	33800	1.015	34830	1.046	38332	1.151	38950	1.170	39568	1.188	1	\$0	2
2	34300	1.030	35330	1.061	38832	1.166	39450	1.185	40068	1.203	2	\$0	3
3	34800	1.045	35830	1.076	39332	1.181	39950	1.200	40568	1.218	3	\$0	4
4	35300	1.060	36330	1.091	39832	1.196	40450	1.215	41068	1.233	4	\$0	5
5	35800	1.075	36830	1.106	40332	1.211	40950	1.230	41568	1.248	5	\$500	6
6	36300	1.090	37330	1.121	40832	1.226	41450	1.245	42068	1.263	6	\$500	7
7	36800	1.105	37830	1.136	41332	1.241	41950	1.260	42568	1.278	7	\$500	8
8	37300	1.120	38330	1.151	41832	1.256	42450	1.275	43068	1.293	8	\$500	9
9	37800	1.135	38830	1.166	42332	1.271	42950	1.290	43568	1.308	9	\$500	10
10	38300	1.150	39330	1.181	42832	1.286	43450	1.305	44068	1.323	10	\$750	11
11	38800	1.165	39830	1.196	43332	1.301	43950	1.320	44568	1.338	11	\$750	12
12	39300	1.180	40330	1.211	43832	1.316	44450	1.335	45068	1.353	12	\$750	13
13	39800	1.195	40830	1.226	44332	1.331	44950	1.350	45568	1.368	13	\$750	14
14	40300	1.210	41330	1.241	44832	1.346	45450	1.365	46068	1.383	14	\$750	15
15	40800	1.225	41830	1.256	45332	1.361	45950	1.380	46568	1.398	15	\$1,000	16
16	41300	1.240	42330	1.271	45832	1.376	46450	1.395	47068	1.413	16	\$1,000	17
17	41800	1.255	42830	1.286	46332	1.391	46950	1.410	47568	1.428	17	\$1,000	18
18	42300	1.270	43330	1.301	46832	1.406	47450	1.425	48068	1.443	18	\$1,000	19
19	42800	1.285	43830	1.316	47332	1.421	47950	1.440	48568	1.458	19	\$1,000	20
20	43300	1.300	44330	1.331	47832	1.436	48450	1.455	49068	1.474	20	\$1,250	21
21	43800	1.315	44830	1.346	48332	1.451	48950	1.470	49568	1.489	21	\$1,250	22
22	44300	1.330	45330	1.361	48832	1.466	49450	1.485	50068	1.504	22	\$1,250	23
23	44800	1.345	45830	1.376	49332	1.481	49950	1.500	50568	1.519	23	\$1,250	24
24	45300	1.360	46330	1.391	49832	1.496	50450	1.515	51068	1.534	24	\$1,250	25
25	45800	1.375	46830	1.406	50332	1.511	50950	1.530	51568	1.549	25	\$1,500	26
26	46300	1.390	47330	1.421	50832	1.526	51450	1.545	52068	1.564	26	\$1,500	27
27	46800	1.405	47830	1.436	51332	1.542	51950	1.560	52568	1.579	27	\$1,500	28
28	47300	1.420	48330	1.451	51832	1.557	52450	1.575	53068	1.594	28	\$1,500	29
29	47800	1.435	48830	1.466	52332	1.572	52950	1.590	53568	1.609	29	\$1,500	30
30	48300	1.450	49330	1.481	52832	1.587	53450	1.605	54068	1.624	30	\$1,500	31

Note: All positions on preceding schedule are indexed to base position of B.S. degree and 0 years experience. Index derived by dividing respective position on schedule by base salary. Each respective index shows relative position to base position for a 190 day contract. Fractional part of index reflects cumulative value of experience and/or additional hours and/or degree over a B.S. and are shown for comparison purposes only. This salary schedule revision meets and exceeds provisions of Arkansas Codes Annotated, 6-5-307, A.C.A. 6-17-1001 and A.C.A. 6-20-310. Educational Excellence Trust Funds will be distributed in the above salary schedule according to A.C.A. 6-5-307. **Vertical steps are \$500.**

Base pay was increased from FY 01 to FY 02 by \$1500 to meet or exceed the requirements of "THE EDUCATOR

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field of certification, shall be paid at either his/her per diem rate or per hour rate based on an eight hour day calculated from his/her per diem rate.

“Certified employees who perform a service for the school district outside their contracted instructional day, that is not already compensated by a stipend, is in excess of 60 minutes per week and which does not require certification to perform, shall be paid at either the per diem rate or per hour rate based on an eight hour day calculated on an aides position at Step 0.

CERTIFIED EMPLOYEES FRACTIONAL F.T.E. PROVISION

For any non-administrative, certified employee's, working less than a seven period day, pay is based on a proportional per diem rate of contracted amount for a full day employee.

CLASSIFIED EMPLOYEES

Work Hours

The contracts of all classified employees contracted for a school term are based on 185 days. A 1.00 FTE classified employee's work day is considered to be 8 hours and the contracted employee's per hourly rate may be computed by dividing the contracted amount by 185 days and dividing that result by 8 hours.

Any assigned duties performed in excess of the resulting 40-hour workweek shall be paid a one and one-half (1½) times the hourly rate. By mutual agreement between the employee's supervisor and the employee, the employee may receive one and one-half (1½) times the number hours worked in excess of the forty-hour workweek of release time, which shall be taken in the following 40-hour work period.

Bus drivers and non-supervisory cafeteria employees will be contracted on a per hour basis. The same provisions regarding overtime and release time as described above shall apply.

Each classified employee shall receive a fifteen (15) minute paid break within each four (4) hours period worked.

Each classified shall have a 30 minute paid lunch break within the eight (8) hour workday.

A workweek shall begin at 12:00 a.m. on Sunday and conclude at 11:59:59 p.m. on Saturday.

BENEFITS/SALARY SUPPLEMENTS

Car allowance shall be paid to the superintendent in the amount of \$2700.00 per year. This allowance shall be paid in a lump sum at the beginning of each fiscal year. The superintendent shall keep a log of mileage traveled for school purposes from January 1 to December 30. The miles traveled shall be multiplied times the rate, existing each July 1, as allowed by the Internal Revenue Service for business travel and the total expense shall be subtracted from the \$2700 allowance. On this difference, usual payroll taxes for state, federal, F.I.C.A., and Medicaid shall be computed and withheld and the superintendent shall receive a 1099-G Misc. Income.

Membership dues in the Arkansas Association of Educational Administrators will be paid for all full-time administrators.

In accordance with A.C.A. 6-17-1117 the Gentry School District shall pay the health insurance contribution rate established by the State Board of Education for each eligible [other] employee electing to participate in the Public School Employee Health Insurance Program. By the provisions of A.C.A. 6-17-1116, full-time Gentry School bus drivers are eligible to participate in the Public School Employee Health Insurance Program. By A.C.A. 6-17-1111,

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hourly contracted workers who work less than 900 hours per year are not eligible to participate in the Public School Employee Health Insurance Program.

Business mileage for use of personal vehicle is reimbursed at the rate, existing each July 1, as allowed by the Internal Revenue Service for business for all employees, excluding the superintendent, for all school trips having prior approval by the superintendent.

Meal reimbursement shall be based on actual expenses of meal and gratuity as documented by receipts from the institution at which the meal was obtained. The maximum reimbursement per day shall be (\$30) thirty dollars. No reimbursement shall be made without appropriate documentation.

**EXTRA DUTY PAY/SALARY SUPPLEMENT
CERTIFIED EMPLOYEES
GENTRY PUBLIC SCHOOLS**

Parent Involvement Coordinator	\$1500
Gifted and Talented Coordinator	\$1500
High School Newspaper	\$300
High School Newsletter	\$300
Middle School Newsletter	\$300
Intermediate School Newsletter	\$300
Primary School Newsletter	\$300
Senior Class Sponsor	\$400
Junior Class Sponsor	\$800
High School Student Council	\$400
Drama-Forensics Coach	\$500
High School Yearbook	\$1500
High School Ace	\$700
National Board Certification	\$2000

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Head Sr. High Football	\$3,500 and 20 Day Extended Contract
Head Jr. High Football	\$3,000 and 20 Day Extended Contract
Asst. Sr. Football	\$2,500 and 10 Day Extended Contract
Asst. Jr. Football	\$2,000 and 10 Day Extended Contract
Sr. Boys Basketball	\$3,500 And 20 Day Extended Contract
Jr. Boys Basketball	\$3,000 And 20 Day Extended Contract
Sr. Girls Basketball	\$3,500 And 20 Day Extended Contract
Jr. Girls Basketball	\$3,000 And 20 Day Extended Contract
Asst. Sr. Basketball	\$2,500 And 10 Day Extended Contract
Asst. Jr. Basketball	\$2,000 And 10 Day Extended Contract
Head Sr. High Boy's Track	\$1,000
Head Jr. High Boy's Track	\$1,000
Sr. High Girls Track	\$1,000
Jr. High Girls Track	\$1,000
7-9 Girls Assistant Track	\$500
7-9 Boy's Assistant Track	\$500
10-12 Girls Assistant Track	\$500
10-12 Boy's Assistant Track	\$500
7th Grade Football	\$1000
Asst. 7 Football	\$500
7th Grade Boys' Basketball	\$1000
7th Grade Girls Basketball	\$1000

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7th Grade Boy's Track	\$500
7th Grade Girls Track	\$500
Sr. High Cheerleader	\$2500
Jr. High Cheerleader	\$1500
Sr Band Director	\$3,500 And 20 Day Extended Contract
Jr. Band Director	\$3000
Choir Director	\$1500
Jr. Choir Director	\$1000
Head Baseball	\$2,000
Asst. Baseball	\$1,000
Girls Softball	\$2,000
Assistant Softball	\$1000
Boys Golf 9-12	\$1,000
Girls Golf 9-12	\$1,000
Sr. Volleyball	\$2000
Jr. Volleyball	\$1500
Girls Bowling	\$1,000
Boys Bowling	\$1,000
Girls Soccer	\$2000
Weightlifting	\$1,000
Wrestling 9-12	\$2000
Boys Soccer	\$2000

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Boys Cross Country	\$500
Girls Cross Country	\$500

Employees who qualify for multiple stipends involving the extension of the number of working days in the employee's contract, shall only receive an extension for the stipend which is the greatest; i.e. extensions are concurrent not cumulative.

**LOCAL LONGIVITY SALARY CREDITS
CERTIFIED AND CLASSIFIED EMPLOYEES
GENTRY PUBLIC SCHOOLS**

When you have completed **5 years** at Gentry Public Schools you will receive a **\$500** stipend in your next year's contract and will continue to receive such until—

you have completed **10 years** at Gentry Public Schools at which time you will receive a **\$750** stipend in your next year's contract and will continue to receive such until—

you have completed **15 years** at Gentry Public Schools at which time you will receive a **\$1000** stipend in your next year's contract and will continue to receive such until—

you have completed **20 years** at Gentry Public Schools at which time you will receive a **\$1250** stipend in your next year's contract and will continue to receive such until—

you have completed **25 years** at Gentry Public Schools at which time you will receive a **\$1500** stipend in your next year's contract and will continue to receive such until you leave service in the district.

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Classified Salary Schedule FY 12

POSITION	Code	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
TEACHERS AIDE	1	13,290	13,689	14,099	14522	14,958	15,407	15,869	16,345	16,835	17,341	17,861	18,397	18,948	19,517	20,102	20,706	21,327	21,966	22,625	23,304	24,003
ADMINISTRATIVE ASSISTANT	2	18,230	18,777	19,340	19920	20,518	21,134	21,768	22,421	23,093	23,786	24,500	25,235	25,992	26,771	27,574	28,402	29,254	30,131	31,035	31,966	32,925
BOOKKEEPER II	3	18,472	19,026	19,597	20185	20,790	21,414	22,057	22,718	23,400	24,102	24,825	25,570	26,337	27,127	27,941	28,779	29,642	30,531	31,447	32,391	33,363
TREASURER/Bookkeeper I	4	27,581	28,409	29,261	30139	31,043	31,974	32,934	33,922	34,939	35,987	37,067	38,179	39,324	40,504	41,719	42,971	44,260	45,588	46,955	48,364	49,815
CUSTODIANS	5	17,422	17,945	18,483	19038	19,609	20,197	20,803	21,427	22,070	22,732	23,414	24,117	24,840	25,585	26,353	27,144	27,958	28,797	29,661	30,550	31,467
MAINTENANCE SUPERVISOR	6	20,854	21,480	22,124	22788	23,472	24,176	24,901	25,648	26,418	27,210	28,027	28,867	29,733	30,625	31,544	32,490	33,465	34,469	35,503	36,568	37,665
BOOKKEEPER III	7	18,230	18,777	19,340	19920	20,518	21,134	21,768	22,421	23,093	23,786	24,500	25,235	25,992	26,771	27,574	28,402	29,254	30,131	31,035	31,966	32,925
BUS MECHANIC	8	23,104	23,797	24,511	25246	26,004	26,784	27,587	28,415	29,267	30,145	31,050	31,981	32,941	33,929	34,947	35,995	37,075	38,187	39,333	40,513	41,728
Transportation Director	9	25,206	25,962	26,741	27543	28,370	29,221	30,097	31,000	31,930	32,888	33,875	34,891	35,938	37,016	38,126	39,270	40,448	41,662	42,912	44,199	45,525
SCHOOL NURSE-LPN	10	20,046	20,647	21,267	21905	22,562	23,239	23,936	24,654	25,393	26,155	26,940	27,748	28,581	29,438	30,321	31,231	32,168	33,133	34,127	35,151	36,205
SCHOOL NURSE- RN	11	21,654	22,303	22,972	23662	24,371	25,103	25,856	26,631	27,430	28,253	29,101	29,974	30,873	31,799	32,753	33,736	34,748	35,790	36,864	37,970	39,109
SCHOOL SECRETARIES	12	18,230	18,777	19,340	19920	20,518	21,134	21,768	22,421	23,093	23,786	24,500	25,235	25,992	26,771	27,574	28,402	29,254	30,131	31,035	31,966	32,925
BUS DRIVER- 2 hours daily	13	5,703	5,874	6,050	6232	6,419	6,611	6,810	7,014	7,225	7,441	7,665	7,894	8,131	8,375	8,626	8,885	9,152	9,426	9,709	10,000	10,300
BUS DRIVER- 2.5 hours daily	14	7,129	7,343	7,563	7790	8,024	8,264	8,512	8,768	9,031	9,302	9,581	9,868	10,164	10,469	10,783	11,107	11,440	11,783	12,136	12,501	12,876
BUS DRIVER- 3 hours daily	15	8,555	8,811	9,076	9348	9,628	9,917	10,215	10,521	10,837	11,162	11,497	11,842	12,197	12,563	12,940	13,328	13,728	14,140	14,564	15,001	15,451
BUS DRIVER- 3.5 hours daily	16	9,980	10,280	10,588	10906	11,233	11,570	11,917	12,275	12,643	13,022	13,413	13,815	14,230	14,657	15,096	15,549	16,016	16,496	16,991	17,501	18,026

Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



BUS DRIVER- 4 hours daily	17	11,406	11,748	12,101	12464	12,838	13,223	13,620	14,028	14,449	14,883	15,329	15,789	16,263	16,750	17,253	17,771	18,304	18,853	19,418	20,001	20,601
BUS DRIVER- 4.5 hours daily	18	12,832	13,217	13,613	14022	14,443	14,876	15,322	15,782	16,255	16,743	17,245	17,763	18,295	18,844	19,410	19,992	20,592	21,209	21,846	22,501	23,176
BUS DRIVER- 5 hours daily	19	14,258	14,686	15,126	15580	16,047	16,529	17,025	17,535	18,061	18,603	19,161	19,736	20,328	20,938	21,566	22,213	22,880	23,566	24,273	25,001	25,751
LUNCHROOM SUPERVISOR	20	18,773	19,336	19,916	20514	21,129	21,763	22,416	23,088	23,781	24,494	25,229	25,986	26,765	27,568	28,396	29,247	30,125	31,029	31,959	32,918	33,906
LUNCHROOM WORKER -8 hour	21	12,802	13,186	13,581	13989	14,408	14,841	15,286	15,744	16,217	16,703	17,204	17,720	18,252	18,800	19,364	19,944	20,543	21,159	21,794	22,448	23,121
LUNCHROOM WORKER -5 hour	22	8,001	8,241	8,488	8743	9,005	9,275	9,554	9,840	10,135	10,439	10,753	11,075	11,408	11,750	12,102	12,465	12,839	13,224	13,621	14,030	14,451
TRANSPORTATION HELPER	23	16,864	17,370	17,891	18428	18,981	19,550	20,137	20,741	21,363	22,004	22,664	23,344	24,044	24,766	25,509	26,274	27,062	27,874	28,710	29,571	30,459
Technology Technician	24	25,137	25,891	26,668	27468	28,292	29,141	30,015	30,916	31,843	32,798	33,782	34,796	35,840	36,915	38,022	39,163	40,338	41,548	42,794	44,078	45,400
Child Nutrition Manager	25	13,392	13,794	14,208	14634	15,073	15,525	15,991	16,470	16,965	17,474	17,998	18,538	19,094	19,667	20,257	20,864	21,490	22,135	22,799	23,483	24,187
Maintenance Helper	26	16,864	17,370	17,891	18428	18,981	19,550	20,137	20,741	21,363	22,004	22,664	23,344	24,044	24,766	25,509	26,274	27,062	27,874	28,710	29,571	30,459
Network Administrator	27	25,750	26,523	27,318	28138	28,982	29,851	30,747	31,669	32,619	33,598	34,606	35,644	36,713	37,815	38,949	40,118	41,321	42,561	43,838	45,153	46,507
12 Month APSCN Stipend		1,000	1,000	1,000	1000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Substitute		1,500	1,500	1,500	1500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
School Board Recording Secretary		1,500	1,500	1,500	1500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Clerk Stipend for Athletic Director Duties		1,500	1,500	1,500	1500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Substitute Bus Driver		\$15.55	\$16.02	\$16.50	\$16.99	\$17.50	\$18.03	\$18.57	\$19.12	\$19.70	\$20.29	\$20.90	\$21.52	\$22.17	\$22.84	\$23.52	\$24.23	\$24.95	\$25.70	\$26.47	\$27.27	\$28.09
Bus Shuttles/Activity Trip Rate Per Hour		\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Substitute Bus Drivers Will Be Assigned A "Step" Position At The Beginning Of The Fiscal Year Based On Previous Driving Experience																						

**Gentry Public School District Board Policies
Effective As Of July 1, 2011**



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<i>IT SECURITY POLICY (ITSP-1)</i>	security management
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<i>1A. Policy Statement</i>
District management and IT staff will plan, deploy and monitor IT security mechanisms, policies, procedures, and technologies necessary to prevent disclosure, modification or denial of sensitive information.
<i>1B. Standards</i>

1B1 SECURITY RESPONSIBILITY

- **DISTRICTS** shall appoint, in writing, an IT Security Officer (ISO) responsible for overseeing District-wide IT security, to include development of District policies and adherence to the State-wide (ADE) standards defined in this document.
- **DISTRICTS** shall ensure that the job description and annual performance evaluation for the appointed ISO identifies IT security responsibilities.

1B2 DATA SENSITIVITY

- **DISTRICTS** shall recognize that “sensitive data” identified within this Standard is considered any and all student and employee data which is considered personally identifiable information (PII) or any non PII information which assembled together would allow a reasonable person to identify an individual. Sensitive data includes, but is not limited to:
 - Student or parents name, address, telephone number, and social security number.
 - Student grade, attendance, medical, or transcript information.
 - Student or parent financial aid or similar financial information.
 - Employee name, address, telephone number.
 - Employee payroll and benefits information.
 - Any information which by itself or if combined with other information would lead a reasonable person to be able to discretely identify an individual.

1B3 TRAINING

DISTRICTS, led by the Information Security Officer (ISO), shall ensure that all District employees having access to sensitive information undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information.



2A. Policy Statement

Physical access to computer facilities, data rooms, systems, networks and data will be limited to those authorized personnel who require access to perform assigned duties.

2B. Standards

2B1 Workstation Security

- **DISTRICTS** shall ensure that user workstations must not be left unattended when logged into sensitive systems or data including student or employee information. Automatic log off and password screen savers must be deployed to enforce this requirement.
- **DISTRICTS** shall ensure that all equipment that contains sensitive information will be secured to deter theft. No sensitive data shall be retained on laptop and/or remote devices (home computer, thumbdrives, personal digital assistants, cellphones, CDs, etc.) unless encrypted in accordance with the Arkansas State Security Office's Best Practices.

2B2 COMPUTER ROOM Security

- **DISTRICTS** shall ensure that computer rooms and telecommunication rooms/closets are protected by appropriate access control which segregates and restricts access from general school or District office areas. Server room access control should be enforced using keys, electronic card readers, or similar method with only those IT or management staff having access necessary to perform their job functions allowed unescorted access.



3A. Policy Statement

Network perimeter controls will be implemented to regulate traffic moving between trusted internal (District) resources and external, untrusted (internet) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.

3B. Standards

3B1 Perimeter Security

- **DISTRICTS** shall maintain a network configuration management program which includes as a minimum: a network diagram identifying all connections, addresses, and purpose of each connection including management approval of all high risk internet-facing ports such as mail (SMTP/25), file transport protocol (FTP/20-21), etc.
- **DISTRICTS** using non-State supplied internet connections shall ensure that all public facing (internet) servers and workstations must be segmented on a demilitarized zone (DMZ) separate from the internal District network. Segmentation may be achieved via firewall, router, virtual local area network (VLAN), or similar network access control device which does not allow internet traffic to access any internal system without first passing through a DMZ or network device rule set.

3B2 WIRELESS NETWORKS

- **DISTRICTS** shall ensure all wireless access shall require authentication and Service Set Identifiers (SSID) shall not contain information relative to the District, location, mission, or name.
- **DISTRICTS** shall ensure that wireless networks will deploy network authentication and encryption in compliance with the Arkansas State Security Office's Best Practices.
- **DISTRICTS** shall scan for (and disable) rogue wireless devices at a minimum quarterly.

3B3 REMOTE ACCESS

- **DISTRICTS** shall ensure that any remote access with connectivity to the District internal network is achieved using encryption (e.g., SSH, RDP/High, VPN).



3B4 WARNING BANNERS

- **DISTRICTS** shall ensure that appropriate WARNING BANNERS have been implemented for all access points to the District internal network.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



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IT SECURITY POLICY (ITSP-4)	access control
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4A. Policy Statement
System and application access will be granted based upon the least amount of access to data and programs required by the user in accordance with a business need-to-have requirement.
4B. Standards

4B1 SYSTEM ACCESS CONTROLS – authentication

- **DISTRICTS** shall enforce strong password management for both students and employees/contractors (*as technology permits*) including as a minimum:
 - ✓ Unique user accounts/IDs which must never be shared (exception allowed for students below fourth grade).
 - ✓ Secret eight character password length, known only to the user.
 - ✓ Complex syntax such as alpha-numeric and special characters.
 - ✓ Password expiration not-to-exceed ninety days.
 - ✓ Prohibited re-use of most recent four passwords.
 - ✓ Passwords encrypted on disk.
 - ✓ Initial user passwords should be distributed as one-time (expired) passwords.

- **DISTRICT** user accounts will be locked for no less than fifteen minutes after no more than six failed logon attempts (SYSTEM LOCKOUT).

4B2 SYSTEM ACCESS CONTROLS – authorization

- **DISTRICTS** shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

- **DISTRICTS** shall ensure that user access should be granted and terminated upon timely receipt, and management’s approval, of a documented access request/termination. Ongoing access shall be reviewed for all users as a minimum annually.

4B3 SYSTEM ACCESS CONTROLS – accounting

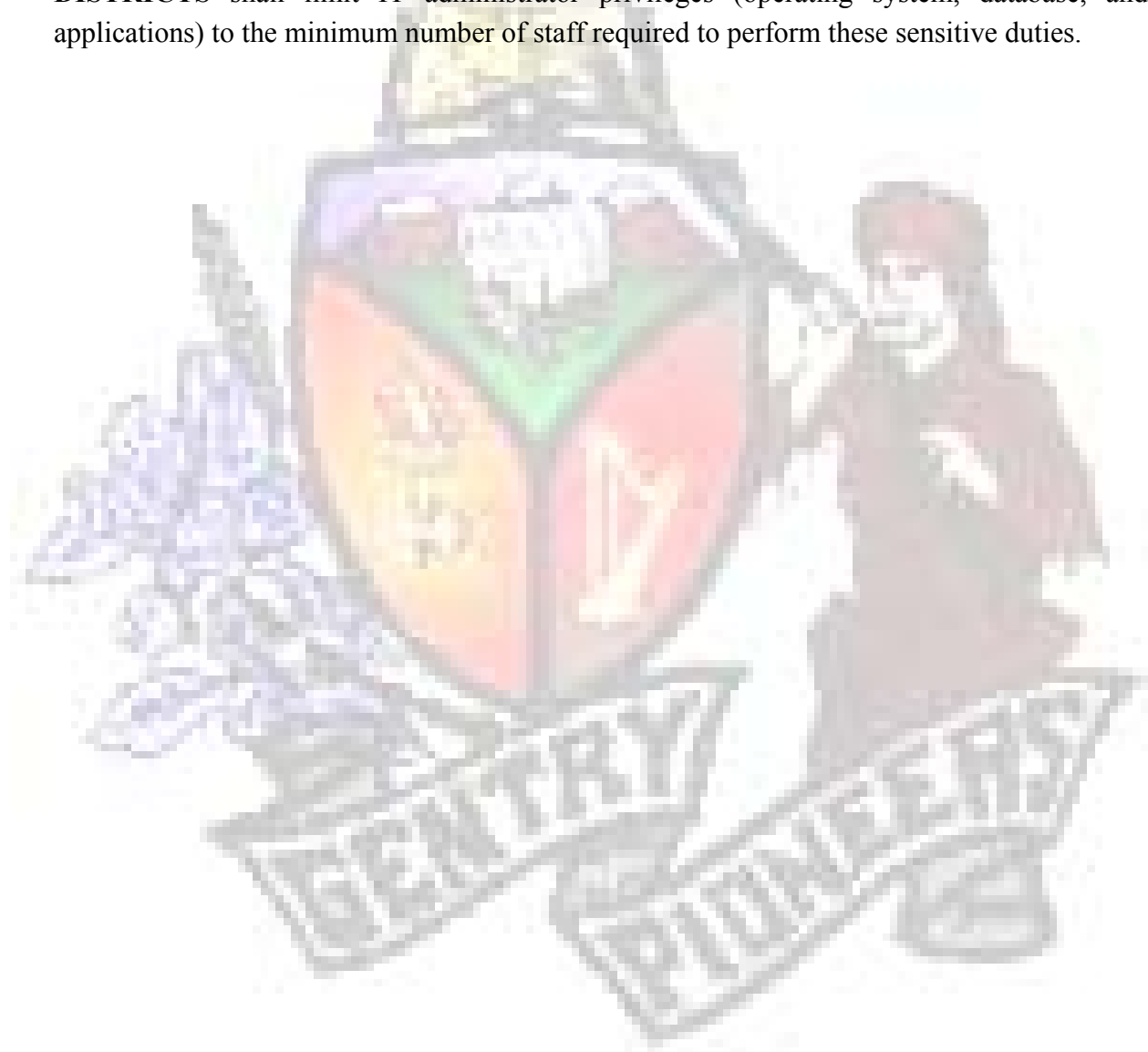
- **DISTRICTS** shall ensure that audit and log files are generated and maintained for at least ninety days for all critical security-relevant events such as: invalid logon attempts, changes



to the security policy/configuration, and failed attempts to access objects by unauthorized users, etc.

4B4 AdministratIVE ACCESS CONTROLS

- **DISTRICTS** shall limit IT administrator privileges (operating system, database, and applications) to the minimum number of staff required to perform these sensitive duties.



Gentry Public School District Board Policies
Effective As Of July 1, 2011



The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.



5A. Policy Statement

Application development and maintenance for in-house developed student or financial applications will adhere to industry processes for segregating programs and deploying software only after appropriate testing and management approvals.

5B. Standards

5B1 Systems Development

- **DISTRICTS** shall ensure that any custom-built student or financial applications or supporting applications which interface, integrate with, or provide queries and reporting to/from student or financial systems are developed using a system development life cycle approach which incorporates as a minimum:
 - ✓ Planning, requirements, and design.
 - ✓ User acceptance testing (UAT).
 - ✓ Code reviews.
 - ✓ Controlled migration to production.

5B2 Systems MAINTENANCE and change control

- **DISTRICTS** shall ensure that any changes to core or supporting applications which provide student or financial processing or reporting are implemented in a controlled manner which includes as a minimum:
 - ✓ Mechanisms which serve to document each change, both infrastructure and/or application.
 - ✓ Management approval of all changes.
 - ✓ Controlled migration to production, including testing as appropriate.



6A. Policy Statement

Monitoring and responding to IT related incidents will be designed to provide early notification of events and rapid response and recovery from internal or external network or system attacks.

6B. Standards

6B1 INCIDENT RESPONSE PLAN

- **DISTRICTS** shall develop and maintain an incident response plan to be used in the event of system compromise which should include:
 - ✓ Emergency contacts (i.e. vendors, DIS, ADE/APSCN, law enforcement, employees, etc.).
 - ✓ Incident containment procedures.
 - ✓ Incident response and escalation procedures.



7A. Policy Statement

To ensure continuous critical IT services, IT will develop a business continuity/disaster recovery plan appropriate for the size and complexity of District IT operations.

7B. Standards

7B1 Business Continuity Planning

- **DISTRICTS** shall develop and deploy a district-wide business continuity plan which should include as a minimum:
 - ✓ **Backup Data:** Procedures for performing routine backups (as a minimum weekly) and storing backup media at a secured location other than the server room or adjacent facilities. As a minimum, backup media must be stored off-site a reasonably safe distance from the primary server room and retained in a fire resistant receptacle.
 - ✓ **Secondary Location:** Identify a backup processing location, such as another School or District building.
 - ✓ **Emergency Procedures:** Document a calling tree with emergency actions to include: recovery of backup data, restoration of processing at the secondary location, and generation of student and employee listings for ensuring a full head count of all.



<i>IT SECURITY POLICY (ITSP-8)</i>	malicious software
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<i>8A.</i>	<i>Policy Statement</i>
Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.	
<i>8B.</i>	<i>Standards</i>

8B1 MALICIOUS SOFTWARE

- **DISTRICTS** shall install, distribute, and maintain spyware and virus protection software on all production platforms, including: file/print servers, workstations, email servers, web servers, application, and database servers.
- **DISTRICTS** shall ensure that malicious software protection will include frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (realtime) on all operating servers/workstations. Districts should consider implementing enterprise servers for required updates to conserve network resources.
- **DISTRICTS** shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.





Gentry Public School District

2011-12 School Calendar



JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

AUGUST						
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SEPTEMBER						
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OCTOBER						
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30	31					

NOVEMBER						
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DECEMBER						
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Jan-12						
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29	30	31				

FEBRUARY						
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MARCH						
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APRIL						
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29	30					

MAY						
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JUNE						
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Important Dates And Information

First Semester Dates

July 4 - Independence Day- No School
August 5, 8-12 Professional Staff Development
August 8 Middle School Open House 6:00 to 8:00 P.M.
August 9 High School Open House 6:00 to 8:00 P.M.
August 10 Intermediate School Open House 6:00 to 8:00 P.M.
August 11 Primary School Open House 6:00 to 8:00 P.M.
August 15, 2011 First Student Day
September 5 Labor Day Holiday- No School
September 12- Parent Teacher Conferences 4:00 p.m. to 7:00 p.m. [PS & MS]
September 13- Parent Teacher Conferences 4:00 p.m. to 7:00 p.m. [IS & PS]
September 14- Parent Teacher Conferences 4:00 p.m. to 7:00 p.m. [HS & IS]
September 15- Parent Teacher Conferences 4:00 p.m. to 7:00 p.m. [HS & MS]
October 14- End First Attendance Quarter 44 Days
November 23-25 Thanksgiving Holiday
December 29th End of Second Attendance Quarter 44 Days
Christmas Holidays December 21-31

Second Semester Dates

January 2, 2012 Professional Development Day
January 3, 2012 First Student Day Second Semester
February 20 Parent-Teacher Conferences 2:00 p.m. to 8:00 P.M. [No Student Day]
March 9 End of Third Attendance Quarter 48 Days
March 19-23 Spring Break
April 6- Good Friday- No School
May 16 End of Fourth Attendance Quarter 42 Days
May 17-18, 21 Professional Staff Development
May 28 Memorial Day- No School

Information

Ten (10) Snow Days are "built into calendar" making the range for last student day May 16 to May 31.

If any days should be missed in the first semester for inclement weather or other reasons, the PD day scheduled for January 2, 2012, will convert to a student attendance day and the PD day will be added to the end of the calendar for teachers.

If one (1) or more days should be missed prior to February 20, the P-T Conference will be rescheduled for Feb. 20 & 21 and both days will be "Early Release" for students.

If there are days missed remaining to be made up after February 20, "Good Friday" will be rescheduled as a student attendance day.

Days missed in excess of 10, remaining to be made up prior to Spring Break, will be made up starting on Monday of Spring Break week.

After "Good Friday", remaining days missed not yet made up may result in school attendance on selected Saturdays.

On approval, up to two (2) Professional Staff Development Days may be earned during the summer break. Such days will be directly related to TLI and/or CCSS.

On approval, one (1) Professional Staff Development Day may be earned in campus wide or district wide afterschool PD sessions. Such sessions will be directly related to TLI and/or CCSS. Such sessions will be scheduled in no less than 30 minute blocks. Both this and the above PD strategy may be credited to PD days scheduled for May 17-18, 21.

The mission of the Gentry School District is to work with the community in providing safe and successful experiences for each student.

The Gentry Board of Education meets the third Monday of each month. Citizens of the district are invited to attend these public meetings.

Gentry Public School District Board Policies Effective As Of July 1, 2011



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