

PROFESSIONAL ETHICS

All of the faculty is familiar with professional ethics. The following points are basic in any professional code of ethics.

1. A teacher should never discuss one pupil or his record with another pupil, in the presence of the class or with the parents of another pupil.
2. A teacher should never criticize another teacher before pupils, before a class, or in the presence of another teacher. When a teacher sees other members of the faculty following practices or procedures which in his/her opinion may be detrimental to the school system, it should be discussed with the principal or superintendent, rather than with parents, other teachers, or the public in general.
3. Discussion and statements in faculty meetings should be regarded as confidential. A teacher should always feel free to discuss any problems or pupil in faculty meetings with the utmost frankness with no fear of publication of his/her statement or opinion.

MISSION STATEMENT

The mission of the West Side Public School staff is to provide every student the opportunity for a comprehensive education of the highest quality in a safe and nurturing environment. We are committed to the development of each individual as a successful, responsible and productive citizen with high ethical standards. We will encourage parents and citizens of our community to assist us in helping our students attain their maximum educational potential.

MOTTO

Our motto is to “OPEN” the door to learning.

O - opportunity
P - productive
E - encourage
N - nurture

SCHOOL PHILOSOPHIES & GOALS

1. West Side Public Schools seek to achieve the greatest education possible for each of its students and will offer a disciplined learning environment conducive to learning.
2. West Side Public Schools seek to promote in each student respect for self and others, self-confidence, self-esteem, a positive self-image and other qualities of emotional stability.
3. West Side Public Schools seek to teach its students the skills of thinking in order that they may be especially adept at solving problems and developing new ideas throughout life.
4. West Side Public Schools seeks to instill within each student the basic moral responsibilities and successful social attitudes necessary to secure a fair, free and cohesive society.
5. It is the aim of West Side Public Schools to sufficiently prepare its students for advancement to appropriate post-secondary institutions of learning.
6. It is an aim of the West Side Public Schools to furnish each student with the skills necessary to obtain and maintain at least adequate employment.
7. It is an aim of the West Side Public Schools to promote within each student an appreciation for and willingness to defend the American way of life, democracy as a form of government and freedom as a vital right of the individual.
8. It is the aim of West Side Public Schools to assist the efforts of home and other institutions in preserving good and noble characteristics of the past, while serving also as a stable catalyst for positive changes.
9. It is the aim of West Side Public Schools to encourage each student to engage in regular physical activity during his years at West Side and throughout life, for both mental and physical alertness and development, and to foster the spirit of competition so vital to the American system.
10. It is the aim of the West Side Public Schools to encourage each student to be free of drugs and to deal with problems in a non-violent manner.

POLICIES TEACHERS ARE EXPECTED TO FOLLOW

1. To practice good grooming and to encourage the same for students.
2. To have good housekeeping in all areas. Attend to lighting and temperature of room.
3. To keep close check on school property for intentional damage which requires student payment.
4. To remain in classroom and to keep students for whom they have responsibility under their supervision at all times. If necessary to leave room, notify another employee or the office so that adequate supervision can be provided.
5. To notify office if teacher is to be gone from class over 15 minutes.
6. To maintain order in halls between classes.
7. To have a positive professional attitude. To accept correction and reprimand in the proper spirit.
8. To take a genuine interest in students and manifest this interest to both child and parent. Use tact, restraint, poise and dignity in conferences with parent. Try to start and end conferences with a pleasant frame of mind to establish mutual understanding and confidence.
9. To meet with the parent(s)/guardian(s) of each student at least once a semester through a parent-teacher conference, phone call or a home visit.
10. To utilize free time or vacant periods for constructive work, meeting obligations to the office, etc., in order to minimize the amount of home work necessary.
11. To refrain from carrying on personal business, interviewing solicitors such as insurance salesman, etc., during school hours.
12. To handle discipline in class in such a way to minimize disruptions.
13. To not send students to use copy machine or telephone.
14. To be familiar with student handbook.
15. To keep accurate attendance and tardy records for each class.

16. To drop students from roll only after receiving notification from office.
17. To keep fair and adequate grades for evaluating progress of students.
18. To have lesson plans prepared one week in advance and emergency lesson plans in office.
19. To have daily reports (students absent from class and lunch count) ready by 8:20 each morning. In high school, have absentee list posted in Grade Quick within five minutes of start of class.
20. To have grades entered weekly in Grade Quick in high school by Thursday by 3:15 p.m.
21. To send grade reports (grade sheets) to office no later than noon on date they go out to students.
22. To be familiar with homework, test and make-up work policies.
23. To maintain positive community relations. To have a friendly and helpful attitude.
24. To seek and gain administrative authorization before making any school-related purchases or orders.
25. To seek and gain administrative approval of all activities before presenting them to students and assure that the activity is placed on the official school calendar.
26. To schedule use of school facilities through the office.
27. To send janitorial requests and concerns to the office.
28. To send students with medical needs to the school nurse who will administer all prescription and non-prescription medicines.
29. To document all school-related correspondence by placing a copy on file in the principal's office.
30. To check your mailbox before school begins each day.
31. To be familiar with fire and tornado drill procedures.

CERTIFIED PERSONNEL

EMPLOYMENT

1. All applicants, prior to employment, must provide the superintendent with a completed application form and resume indicating appropriate qualifications and references in regard to training and experience.
2. The employment of all instructional personnel shall be by the board of Education upon the recommendation of the superintendent.
3. Should a person recommended by the superintendent be rejected by the school board, it shall be the duty of the superintendent to recommend another person for consideration.
4. All teachers must satisfy the requirements of state law and policies of the school board.
5. Employment will be based on the following criteria:
 - a. Certification requirements
 - b. Experience and performance
 - c. Personal interview
 - d. References
6. All administrative, teaching and other personnel shall meet appropriate state certification and recertification requirements.

Personnel with provisional certification may be used in emergencies only. A provisionally certified person may continue to be used provided that the person meets the requirement for renewal of provisional certification. In no case may a provisionally certified person replace a provisionally certified person unless the school documents to the State Department of Education that efforts have been made to hire a certified person.

Recertification in a subject area shall require intervening educational experience related to that subject area..

Recertification for administrative and other personnel shall require Appropriate intervening experience related to their responsibilities.

7. Soon after being notified of election, and before any payment for service, an employee must furnish the superintendent with the following:
 - a. A signed contract
 - b. A current Arkansas teacher's certificate
 - c. An original transcript of college credits
 - d. A current health certificate
 - e. A social security card
 - f. A statement of number of dependents (w-4 form)
 - g. Proof of U. S. citizenship

8. Teachers shall be re-employed on an annual basis, with contracts renewed at the regular April meeting of the board of education. Teachers who are not recommended by the administration for re-employment at the April meeting will be placed on probation and their contracts will be acted upon at the May meeting.

ASSIGNMENT AND EXTRACURRICULAR DUTIES

Teachers will be assigned to positions for which they are best qualified. An effort will be made to honor teacher preference in assignments, if training, experience and qualifications are equal. Teachers must be assigned, re-assigned or transferred by the superintendent, subject to review and approval of the board of education at the next regular meeting after such action by the superintendent.

Extracurricular duties, organizational activities, playground assignments, etc., are considered a part of the teaching assignment. The administration shall have the responsibility of assigning extracurricular duties to all instructional personnel.

The acceptance of sponsorship of a school organization or activity by a teacher should reflect dedication and responsibility to the task.

Leave of absence with full pay may be granted to teachers by the principal and/or superintendent for the purpose of accompanying pupils on special school activities.

STAFF DEVELOPMENT

West Side School District recognizes the importance of maintaining, developing and enhancing skills of professional staff member by providing opportunities to ensure staff growth and development which will be reflected in increased personal and professional competence. Planning for staff development activities shall be a cooperative venture, under the direction of the superintendent or his designee. District sponsored activities shall be within the normal work week, when possible, and the cost shall be paid by district. The board will be provided with periodic evaluation reports of these activities and their impact on professional growth and student learning.

Faculty members are required to attend at least 60 hours of professional development, 6 of which must be technology based and 2 hours (3 hours for administrators) from parent involvement. A 3 hour graduate level college credit course shall count as 15 hours of professional development if course meets ADE (6-15-104) guidelines. Also up to 12 hours may be earned for time required at beginning of each school year to plan and prepare curriculum and other instructional material as approved by building administrators which meet guidelines of ADE (6-17-705). For each administrator, the 60 hours of professional development includes training in data disaggregation, instructional leadership, and fiscal management. Calendar will run from June 1 to May 31. Time may be granted for conferences, professional meetings, workshops and visitations and expenses may be reimbursed, provided such activities are approved in advance by the superintendent of schools.

STANDARD REIMBURSEMENT FOR EMPLOYEES

Employees may be reimbursed for travel expenses when required to travel from their official worksite, West Side School District, on school business.

Travel reimbursement is not a per diem, and is to be claimed for actual expenses. Mileage reimbursement will be 42.5 cents per mile.

Reimbursement for meals is allowed only in connection with overnight travel. Overnight travel has to have prior approval from the superintendent. Only one meal is reimbursable on travel day prior to an overnight stay with prior approval. The regular meal reimbursement of \$25.00 per day will apply to the business day. Original receipts must accompany all requests for reimbursements.

No cash advances shall be made for travel.

Expenses not covered include:

- alcoholic beverages
- entertainment expenses
- replacements due to loss or theft
- discretionary items such as clothing or gifts
- medical expenses incurred while on route to or from destination
- tips or gratuities

OUTSIDE EMPLOYMENT

An employee of West Side School District shall not act as a salesman for school supplies or books required to be used in a school or by the pupils of any school while the teacher is in employ of West Side School District. The board of education does not encourage teachers to engage in outside employment. Such employment must not interfere with the teacher's performance at their highest possible level of teaching. Teachers shall not be allowed to engage in any outside employment, if, in the opinion of the administration, it affects their professional status adversely or impairs their standing with students, associates and the community.

POLITICAL ACTIVITIES

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

ADMINISTRATION WILL HELP

The administration has placed its stamp of approval on each teacher. Each teacher should maintain an interest in the work by planning carefully, using initiative, using patience in solving his own problems, and being resourceful. The administration stands ready to render any assistance possible. It is unprofessional for teachers to discuss their problems with others. The place to carry them is to the administration.

Teachers should not feel embarrassed in asking for information and help. Schools are organized on the theory that some know more about schools than others. If teachers need information and assistance on any teaching problem, they should ask the principal or the superintendent for help.

CORRECT PROCEDURE WITH REFERENCE TO SCHOOL PROBLEMS

The running of a good school requires that certain procedures must be followed. Any problems encountered should first be taken to your immediate supervisor.

The function of a school board is to make policies. Do not bother board members with duties that are the responsibilities or the administration.

GRIEVANCE PROCEDURE

Teachers shall have the right to present grievance and in so doing, shall be assured freedom from restraint, interference, discrimination and reprisal. Officials at all levels shall receive and act promptly and fairly upon teacher grievances.

Any teacher expressing a grievance of any nature may, in company with the principal, appear before the superintendent of schools for a hearing of the grievance. Any grievance that cannot be solved by the parties involved may be appealed to the board of education. Such appeal must be in writing to the superintendent or president of the board and presented at least five (5) days prior to the meeting of the board of education.

ARRIVAL AND DEPARTURE TIME

All teachers are to report to school and be in their assigned area no later than 7:45 a.m. unless on other assigned duties. Teachers should be at the door of their classroom by 8:00 a.m. each day to help monitor student activity unless they are on assigned duty elsewhere.

Faculty members are to remain at school until 3:30 in the afternoons, except on Friday afternoons when teachers are free to leave as soon as buses depart. This will allow enough time for all students to clear the buildings and for buses to depart enroute home. On days of early dismissal, teachers may leave school no earlier than 15 minutes after the high school bell unless otherwise instructed.

Faculty members shall not leave the building or grounds during school hours without clearing such absences with the administrative staff.

ATTENDANCE AND ABSENCE PROCEDURES

Teachers are expected to attend all faculty and in-service meetings designated by the administration. When possible, such meetings should be scheduled at least one day in advance and all teachers so notified.

Punctuality in reporting to school, duty assignments, classes, assemblies (all teachers attend and help maintain proper order), faculty meetings and all other meetings is expected.

In case of absences from duty, teachers should notify the principal at the earliest possible time, preferably the day before the expected absence. The selection of substitutes for temporary replacement of an absent teacher shall be the responsibility of the principal. Faculty members, when absent, must leave the class roll, duty schedule and complete lesson plans for the substitute.

Absences are divided into 1/7 days for bookkeeping purposes. The high school schedule times are the division times used. Absences of more than 1/2 of the class period will be marked at 1/7 of a day for each class period.

The principal shall file a report of teacher absences with the superintendent's office at the end of each month. An annual report of teacher absences shall be submitted to the board of education by the principal.

CERTIFIED PERSONNEL LEAVE

West Side School District provides sick leave for all employees at the rate of one day per contracted month. One additional day per contracted year is granted and may be used for the purpose of personal business or sick leave. A record of sick leave used and accumulated shall be established and maintained by the school district for each employee.

It will be the policy of West Side School District to allow all school personnel to accumulate up to 120 sick leave days. The following provisions will be in effect:

1. After accumulating 90 sick leave days, employees may, at the end of the school year, “sell back” any days above the accumulated 90 days to the District at the rate equal to certified substitute pay for each day.
2. After the accumulation of 120 days, employees will be paid for any unused sick leave days above the 120 days at a rate equal to certified substitute pay.
3. Any retiring employee that has 20 years of service in the West Side School District will be paid for all unused sick leave up to 120 days. This will be paid at a rate equal to certified substitute pay for each day.
4. Except when retiring from the District and meeting the criteria of #3, no employee may “sell back” any more days necessary to decrease their accumulated sick leave to less than 90 days.
5. A school employee, having completed ten years of employment in the West Side District, shall have the option of using three of their current sick leave days as personal leave days. This would make available five personal leave days for that year.

Sick leave days may be used for funeral leave with the approval of the administration.

Professional leave is that leave taken for professional purposes. A teacher shall receive full salary for absences necessitated by attendance at professional and civic meetings that have been approved by the superintendent of schools.

Leave for school sponsored activities with full pay is that leave granted to teachers by the principal or superintendent in order to accompany students on special school activities.

Leave of absences without pay may be granted if it becomes necessary for a teacher to be absent for a period of time which, in the judgement of the superintendent, would be detrimental to the progress of students assigned to that teacher. The superintendent may recommend to the board that a leave of absence be granted to such teacher for the remainder of the semester involved.

Personal leave of one day per year will be granted. In addition to this day, each certified employee in the school district may use one of his/her sick leave days per school year as a personal leave day. Administrators must be notified in advance. **TEACHERS WILL NOT BE ALLOWED PERSONAL DAYS BEFORE AND AFTER A HOLIDAY OR DURING 9 WEEKS AND SEMESTER TESTS. EMERGENCY SITUATIONS WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.**

A deduction equal to one day of the teacher's annual salary shall be made for each day's absence that is not applicable to allowed leaves. These must be approved by the administration.

For the purpose of this policy, the following definitions shall apply:

Teacher: Any full-time employee of the district who is compelled by law to secure a license from the State Board of education as a condition precedent to employment.

Sick Leave: Absence with full pay from one's duties for the reason of personal illness or illness in one's immediate family. Absences due to the illness of person(s) outside the immediate family will be reviewed on an individual basis by the administration.

Immediate Family: The teacher's spouse, children, siblings, parents, grandchildren, grandparents and/or other relatives who reside in the same household as the teacher.

VOLUNTARY SICK LEAVE BANK WITH ADDITIONAL DONATION OPTION

A sick leave bank is established for the purpose of permitting employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, when the employee has exhausted all such leave. Only those employees who contribute to the sick leave bank during a given contract year shall be eligible to withdraw from the sick leave bank.

A committee shall be appointed to oversee the distribution of days from the bank. The committee shall consist of five (5) members. The determination of the Sick Leave Bank Committee shall be final.

Withdrawals

The committee may grant sick leave up to 20 days per contract year for catastrophic personal or family illness, disability, or accident which causes the employee to be absent from work after the employee has exhausted all accumulated and current sick leave.

Absence from work due to normal pregnancy or elective surgery may not make the employee eligible to withdraw from the sick leave bank.

Donations

Employees wishing to establish membership in the sick leave bank shall be required to make an initial donation of two (2) sick leave days to the bank. Subsequent donations will be limited to one (1) day per employee per year, should the number of accumulated days fall significantly below 100 days.

Additional Donation Option

Any member of the sick leave bank, having exhausted the maximum number of days allowed by the sick leave bank, may be allowed the option of receiving additional days from any employee of the school wishing to donate on an individual basis.

Employees who are not members of the sick leave bank, while not eligible to receive days from the sick leave bank, will be eligible to receive donated days from any school employee on an individual basis.

The employee in need of sick leave days will not be allowed to accumulate more days than are actually needed to prevent loss of pay. Donations of days from individual teachers and staff will be capped when the employee has used a maximum of 40 days of sick leave from both the bank and individual donations.

Individual transfer of days shall be handled by the administration.

LEAVE OF ABSENCE

A leave of absence without pay may be granted by the board of education upon the recommendation of the superintendent.

A minimum of three years of approved service must have been completed and the teacher elected for the fourth year before he is eligible for a leave of absence with the privilege of being re-contracted and assigned. Re-employment shall be subject to the existence of a vacancy in the teacher's certified field and upon the recommendation of the principal of that particular school.

An application, stating clearly all details under which the leave is connected, must be filed with the superintendent in writing.

A leave of absence may be granted for not less than one semester nor more than two semesters at any one time.

A leave of absence may be granted for the following:

1. Advanced study in the employee's major field.
2. Educational travel, if it can be determined that such activity will contribute to the efficiency of the teacher.
3. Personal illness, if it can be determined that rest and recuperation will contribute to welfare of a teacher.
4. Services in National Defense Emergency.

MATERNITY/PATERNITY LEAVE

Maternity and paternity leave will be treated as sick leave. Available sick leave days will be allowed during the period of absence.

In maternity cases, the teacher may remain in the classroom as long as her performance is satisfactory and her physician deems advisable, and she shall return to the classroom under the same conditions. The position will be filled, if possible, with a certified employee on a temporary contract during the period of absence.

In paternity cases, a leave will be granted for a reasonable length of time to be approved by the superintendent.

Teachers shall notify the superintendent as early as possible of their expected period of absence.

VACATIONS FOR CERTIFIED PERSONNEL

All certified personnel employed on a twelve-month contract shall be entitled to two weeks vacation each year with pay following the first completed year of employment. All vacation of such personnel must be taken during June or July.

The superintendent must approve all vacations and all other absences from available duty during the summer months, including special educational leave, are to be approved by the superintendent.

Vacation time may be accumulated at a rate of one week per year for two years (for example, a teacher may take a one-week vacation for two years and be eligible for one month's vacation during the third year).

CERTIFIED PERSONNEL RETIREMENT PAY

Any person employed by West Side School District for a period of 20 years or more will be paid for all accumulated sick leave days. This policy will pertain only to that year in which the employee retires or resigns and payment will be made only after all contractual obligations to the district are met. Payment will be based on current substitute teacher pay. (Adopted 4/26/86)

RESIGNATIONS

Any certified employee shall have the privilege of resigning from his position in the school system upon notice with just cause. A written request should be filed with the office of the superintendent stating the reasons for the resignation.

The final compensation due a teacher who is resigning will not be paid until all duties up to the date of the resignation are completed in a satisfactory manner.

A teacher who plans to complete a contract but who does not wish for the contract to be renewed is requested to notify the superintendent in writing as soon as such decision is reached.

DRUG-FREE WORKPLACE

The West Side School District is strongly committed to providing a drug-free workplace both for the health and safety of its employees and as an example to its students.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs or controlled substances during working hours or on district property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to his job or work under the influence of any prohibited drug. Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to and including dismissal.

Employees are encouraged to seek treatment and/or counseling for drug problems. Employees voluntarily receiving assistance will not have their employment jeopardized by the receipt. The district will assist its employees in obtaining treatment and/or counseling. However, a request for assistance by an employee after violation this regulation will not affect the imposition of disciplinary action.

An employee charged with a violation of any state or federal criminal drug statute in the workplace or while performing job related duties must, as a condition of employment, notify the district of that fact no later than five (5) days after being charged.

Nothing in the regulation shall limit the districts right to discipline up to and including dismissal of an employee for off duty, off premise drug activity.

TEACHER-PUPIL RELATIONSHIPS

The board of education expects all faculty members to adhere to the following principles:

1. Welfare of the pupil should be the first concern of teacher.
2. Confidential information about a pupil or his home life should be withheld by a teacher unless its release serves professional purposes, benefits pupil or is required by law.
3. Swearing or cursing by teachers before pupils is intolerable and expressly forbidden.
4. Teachers should be impartial and just in all dealings with pupils.
5. Teachers should employ friendliness, patience, sympathy, courtesy, firmness and sincerity in dealing with pupils' problems and attitudes.
6. Teachers shall avoid religious and political indoctrination of pupils; However, this may not be construed to mean that a teacher cannot discuss or present various religious and political views as deemed necessary to student's education.
7. Faculty members should always make discreet use of available information about the pupil.
8. Teachers should encourage the pupil to study varying points of view and Respect his right to form his own judgement.
9. Teachers should conduct pupil and parent consultations in an appropriate place and manner.
10. Faculty members should keep an accurate and adequate account of grades and examination papers for the purpose of answering reasonable questions by the pupil or his parents about the pupil's grades or classwork.
11. Instructional personnel shall not assign a failing mark in academic subjects because of behavior problems.

CORPORAL PUNISHMENT

The board of directors recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school setting, on any school property or at any school sponsored event. The board further recognizes that the principal and faculty of the school must always be in a position to take disciplinary action if the atmosphere for learning is to be maintained. All disciplinary action should contribute to the general welfare of the school or class as a whole and should be directed toward the positive improvement of citizenship of the group or individual involved.

The board directs that corporal punishment, when deemed necessary, may be administered by any certified employee provided, however, that such punishment will be administered according to the following requirements:

1. Corporal punishment shall not be administered to any pupil until a witness, who shall be an administrator or certified designee, has been summoned and advised in the presence of the pupil the reason for the contemplated punishment and after the pupil has been given the opportunity to explain the reason for his actions or to deny the charge.
2. The administration of the corporal punishment shall be observed by the witness.
3. Corporal punishment shall never be administered in the presence of other students nor shall it be excessive nor administered in a spirit of malice or anger.
4. A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment.
5. The parent or guardian, upon request, shall be provided with a written explanation.
6. Refusal to accept corporal punishment may result in suspension.

SALARY SCHEDULES AND REGULATIONS

Salaries of all personnel are established by the board of education upon recommendation of the superintendent of schools. Salaries of all personnel, except the superintendent, principals and the counselor, are based upon an established salary schedule. The schedule shall be adopted by the board of education annually upon the recommendation of the superintendent and may be changed at the discretion of the board from year to year to make salary adjustments as a result of changing revenue and state laws.

The board of education, at its discretion, may allow salary supplements to certain instructional personnel who assume special extra duties. Such supplements shall be reviewed and adopted annually upon the recommendation of the superintendent.

The monthly payroll will be made on approximately the 20th of each month, with the final payment made after the completion of the teacher's contracted duties.

WEST SIDE CERTIFIED SALARY SCHEDULE 2007-2008

<u>YEARS</u>	<u>BACHELORS</u>	<u>BSE + 12</u>	<u>BSE + 24</u>	<u>MASTERS</u>
0	30,500	30,550	31,500	33,131
1	31,000	32,000	33,000	34,631
2	31,500	32,500	33,500	35,131
3	32,000	33,000	34,000	35,631
4	32,500	33,500	34,500	36,131
5	33,000	34,000	35,000	36,631
6	33,500	34,500	35,500	37,131
7	34,000	35,000	36,000	37,631
8	34,500	35,500	36,500	38,131
9	35,000	36,000	37,000	38,631
10	35,500	36,500	37,500	39,131
11	36,000	37,000	38,000	39,631
12	36,500	37,500	38,500	40,131
13	37,000	38,000	39,000	40,631
14	37,500	38,500	39,500	41,131
15	38,000	39,000	40,000	41,631
16	38,500	39,500	40,500	42,131
17	39,000	40,000	41,000	42,631
18	39,500	40,500	41,500	43,131
19	40,000	41,000	42,000	43,631
20	40,500	41,500	42,500	44,131
21	41,000	42,000	43,000	44,631
22	41,500	43,500	43,500	45,131
23	42,000	43,000	44,000	45,631
24	42,500	43,500	44,500	46,131
25	43,000	44,000	45,000	46,631
26	43,500	44,500	45,500	47,131
27	44,000	45,000	46,000	47,631
28	44,500	45,500	46,500	48,131

FRINGE BENEFITS

All full-time employees of West Side School District receive the following fringe benefits in addition to social security and teacher retirement matching and workers’ compensation insurance. The school district also pays \$131.00 per month for all employees who are enrolled in the group health insurance program.

- Individual dental insurance
- \$10,000 straight life insurance
- \$25,000 AD & D insurance
- \$100,000 AD & D business trip insurance

PAY PRACTICE

The West Side School District pays on or about the 20th day of each calendar month.

EXTRA PAY – SPONSORS

Yearbook	\$1500.00
Senior Class Sponsor (2)	\$ 500.00
Junior Class Sponsor (2)	\$ 500.00
Concession Stand	\$ 300.00
Senior High Quiz Bowl	\$ 600.00
Junior High Quiz Bowl	\$ 600.00
Elementary Quiz Bowl	\$ 600.00
Junior High Cheerleaders	\$1000.00
Senior High Cheerleaders	\$1000.00
High School Chess	\$ 300.00
Elementary Chess	\$ 300.00

CERTIFIED EVALUATION PROCEDURES

PURPOSES OF EVALUATION

Teacher evaluation in West Side Public School District is primarily for the purpose of improving teaching. Secondary to this purpose is the requirement of Arkansas law that each teacher be formally evaluated annually.

Concurrent with this legal requirement is the fact that when critical deficiencies in a teacher's performance exist, and efforts to remediate those deficiencies fail, it is incumbent on the district to dismiss that teacher by legal processes, which include the evaluation process.

THE EVALUATION PROCESS

The annual evaluation is made by the principal and is based on a summation of data collected during the year. The evaluation should be as objective as possible and should be based on those teaching behaviors that research has shown to affect the quality of teaching.

The West Side Public School District's approach is to identify significant teaching acts, to classify them under major categories and to prescribe a rating of each major category. The ratings reflect the performance as shown by the data collected by the evaluator.

Data collecting methods include the formal observation, the informal observation, the "walk through" observation, review of written work such as lesson plans and tests, the aptness and suitability of grades issued to students, records of parent conferences, letters and calls.

DATA COLLECTION

Formal (announced) observations, as well as the required informal (unannounced) observations, shall be at least 30 minutes in length to permit the evaluator to observe a complete teaching performance by the teacher. A teacher shall be notified at least 24 hours before a formal observation is to occur. Teachers do not have to be notified before the informal observation.

Probationary teachers shall have at least two formal observations and one informal observation per year. In addition to the required number of formal or informal observations, a discretionary number of formal or informal observations may be used. Upon request, teachers will be granted one additional formal observation. All observations, both formal and informal, within an established period that are to be considered on the formal evaluation, shall be thoroughly documented.

PRE-OBSERVATION CONFERENCES

All formal observations shall be preceded by a pre-observation conference between the evaluator and teacher to be observed so that the evaluator can be apprised of lesson objectives, methods and materials planned for the teaching-learning situation. A pre-observation worksheet is provided for the teacher to identify pertinent information about the lesson.

POST-OBSERVATION CONFERENCES

Post-observation conferences are required to confirm data collected, provide feedback and provide assistance to the teacher. At the conclusion of each post-conference for each formal observation, time may be also provided for a pre-conference planning session for the next required observation. Each teacher shall be provided with copy of his/her observation report. A teacher who disagrees with an observation or recommendation may submit a written answer that shall be attached to the file copy of the observation report.

All results of required observations shall be shared with the teacher as soon as possible, but in no case later than ten (10) working days.

EVALUATION CONFERENCE

The purpose of the evaluation conference is to provide West Side School teachers with a documented, cumulative record of the teacher's instruction throughout the year. An evaluation conference will be held with each teacher before contracts are renewed in the spring of each year.

Items to be discussed in the evaluation conference might include data collected from observations, grade book, plan book, anecdotal records and the professional growth plan.

TEACHING COMPETENCIES

To assist in making an objective evaluation, the teaching behaviors that have been shown by research to affect teaching effectiveness have been identified and listed under the major behavior categories listed on the evaluation instrument. The list of behaviors serves as a guide to the evaluator and those being evaluated. The described teaching behaviors serve as a standard for competency. The list allows exact identification to those teacher actions under consideration and discussion. Identified behaviors include criteria, expectations, and processes related to the following nine teaching competencies:

- (1) Teacher communicates accurately and effectively in content area and maintains a professional rapport with students.
- (2) Teacher obtains feedback from and communicates with students, parents and other appropriate persons in a manner which enhances student learning and understanding.
- (3) Teacher encourages the development of student involvement, responsibility and critical thinking skills.
- (4) Teacher manages classroom to ensure best use of instructional time.
- (5) Teacher creates an atmosphere conducive to learning, self-discipline and the development of realistic and positive self-concepts.
- (6) Teacher uses a variety of instructional techniques, methods and media related to objectives.
- (7) Teacher organizes instruction to take into account individual and cultural differences among learners.
- (8) Teacher plans instruction to achieve selected objective.
- (9) Teacher exhibits appropriate personal and professional qualities.

If an evaluator concludes that a faculty member is doing unacceptable work, supporting reasons shall be set forth in specific terms to include:

- (1) A statement of what is unacceptable.
- (2) An identification of the specific ways in which the teacher is to improve.

- (3) The assistance to be given to the faculty member by the evaluator and the school district as set forth in a professional growth plan.

PROFESSIONAL GROWTH PLANS

A professional growth plan shall be cooperative developed by the evaluator/observer and the teacher and shall be limited in scope, focusing on the most important areas of professional growth.

When no significant areas of weakness are identified, the growth plan shall be used to provide general guidance for continued professional development. If a weakness is identified, there shall be a clear and logical link between the identified weakness and the remedy recommended. A professional growth plan form is provided for recording data related to the plan.

ROLES AND RESPONSIBILITIES

A vital part of the West Side Public School District's teacher evaluation system is the on-going effort to develop, both in the evaluators and those being evaluated, an understanding and acceptance of the role, purpose and significance of the evaluation. It is further vital to bring about a consistency and uniformity in the evaluation process from teacher to teacher and from evaluator to evaluator.

THIRD PARTY OBSERVERS

Third party observers will be made available during the evaluation process according to the following guidelines:

- (1) If following two observations/post-conferences, a teacher wishes a third party observation, that teacher should make a request to the principal.
- (2) The principal will select a third party trained observer from the following personnel: Superintendent
- (3) The third party observer will be expected to provide supportive suggestions for staff development during the post-observation conference.

ACT 936 OF 1983 “TEACHER FAIR DISMISSAL ACT OF 1983”

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. This Act shall be referred to and may be cited as “The Fair Dismissal Act of 1983.”

SECTION 2. The term “teacher” as used in this act shall be defined as any person, exclusive of the superintendent or assistant superintendent(s), employed in an Arkansas public school district who is required to hold a teaching certificate from the Arkansas Department of Education as a condition of employment.

The term “probationary teacher” as used in this Act shall be defined as a teacher who has not completed three (3) successive years of employment in the school district in which the teacher is currently employed. A teacher employed in a school district in this state for three (3) years shall be deemed to have completed the probationary period; provided, however, that an employing school district may, by a majority vote of its directors, provide for one additional year of probationary status.

SECTION 3. This Act is not a teacher tenure law in that it does not confer lifetime appointment, nor prevent discharge of teachers for any cause which is not arbitrary, capricious or discriminatory.

SECTION 4. Every contract of employment hereafter made between a teacher and the board of directors of a school district shall be renewed in writing on the same terms and for the same salary, unless increased or decreased by law, for the next school year succeeding the date of termination fixed therein, which renewal may be made by an endorsement on the existing contract instrument, unless by May 1st of the contract year, the teacher is notified by the school superintendent that the superintendent is recommending that the teacher’s contract not be renewed or unless during the period of the contract or within ten (10) days after the end of the school year, the teacher shall deliver or mail by registered mail to the board of directors his or her resignation as a teacher, or unless such contract is superceded by another contract between the parties. Termination, nonrenewal or suspension shall be only upon the recommendation of the superintendent.

A notice of nonrenewal shall be mailed by registered or certified mail to the teacher at teacher’s residence address as reflected in the teacher’s personnel file.

A teacher who has completed three (3) successive years of employment in the school district in which the teacher is employed on the effective date of this Act or a teacher who has been given credit for prior service in another district as authorized by Section 2 herein is deemed to have completed the required probationary period. The notice of recommended nonrenewal of a teacher shall include a simple but complete statement of the reasons for such recommendations.

SECTION 5. A teacher may be terminated during the term of any contract period for any cause, which is not arbitrary, capricious or discriminatory. The superintendent shall notify the teacher of the termination recommendation. Such notice shall include a simple but complete statement of the grounds for the recommendation and shall be sent by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file.

SECTION 6. Whenever a superintendent has reasons to believe that cause exists for termination of a teacher and that immediate suspension of the teacher is necessary, the superintendent may suspend the teacher without notice or a hearing. The superintendent shall notify the teacher in writing within two (2) school days of the suspension.

Such written notice shall include a simple but complete statement of grounds for suspension and and/or recommended termination, and shall state that a hearing before the board of directors is available to the teacher upon request, provided such request is made in writing within the time provided in Section 9. The hearing shall be scheduled by the president of the board and the teacher and shall be held within the time provided in Section 9 after a request for the hearing unless the teacher and the board agree to a later time.

If sufficient grounds for termination or suspension are found, the board may terminate the teacher or continue the suspension for a definite period of time. The salary of a suspended teacher shall cease as of the date the board sustains the suspension. If sufficient grounds for termination or suspension are not found, the teacher shall be reinstated without loss of compensation.

SECTION 7. Each teacher employed by the board of directors of a school district must be evaluated in writing annually. Evaluation criteria and procedures shall be established in the manner prescribed in Act 400 of 1975.

Whenever a superintendent or other school administrator charged with the supervision of a teacher believes or has reason to believe that a teacher 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 nonrenewal of contract, the administrator shall bring the problems and difficulties to the attention of the teacher involved in writing and shall document the efforts which have been undertaken to assist the teacher to correct whatever appears to be the cause for potential termination or nonrenewal.

SECTION 8. The district shall maintain a personnel file for each teacher, which shall be available to the teacher for inspection and copying at the teacher's expense during normal office hours. The teacher may submit for inclusion in the file written information in response to any of the matter contained therein.

SECTION 9. A teacher who receives a notice of recommended termination or nonrenewal may file a written request with the school board of the district for a hearing. Such written request for a hearing shall be sent by certified or registered mail to the president of the school board, with a copy to the superintendent, or may be delivered in person to each of them by such teacher, within thirty (30) days after the written notice of proposed termination or nonrenewal is received by the teacher. Upon receipt of such request for a hearing, the board shall grant a hearing in accordance with the following provisions.

- (a) The hearing shall take place not less than five (5) nor more than ten (10) days after the written request therefore has been served on the board, except that the teacher and board may, in writing, agree to a postponement of the hearing to a later date.
- (b) The hearing shall be private unless the teacher or the board shall request that the hearing be public.
- (c) The teacher and the board may be represented by representative(s) of their choosing.
- (d) It shall not be necessary that a full record of the proceedings at the hearing be made and preserved unless:
 - (1) The board shall elect to make and preserve a record of the hearing at its own expense, in which event a copy thereof shall be furnished the teacher, upon request, without cost to the teacher.
 - (2) A written request is filed with the board by the teacher at least twenty-four (24) hours prior to the time set for the hearing, in which event the board shall make and preserve, at its own expense, a record of the hearing, and shall furnish a transcript thereof to the teacher without cost.

SECTION 10. (a) Upon conclusion of its hearing with respect to termination or nonrenewal of a contract of a teacher who has been employed as a full-time teacher by the school district for less than three (3) continuous years, the board shall take action on recommendations by superintendent with respect to the termination or nonrenewal of such contract. The board's decision with regard to nonrenewal of a probationary teacher shall be final.

(b) Any certified teacher who has been employed continuously by the school district three (3) or more years (or who may have achieved non-probationary status pursuant to Section 2 herein), may be terminated or the board may refuse to renew the contract of such teacher for any cause which is not arbitrary, capricious or discriminatory, or for violating the reasonable rules and regulations promulgated by the school board.

Upon completion of such hearing, the board shall, within ten (10) days after the holding of the hearing:

- (1) uphold the recommendation of the superintendent to terminate or not renew the teacher contract
- (2) may reject the contract of the teacher
- (3) may vote to continue the contract of such teacher under such restrictions, limitations or assurance as the school board may deem to be in the best interest of the school district.

Said decision shall be reached by the school board within ten (10) days from the date of the hearing, and a copy thereof shall be furnished in writing to the teacher involved, either by personally delivering the same to the teacher or by addressing the same to the teacher's last known address by registered or certified mail.

- (c) Subsequent to any hearing granted a teacher by this Act, the school board shall, by majority vote, make specific written conclusions with regard to the truth of each reason given the teacher in support of the recommended termination or nonrenewal.
- (d) The exclusive remedy for any non-probationary teacher aggrieved by the decision of the school board shall be an appeal therefrom to the Circuit Court of the county in which the school district is located, within seventh-five (75) days of the date of written notice of the action of the school board. Additional testimony and evidence may be introduced on appeal to show facts and circumstances showing that the termination or nonrenewal was lawful or unlawful.

SECTION 11. If a teacher quits or refuses to teach in accordance with his or her contract without just cause, or otherwise breaks or violates the contract between the teacher and the school district, and enters into a contract with another district or accepts employment in a position requiring a teaching certificate with another district during the term of the contract violated or broken, the board of directors or the district which first contracted the teacher may, at its discretion, petition the State Board of Education to revoke or suspend the certificate of the teacher for the remainder of the period of the broken contract in order to prohibit such teacher from teaching elsewhere during the time for which he or she has been employed under the contract.

SECTION 12. Repealing clause.

SECTION 13. The effective date of this Act shall be July 1, 1983.

WORKMEN'S COMPENSATION

All school employees are covered by workmen's compensation. A summary of Act 223, indicating some of the benefits to school employees are as follows:

Public Law Act 223 or 1971: For an act to be entitled; An act to provide workmen's compensation coverage for the public school employees in this state; to provide the methods of financing such coverage; to vest exclusive jurisdiction of the workmen's compensation commission; to prescribe the procedure for filing claims: and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. On and after July 1, 1971, workmen's compensation coverage as provided in initiated Act 4 or 1948, as amended, shall be provided for personal injuries and death of officers and employees of public schools in this State.

SECTION 2. The Arkansas Workmen's Compensation Commission shall have exclusive jurisdiction of all claims filed by or in behalf of school district employees pursuant to the provisions of this Act for workmen's compensation benefits.

The method and procedure of filing claims and determination of awards pursuant to such claims shall be the same as provided by law, and rules and regulations of the commission, with respect to claims filed by employees of private employers. Provided, however, the action taken by the Workmen's Compensation Commission with respect to the allowance or disallowance of any claim filed pursuant to the provisions of this Act shall be final and binding upon all parties and shall not be subject to judicial review.

SECTION 3. The General Assembly shall biannually appropriate such funds, as it shall deem necessary to cover awards made to school district employees under the provision of this Act. All funds so appropriated by the General Assembly shall be deposited in the Workmen's Compensation Revolving Fund and all awards made under the provisions of this Act, shall be paid from such fund on vouchers drawn by the Workmen's Compensation Commission.

Annually on July 1, the Workmen's Compensation Commission shall certify to the chief fiscal officer of the State, the amounts of all awards made and paid during the preceding year to or in behalf of public school employees and the chief fiscal officer of the State shall cause to be transferred to the Workmen's Compensation Revolving Fund from the Public School Fund such amounts as may be certified to him by the Workmen's Compensation as the cost of administering the provisions of this Act for public school employees.

SECTION 4. The appropriate school district officials shall file with the Workmen's Compensation Commission with ten (10) days after receiving notice of any personal injury or death of any employee of the school district, a report showing the date, time and place of such injury or death and briefly stating the circumstances and extent thereof, the name of the injured or deceased person and the names of all witnesses. Such report shall be made on forms approved by the Workmen's Compensation Commission.

SECTION 5. Upon making any award to or in behalf of an employee of any school district, the Workmen's Compensation Commission shall notify the appropriate officer of the district and shall notify the State Department of Education. If the salary or compensation of the employees on whose behalf the award was made is paid wholly or partly from federal funds, the state Department of education is hereby authorized to transfer funds from the federal fund available for the program under which such employee was paid, to the Public School Fund to reimburse the fund for funds transferred to the Workmen's Compensation Revolving Fund as provided for in this Act.

SECTION 6. The Workmen's Compensation Commission is hereby authorized to adopt such rules and regulations and to prescribe such forms, as it shall deem necessary to properly carry out the purpose and intent of this Act.

SECTION 7. All laws and parts of laws in conflict with this Act are hereby repealed.

SECTION 8. If any provision of this Act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of application of this Act which can be given effect without the invalid provisions or application and to this end the provisions of this Act are declared to be severable.

SECTION 9. EMERGENCY. It is hereby found and determined by the General Assembly that Workmen's Compensation benefits are not presently provided for employees of school districts, while such benefits are provided for employees of the State and its agencies, departments and institutions, that it is in the best interest of this State that qualified and competent persons be encouraged to enter the field of education and to accept employment in the public schools, that the provision of workmen's compensation benefits for employees of school districts will provide an additional incentive for qualified and competent persons to enter such employment: That this Act provides for workmen's compensation coverage for such employees and should be given effect immediately in order that the proper rules, regulations and forms may be prescribed for carrying out the purposes of this Act prior to the effective date of such coverage as provided herein. Therefore, an emergency is hereby declared to exist and this Act being necessary for the immediate preservation of the public peace, health and safety shall be in full force and effect from and after its passage and approval.

For future information on Workmen's Compensation contact the superintendent of schools or the bookkeeper.

INDEX

<u>ADMINISTRATION WILL HELP</u>	<u>8</u>
<u>ARRIVAL AND DEPARTURE TIMES</u>	<u>9</u>
<u>ASSIGNMENT AND EXTRACURRICULAR DUTIES</u>	<u>6</u>
<u>ATTENDANCE AND ABSENCES (TEACHERS)</u>	<u>9</u>
<u>CERTIFIED EVALUATION PROCEDURES</u>	<u>21-24</u>
<u>CERTIFIED PERSONNEL EMPLOYMENT</u>	<u>5-6</u>
<u>CERTIFIED PERSONNEL LEAVE</u>	<u>10-11</u>
<u>CERTIFIED PERSONNEL RETIREMENT PAY</u>	<u>14</u>
<u>CORPORAL PUNISHMENT</u>	<u>17</u>
<u>CORRECT PROCEDURE WITH REFERENCE TO SCHOOL PROBLEMS</u>	<u>8</u>
<u>DRUG-FREE WORKPLACE</u>	<u>15</u>
<u>EXTRA PAY PROVISIONS</u>	<u>20</u>
<u>FRINGE BENEFITS</u>	<u>20</u>
<u>GRIEVANCE PROCEDURE</u>	<u>8</u>
<u>LEAVE OF ABSENCE</u>	<u>13</u>
<u>MATERNITY/PATERNITY LEAVE</u>	<u>13</u>
<u>MISSION STATEMENT AND MOTTO</u>	<u>1</u>
<u>OUTSIDE EMPLOYMENT</u>	<u>8</u>
<u>PAY PRACTICE</u>	<u>20</u>
<u>POLICIES TEACHERS ARE EXPECTED TO FOLLOW</u>	<u>3-4</u>
<u>POLITICAL ACTIVITIES</u>	<u>8</u>
<u>PROFESSIONAL ETHICS</u>	<u>1</u>
<u>RESIGNATIONS</u>	<u>14</u>
<u>SALARY SCHEDULE</u>	<u>19</u>
<u>SALARY SCHEDULE AND REGULATIONS</u>	<u>18</u>
<u>SCHOOL PHILOSOPHIES AND GOALS</u>	<u>2</u>
<u>STAFF DEVELOPMENT</u>	<u>7</u>
<u>STANDARD REIMBURSEMENT FOR EMPLOYEES</u>	<u>7</u>
<u>SUPPLEMENTAL SALARY SCHEDULE</u>	<u>19</u>
<u>TEACHER FAIR DISMISSAL ACT</u>	<u>25-29</u>
<u>TEACHER-PUPIL RELATIONSHIPS</u>	<u>16</u>
<u>VACATIONS FOR CERTIFIED PERSONNEL</u>	<u>14</u>
<u>VOLUNTARY SICK LEAVE BANK WITH ADDITIONAL DONATION OPTION</u>	<u>12</u>
<u>WORKMEN'S COMPENSATION</u>	<u>30-32</u>