Bentonville Board of Education

Procedures

BENTONVILLE SCHOOL DISTRICT
SCHOOL BOARD PROCEDURES

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Method of Electing Board of Education Officers

Code: BDA

Date Issued: 8-16-77
Revised: 2-17-97
Current Revision: 9-10-01

Officers shall be elected in the following order: president, vice president, and secretary; and voting shall continue until a majority is received. The current president shall preside at this and entertain motions for the nominations of officers. If the current president is nominated for an office, he or she shall ask another Board member to assume the chair until the election for the office is complete. The Superintendent, or Board of Education designee, shall act in an ex-officio capacity and seek nominations for the office of the President of the Board of Education. Once the nomination and election process is complete, the President shall preside over the rest of the meeting.

Faculty involvement in Policy Development

Code: BDBB

Date Issued: 5-17-93
Revised: 9-27-05
Current Revision:

Teacher members are to be elected by secret ballot by a majority of the teachers (non-administrative) of the Bentonville Public Schools. Should a member of the committee resign, that person's position shall be filled by a special election by secret ballot of the teachers in the district within one month.

A faculty meeting to elect Personnel Policy Committee members will be held the first week of May. Teachers will nominate at least one candidate for the position of their school representative. The name(s) of the candidate(s) from each school will be listed on a secret ballot form (BDBB-RE) and will be elected the second week of May. Representatives elected will hold their positions for one fiscal school year and may be elected for one more year (2 years maximum).

The committee will consist of one teacher representative from each school in the district, one elementary administrator, one secondary administrator, and one central office administrator, (three administrators), and one school board member. For an elected representative to be eligible to serve on the Personnel Policy Committee, he/she must have a minimum of three years teaching experience in the district.

Administrators will be appointed by the superintendent, the member of the Board of Education shall be appointed by the President of the Board of Education.

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

Advisory Committees

Code: BDF

Date Issued: 2-17-97
Revised: 9-27-05
Current Revision:

The Board will create the committee and issue its charge, and the committee's duties and responsibilities will be fully outlined when it is appointed.

All advisory committees will be temporary. They can be disbanded at any time by the Board of Education, by majority vote, and shall be disbanded when their reports have been made to the Board.

Committee members shall be appointed by the Board. Vacancies will be filled by the Board with the advice of the committee. Persons appointed will be residents and others concerned with public education who are able to give the effort, time, and talents needed for the committee's charge. At the discretion of the Board of Education, one or more of its members may by appointed to serve on the advisory committee. While the Board may appoint the chair of the committee, it shall be generally expected that the committee itself will select the chair from the membership.

Meetings will be announced to all committee members and Board members through the office of the Superintendent. Members of the Board, and the Superintendent or a designee, may attend advisory committee meetings.

At the conclusion of its assignment, the committee will submit a written report to the Board. Only the Board of Education as a whole has authority to act on the report.

Public Participation at School Board Meetings

Code: BEDH

Date Issued: 2-17-97
Revised: 11-13-01
Current Revision:

Education is a cooperative undertaking between the schools and the community, and a successful educational program can be developed only when there is understanding and open communication. Citizens of the District must recognize that all regular and special meetings of the Board of Education are held in public but are not public meetings. The Board must adhere to its published agenda in order to effectively conduct the business of the District. However, to accommodate the needs of the District's patrons, the Bentonville School District Board of Education shall allot appropriate time for citizens' participation.

Citizens are encouraged to refer school-related problems to appropriate school personnel rather than initiate those during Board of Education meetings. If problems or concerns have not been resolved through the administrative process, a citizen should be allowed an opportunity to address the Board. The president or presiding officer of the Board will make every effort to recognize, in the order in which they seek recognition, citizens who wish to address the Board. Speakers are to give their names, address, phone number and e-mail address, and are to indicate whether they are speaking as an individual or representing an organization.

The major purpose of citizens' participation is for the Board to hear citizens' views on ways to improve the educational programs and processes of the District. Citizens should recognize that personnel matters are not appropriate topics to be discussed at regular Board meetings. Decorum requires that such matters be entertained in executive session in order to protect the legal rights of all parties involved.

Members of the public speaking as individuals will be allotted up to two (2) minutes and members speaking for organizations up to four (4) minutes. If time does not permit all those wishing to speak to do

so, a sign-up sheet will be available for those persons to register so that they can be recognized first at the next regularly-scheduled meeting.

The intent of these guidelines is to allow a fair and adequate opportunity to be heard, to allow the Superintendent of Schools to take action when policies have been established by the Board on the subject of the request, to provide adequate time for the Board to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Board.

Bentonville Public Schools

SUPERINTENDENT EVALUATION

Instructions: Listed below are the various performance indicators that comprise the essential components of the superintendent's evaluation. The evaluator is to mark with an "X" under each item that best describes the performance in that category. An area for "comments" is provided and should be completed if there is specific feedback that you want the superintendent to receive. All evaluation forms will be confidential and will be compiled by the President of the Board of Education.

Please rate the superintendent based on the performance indicators below and the progress toward attaining the Board of Education Goals that were adopted earlier this year. If you wish to comment on areas not included on the document or in the Board Goals, please use the "comment" section in the most appropriate area.

I. EDUCATIONAL LEADERSHIP:

1	2	3	4	5
Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
_____	_____	_____	_____	_____

Effectiveness in this area is evidenced by the following:

a. knowledge of curriculum and instruction
b. lead the process of implementing new or different concepts
c. use available resources
d. if necessary, revise the nature and scope of curricular offerings
e. make certain that schools are accredited
f. schedule effectively
g. approach problems from a system-wide perspective
h. implement goals
i. plan and follow through
j. listen to faculty, staff, parents, students, and the community
k. take risks, but the know the consequences of success/failure
l. communicate with the public and the Board
m. share the credit…accept the blame
n. be visible, advocate for the system
o. maintain the focus on students and their achievement in school
p. establish the right priorities and attend to them
q. foster employees who seek to get better at what they do

Comments:

_____
_____
_____
_____

_____

II. PERSONNEL

1	2	3	4	5
Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
_____	_____	_____	_____	_____

Effectiveness in this area is evidenced by the following:

a. Effectively recruits, assigns, trains, orients, develops and mentors all personnel
b. Select and implements inservice training models
c. Conducts fair and authentic evaluation process
d. Resolves personnel issues, concerns, and grievances with skill and diplomacy
e. Professionally plans and directs meetings
f. Responds to employee concerns directly and in a timely manner
g. Earns respect by making sound decisions
h. Maintains high visibility in the District
i. Knows, understands, and implements personnel law
j. Strategically develops cooperative and harmonious working relationships

Comments:

_____
_____
_____
_____
_____

III. BUDGET AND FINANCE

1	2	3	4	5
Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
_____	_____	_____	_____	_____

Effectiveness in this area is evidenced by the following:

a. directs the overall financial planning for the District
b. creates and submits for approval the school District budget
c. implements and monitors effective procedures and controls for the expenditure of all District funds
d. defines educational needs and budgets accordingly
e. present audit results and the management letter to the Board
f. secure adequate funding for District operations
g. recommend alternative or creative cost saving ideas
h. develop plans, when necessary, for millage campaigns
i. compensate and reward employees

Comments:

_____
_____
_____
_____
_____

IV. POLICY

1	2	3	4	5
Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
_____	_____	_____	_____	_____

Effectiveness in this area is evidenced by the following:

a. maintain written policies and procedures for the District and revise as necessary
b. interpret and implement policies with all impacted parties
c. be aware of and avoid policies that may conflict with existing law
d. conduct appropriate research so that policy development is as smooth as possible
e. make certain that policy attends to educational need

Comments:

_____
_____
_____
_____
_____

V. COMMUNICATIONS AND PUBLIC RELATIONS

1	2	3	4	5
Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
_____	_____	_____	_____	_____

Effectiveness in this area is evidenced by the following:

a. serve as the Board of Education liaison to the public
b. represent the District at all appropriate functions
c. speak for the Board and the District as an advocate for children
d. establish and maintain two-way communications with District constituencies
e. interpret District programs to the community
f. receive, accommodate, and resolve concerns and grievances in the school community
g. maintain and initiate interaction with all community agencies
h. solicit support from the business community and all possible partners
i. tap opportunities to speak and engage local groups that might be interested in the District

Comments:

_____
_____
_____
_____
_____

VI. Maintenance and Facilities

1	2	3	4	5
Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
_____	_____	_____	_____	_____

Effectiveness in this area is evidenced by the following:

a. school facilities, equipment and inventories well managed, supervised, and incorporated into the long range plan
b. identify and recommend construction/remodel needs
c. develop and implement effective and efficient methods for transportation, building safety, and emergencies
d. assumes responsibility for the use and care of all District facilities, including buildings, vehicles, grounds, and other property
e. acquire land for future needs

Comments:

_____
_____
_____
_____
_____

VII. OTHER

Different than other categories above, the superintendent may be rated in any of the following areas specified by the evaluator:

a. relationship with faculty and staff
b. student personnel issues (behavior, student progress, reporting, food services, guidance and counseling, attendance, etc.)
c. student performance (ACT, SAT, AP Exams, SAT-9, AACTAP, graduation rates, % going to post-secondary, scholarships awarded, etc.)
d. delegation skills
e. organizational sensitivity (knowing that the District comes above all else, sensitivity to others, being a good listener, being positive with others, having style with substance, etc.)
f. planning – analysis – judgment
g. problem solving
h. being in control without being controlling

Comments:

_____
_____
_____
_____
_____

Closing/Summary Comments:

_____
_____

Board Member's Signature

Date

Fundraising

Code: DP

Date Issued: 8-20-90
Revised: 10-25-05
Current Revision:

To be approved, the fundraising activity must be:

A. Educationally sound and contributory to the attainment of educational objectives.

B. Appropriate to the age(s) or grade level(s) of students to be involved.

C. One in which schools may appropriately engage.

D. Conducted under the supervision of teachers and administrators.

E. Conducted in such a manner and at such times as not to encroach upon instructional time or interfere with class time.

F. Not unduly demanding of teacher time.

G. Periodically evaluated by teachers, administration, and students.

Facilities Use Agreement

Code: EBH

Date Issued: 04-15-02
Revised:
Current Revision:

Use of School Facilities (Excluding Arend Art Center)
Procedures

Evening and Weekend Facility Usage

A. School Related or Community Non-profit Organization

School facilities may be used during times that do not conflict with school activities and on weekends by nonprofit organizations composed primarily of persons who reside within the school district and by school-related organizations. Rental fees will be based according to the type and amount of services required.

B. Individual or Profit Making Organization

School facilities may be used by individual or profit-making organizations on a space available basis when approved by the School Principal. Rental fees will be based on the fees listed in the Facility Use Agreement. Additional rental fees may be charged depending on the size and type of facility requested, utilities, and other services required. Rates are subject to change without prior written notice.

Usage Procedure

1. Any organization that desires the use of a school facility must fill out a Building/Facility Use Agreement at least ten (10) working days in advance and not more than one year in advance of the date of use. This agreement must include the purpose of the meeting, facilities and services needed. It must be signed by the individual who will be present and in charge and who will assume responsibility. Any deposit and rental payment for the use of the facility must also be included with the request.

2. Requests for building/facility use shall be approved by the Building Principal where usage is requested.

3. Upon approval of the Building/Facility Use Agreement, the organization will receive a copy of the agreement which will include all fees, conditions, and equipment needed. This agreement must be presented to the building staff member at the time of the event.

4. Any request for prolonged use of the building/facility for periods longer than 3 consecutive events must be approved by the Board of Education before using the facility. It is the responsibility of the Building Principal to bring this request for prolonged use to the Board for approval.

General Rules

1. The person or organization must agree to assume responsibility for any damage or loss that occurs to the facility, equipment, and grounds because of the use of the organization.

2. The person or organization using the school facilities assumes full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited in the school facility or on school grounds. Firearms or weapons of any kind are not allowed on in the school facility or on school grounds unless the person carrying the firearm or weapon is permitted to do so by law as defined in A.C.A. § 5-73-120. It is also agreed that food and beverage products of any kind are not permitted in any auditorium.

3. A district staff member must be on duty when district buildings/facilities are used by any organization. The district staff member will insure proper use of school facilities; however, it is

understood that the person in charge of the group using the facility is responsible for the conduct of the group.

4. The district staff member on duty will admit the group into the building, be present in the building during the time of use, and will secure the building when the group departs.

5. Use of school facilities at times when district staff members are not normally on duty, or when extra duties are required, involve extra expense for the District. Therefore, when a district staff member is assigned, the organization is responsible for assuring that the district staff member is paid at the end of that activity. The rates will include a thirty (30) minute opening and a thirty (30) minute closing period with a minimum of two (2) hours required. The rates will be those shown on the agreement and are subject to change without prior notice.

6. Facility use rates shown on the agreement include the use of the facility and only the equipment that is listed on the agreement.

7. Any use of school facilities on a prolonged basis (over 3 consecutive events) for any organization must get prior approval by the Board of Education.

8. Only equipment may be used that is listed on the Building/Facility Use Agreement. Any cost incurred by the use of such equipment must be paid by the user.

9. School facilities and/or equipment shall not be used for purposes that are deemed by the District to be contrary to the best interest of the School District.

10. School equipment shall not be loaned to groups or individuals except by prior written authority of the Superintendent of Schools.

11. Any person or organization requesting the use of the kitchen facilities must contact the Food Service Director at (479-271-1160) and make all necessary arrangements for the use of any kitchen equipment.

12. When the kitchen is open for a special function at a time other than normal working hours, the food service manager or a food service staff member must be in the kitchen. When a food service staff member is needed as noted on the Building/Facility Use Agreement, the organization is responsible for seeing that the food service staff member is paid at the end of that activity. The rates will include a thirty (30) minute opening and a thirty (30) minute closing time, with a minimum of two (2) hours required. The rates will be those shown on the agreement and are subject to change without prior written notice.

13. Additional electrical services needed for major events must be coordinated by the person or organization and Building Principal and are at an additional expense to the person or organization.

14. If security is deemed necessary for major functions the cost shall be at the person or organization's expense and must be coordinated with the Building Principal.

15. Proof of insurance is required of all prolonged events (3 consecutive weeks or more). User will provide a minimum of $250,000 liability insurance. Proof of insurance forms must be attached to the Building/Facility Use agreement.

BENTONVILLE PUBLIC SCHOOLS-BUILDING/FACILITY USE AGREEMENT

For Non-School Organizations

This Agreement Excludes The Arend Art Center

Listed below is a detail of facilities which are available for use in the Bentonville Public Schools. While this list is comprehensive, it does not mean that every campus has all the same facilities or equipment.

Any school activity that has to be rescheduled due to weather or any other reason and requires the use of this facility takes precedent and will nullify this agreement.

Fees are charged on an hourly rate based on the needs of each event. Please fill out the following so that we may know your needs and your event will go smoother.

In addition to the fees charged by the district, other fees such as custodial services and security services must be paid directly to the individual(s) working this event. Current fees for custodial services are $12.50 per hour and security services ranges from $20 - $25 per hour depending on the nature of the event.

NAME OF ORGANIZATION _____

FACILITY REQUESTED:_____

PURPOSE FOR USE OF FACILITY _____

_____

_____

DATE REQUESTED TO USE FACILITY

BEGINNING DATE _____ ENDING DATE _____

TIME IN BUILDING

Please complete the following for each day you will be using the facility. If you are using the facility for more than one day be sure hours are noted if different.

1. TIME YOU NEED ACCESS TO THE FACILITY
   TIME EVENT STARTS _____
   TIME EVENT ENDS _____
2. TIME YOU WILL LEAVE THE FACILITY _____

TOTAL HOURS OF FACILITY USEAGE (2 Minus 1) _____

AIR CONDITIONING/HEATING- Will Air/Heat be needed for the time you are renting the facility? YES _____ NO _____

EQUIPMENT TO BE USED

Chairs How Many _____

Tables How Many _____

Microphone Yes ___ No ___

Scoreboard Equipment Yes ___ No ___

Page 2 **BENTONVILLE PUBLIC SCHOOLS-BUILDING/FACILITY USE AGREEMENT**

For Non-School Organizations

This Agreement Excludes The Arend Art Center

AREA TO BE USED

	Check If Needed	DEPOSIT (Refundable)	HOURLY RATE PROFIT	HOURLY RATE NON-PROFIT	COST
Cafeteria	_____	$ 100.00	$ 50.00	$ 25.00	$
Commons *1	_____	$ 100.00	$ 100.00	$ 50.00	$
Kitchen *2	_____	$ 100.00	$ 50.00	$ 25.00	$
Old High Auditorium	_____	$ 200.00	$ 100.00	$ 50.00	$
Little Theatre *3	_____	$ 100.00	$ 50.00	$ 25.00	$
Number of Classrooms	_____	$ 50.00	$ 30.00	$ 10.00	$
Gymnasium-Wood	_____	$ 150.00	$ 150.00	$ 75.00	$
Gymnasium-All Others	_____	$ 100.00	$ 100.00	$ 50.00	$
Football Stadium	_____	$ 200.00	$ 100.00	$ 50.00	$
		Building/Facility Fee		**Total**	$

*1-Bentonville High School Elm Tree/Spring Hill R. E. Baker/Old High Middle School

*2-When kitchen is used there will be an additional pro-rata charge per hour for Food Service workers

Call 479-271-1160 (Food Service Director) to coordinate use of kitchen

*3-Washington Jr. High Lincoln Jr. High

Any Portion Of An Hour Will Be Charged At The Whole Hourly Rate

Activities for the sole benefit of school district students may be exempt from use fees with approval of the Superintendent.

RECAP OF COST **PROOF OF INSURANCE NEEDED** Yes ___ No ___

Payable to School

Deposit (May Be Refundable) $ _____

Total Building/Facility Fee $ _____

Amount Due Now $ _____

Payable to Others

Custodian @ $12.50 hr. $ _____

Supervisor @ _____ $ _____

Security @ _____ $ _____

Food Service _____ $ _____

Other @ _____ $ _____

Amount Due at Event $ _____

I/We agree to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Bentonville Public School Board of Education and staff members of the Board from any injury, loss or damage. I/We further agree to make full restitution for any and all damages incurred during our use of the building/facility. I/We further agree that we have read and understand the attached rules and regulations and agree to abide by them.

CONTRACTING PARTY SIGNATURE **DATE** **TELEPHONE NUMBER**

ADDRESS **CITY** **STATE** **ZIP**

BENTONVILLE PUBLIC SCHOOLS-Administrative Approval

Energy Management

Code: ECF

Date Issued: 10-16-06
Revised:
Current Revision:

Guidelines
Energy Conservation and Building Management

Bentonville Public Schools will adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all inclusive and may be modified for specific local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.

Responsibilities

1. All staff, students and person using school facilities are expected to be an "energy saver" as well as an "energy consumer."
2. The custodian is responsible for control of common areas, i.e. halls, cafeteria, meeting rooms.
3. The custodian, typically the last person to leave a building in the evening, is responsible for verification of the night time shutdown procedures.
4. The teacher is responsible for implementing the guidelines during the classroom setting.
5. The principal is responsible for the total energy usage of the building.
6. The Energy Manager performs routine audits of all facilities and communicates the audit results to appropriate personnel.
7. The Energy Manager provides regular reports to principals indicating performance with regards to energy usage and savings.
8. The Energy Manager will establish shut down procedures for all staff when buildings are not utilized for holidays, summer and extended breaks in the school calendar.
9. The district is committed to and responsible for maintenance of the learning environment.
10. The district will develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC and moisture management, as a complement to the energy management program.

General

1. .Classroom doors will remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times, i.e. between hallways and gym or pool areas.
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature and light levels throughout the district's buildings to ensure compliance with district guidelines.
3. All exhaust fans should be turned off every day and during unoccupied hours.
4. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines may remain on.
5. All computers should be turned off each night. This includes the monitor, local printer and speakers. Network equipment is excluded.
6. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after ten minutes of inactivity.

Set Points

1. These set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy."
2. Cooling Season Occupied Set Points:74º F- 78º F, Unoccupied Set Point: 85º F
3. Heating Season Occupied Set Point: 68º F-72º F, Unoccupied Set Point: 55º F

Air Conditioning Equipment

1. Occupied temperature settings shall not be set below 74º F.
2. During unoccupied times, the air conditioning equipment will be off. The unoccupied period begins

when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.

3. Air conditioning start times may be adjusted, depending on weather, to ensure classroom comfort when school begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. For any 24 hour period of time, relative humidity levels shall not average greater that 60%.
7. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or non-traditional school. Air conditioning may be used in those schools that are involved in team cleaning. Other exception will be by approval only.
8. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.

Heating Equipment

1. Occupied temperature settings shall not be above 72º F.
2. The unoccupied or set back temperature setting shall be 55º F. This may be adjusted to a 60º F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120º F or 140º F for cafeteria service with dishwasher booster.
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6º F dead-band between heating and cooling modes.

Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when empty. Utilize natural lighting where appropriate.
2. All outside lighting will be off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

1. Ensure all plumbing and/or intrusion leaks are reported and repaired immediately.
2. All watering should be done between 5:00 AM and 10:00 AM.
3. When spraying irrigating, ensure the water does not directly hit the building.

School Bus Safety

Code: EDC

Date Issued: 8-16-77
Revised: 11-28-05
Current Revision:

When pupils do not cross the road after exiting or before entering a school bus, the driver of the school bus may stop his bus in the right hand traffic lane of the roadway and turn on the flasher lights. All other children are to remain on the shoulder of the road in readiness to cross the highway as soon as the driver signals that it is safe for them to cross. The driver then turns off the signal lights and proceeds on his route.

When pupils must cross the road to board the bus on the morning trip, they are to wait at the loading point on the left hand side of the highway. The driver is to follow the same procedures as outlined for the afternoon trip with the driver directing the children across the road.

While waiting for the bus, the pupils must remain in a safe place away from traffic. If they miss the bus, they should not attempt to hitch hike a ride or to walk to or from school. Pupils are not to change seats while bus is in motion. If someone leaves the bus and a pupil wishes to change seats, (s)he must do so while bus is stopped. Pupils are not to put their hands, arms, or bodies out of the windows of the bus. Pupils are not to deface the bus by writing on the bus or cutting seats. Pupils are not to chew tobacco on the bus.

Payment to Employee Off Work Due to Workers Compensation Injury

Code: EGAA

Date Issued: 04-15-02
Revised:
Current Revision:

PROCESS:

An employee who incurs an injury/illness while on the job will use sick leave days for any days missed up to the seventh (7) day of absence due to the injury/illness. An employee unable to return to work after seven (7) days will become eligible for weekly Wage Replacement Benefits (WRB) of 66.66% of their weekly salary up to a maximum of $425.00 per week from the Arkansas Workers' Compensation Commission. After initial WRB are determined to be compensable, beginning on the eighth (8) day sick leave days will be used at the rate of one sick leave day for each three (3) days missed until the employee uses all accumulated sick and personal leave days. (WRB pays 66.66% of weekly salary, sick leave days will provide the other one third so the employee will be receiving full pay until they use all their sick leave days)

Once the employee has used all accumulated sick and personal leave days, the employee will no longer be compensated by the District. The employee will receive the WRB payment of 66.66% of their weekly salary until they return to work or a settlement determination is made by Arkansas Workers' Compensation Commission.

An employee may choose not to use sick days for a workers' comp injury. This request must be submitted in writing to the employee's immediate supervisor who will forward the request to payroll.

Complaints & Grievances

Code: SAE

Date Issued: 04-15-02
Revised:
Current Revision:

The following procedure is hereby established to handle formal written grievances.

Forms for handling grievances will be developed by the superintendent and a committee, administratively appointed, to afford equal representation of each building. Such forms will be made available to professional staff in each building. Upon solution at any level, a copy of the grievance form will be placed in the personnel files in the principal's office, supervisor's office and the Human Resource Office.

A grievance must be filed within ten (10) school days of the date an employee becomes aware of or reasonably should have become aware of a grievable issue.

DEFINITION: A school day is any day other than a scheduled school holiday and weekends within the school calendar.

Levels of Grievance Processing:

Level One -- Principal or Immediate Supervisor
Level Two -- Executive Director of Personnel
Level Three -- Superintendent
Level Four -- Board of Education

LEVEL ONE: The aggrieved staff member shall request a form for filing a grievance from the principal or supervisor. Once this form has been completed and presented to the principal or supervisor, the individual should request a conference with the principal or supervisor. An effort to resolve the grievance shall be made within fourteen calendar days of the requested conference.

LEVEL TWO:

a. If the aggrieved staff member is not satisfied with the disposition of his grievance at Level One or no decision has been rendered within fourteen calendar days of the requested conference, the staff member must file the grievance with the executive director of personnel within fourteen calendar days or drop proceedings. The form will be forwarded from the principal or supervisor to the executive director of personnel.

b. Within fourteen calendar days after receipt of the written grievance by the executive director of personnel, the executive director of personnel will meet with the aggrieved staff member in an effort to resolve the grievance.

c. Both the executive director of personnel and the staff member have the option to request the presence of a selected representative at this conference.

LEVEL THREE:

a. If the aggrieved staff member is not satisfied with the disposition of his grievance at Level Two or no decision has been rendered within fourteen calendar days of the requested conference, s/he must file the grievance with the superintendent within fourteen calendar days or drop proceedings. The form will be forwarded from the executive director of personnel to the superintendent.

b. Within fourteen calendar days after receipt of the written grievance by the superintendent, the superintendent will meet with the aggrieved staff member in an effort to resolve the grievance.

c. Both the superintendent and the staff member have the option to request the presence of a selected representative at this conference.

LEVEL FOUR:

If the aggrieved staff member is not satisfied with the disposition of said grievance at Level Three and if no decision has been rendered within fourteen calendar days after the meeting with the Superintendent, s/he must request a hearing before the Board of Education or drop proceedings. The Board shall grant the request provided such request is made in writing in care of the Superintendent or President of the Board. The Board shall meet within fourteen calendar days of the receipt of the request. This hearing shall be open to the public unless either the superintendent or the employee requests a private hearing. A closed hearing will include only the Board members and those parties involved in the previous proceedings. Parties involved may be accompanied by two selected representatives. The Board, having final authority in such grievances, shall make an effort to make fair resolution of each grievance. The Board shall have a period of ten days following the hearing in which to render a decision. The Board shall report the resolution of such grievance to the aggrieved staff member within five school days of said decision.

Legal Ref: Arkansas Code Annotated 6-17-208

GRIEVANCE FORM

SUBMIT TO BUILDING PRINCIPAL IN DUPLICATE. ATTACHED ADDITIONAL SHEETS IF NEEDED.

NAME_____ BUILDING_____
DATE FILED _____

Date cause of grievance occurred _____

LEVEL ONE: Statement of grievance:_____
_____
_____

Relief sought: _____
_____
Action taken:_____
_____
Date: _____ Signature of Employee_____
Signature of Principal_____

LEVEL TWO: Date received by Executive Director of Personnel_____
Action taken:_____
_____
Date:_____ Signature of Employee_____
Signature of Executive Director of Personnel_____

LEVEL THREE: Date received by Superintendent
Action taken:_____
Date_____
Signature of Employee_____
Signature of Superintendent_____

LEVEL FOUR:
Date received by President of School Board_____
Date of Board Hearing_____
Resolution by the Board_____

Signature of Employee

Date

Signature of President of Board_____
Date_____

Code: SAEB

Date Issued: 11-23-04
Revised:
Current Revision:

SEXUAL HARASSMENT FORM

BENTONVILLE PUBLIC SCHOOLS
Bentonville, Arkansas

Submit in duplicate to appropriate authority at the level where the grievance is to begin. Attach additional sheets if more space is needed.

Level one: Principal/Immediate Supervisor
Level two: Equity Coordinator
Level three: Board of Education

Name of Grievant_____(certified)(classified)
Building_____
Date Filed_____

LEVEL ONE:
Received by_____(principal/supervisor)
Date_____

A. Describe the offensive conduct or communication in as much detail as possible (be specific and complete). Include the date(s) on which such conduct occurred or the communication was made and the name of the person accused of engaging in the harassing behavior.
B. Relief sought: (This should be completed in detail. Be specific).
C. Action taken by principal/Immediate supervisor

Written report received by_____(employee)
Date received_____
(My signature indicates only that I have received the written report; it does not signify agreement with the decision.)

LEVEL TWO:
Received by_____(Equity Coordinator)
Date_____
A. Written notice of investigation received by_____ (employee)
Date received_____
B. Action taken by the equity coordinator:

Written report received by _____(employee)
Date received_
(My signature indicates only that I have received the written report; it does not signify agreement with the decision.)

LEVEL THREE: Request for School Board hearing
Received by President of School Board_____ Date_____
Date of Board hearing _____

Action taken by Board_____
_____
Signature of Board President_____Date_____
Written report received by_____ Date_____
(My signature indicates only that I have received the written report; it does not signify agreement with the decision.)
Optional: Attach a request for an open hearing and or request for written record

ADA Grievance

Code: SAEC

Date Issued: 11-23-04
Revised:
Current Revision:

The following procedures are to be followed to expedite such ADA Complaints and Grievances:

1. A complaint should be filed in writing or verbally, giving the name and address of the person filing it, and a brief description of the alleged violation of the regulations.

2. The complaint should be filed within five (5) working days after the complainant becomes aware of the alleged violation.

3. An investigation, as may be appropriate, will follow a filing of the complaint. The investigation shall be conducted by the Equity Coordinator. This process contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Equity Coordinator and a copy forwarded to the complainant no later than ten (I0) working days after its filing.

5. The Equity Coordinator will maintain the files and records of the Bentonville Public Schools relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing within ten (10) days to the Superintendent of Schools.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. This entire process shall be constituted to protect the substantive right of interested persons, to meet appropriate due process standards, and to assure that the Bentonville Public Schools comply with the ADA and implementing regulations.

- These procedures are for members of the public, clients, visitors, and any other individuals not covered under the Bentonville Public Schools grievance policy.

Reduction in Force

Code: SBKA

Date Issued: 6-27-94
Revised: 4-15-02
Current Revision: 11-28-05

REDUCTION IN FORCE

CERTIFIED-NON-ADMINISTRATIVE STAFF

Total teaching experience in the District shall be the basis for computing length of service. Teachers will be laid off in certification areas according to the length of service in the District. Teachers with the least service in the District will be laid off first.

For a position to be eliminated, the Board of Education must approve the reduction in staff recommended by the Superintendent.

If approved by the Board of Education, the Superintendent will give written notification to the employees affected no later than May 1 of the school year. Said employees may displace (bump) less senior employees with the same certification.

If the length of service within the District is the same for two or more teachers, then total years of teaching experience shall prevail. If total years experience is equal, then education, based on degree, plus addition plus additional hours earned, on current transcripts in teacher's Personnel File at Central Office shall prevail. If education is equal then diversity of certifications will prevail. If diversity of certifications is equal, then the date of hire shall prevail.

When it is determined which teacher shall prevail, s/he will be notified in writing by the Superintendent. Teacher must notify the Superintendent in writing within five days if they intend to accept the reduction or begin the RIF process. After the teacher files the notification, the Superintendent shall notify, within five days, the teacher being displaced.

If a staff member is notified in writing of a layoff and a position for which the teacher is certified is available, then the teacher must accept the vacancy. Refusal to accept the vacancy will negate the teacher's right to use the RIF process.

A teacher being replaced will have the same displacement rights as a teacher who is notified of a layoff.

RECALL

If there is a vacancy in the district, the laid off teachers who are certified in the vacant position will be recalled in the order of seniority being recall first.

Failure to respond to the notice of recall within ten (10) days working days, the teacher will be judged to have refused the position offered.

Teacher laid off will remain on the recall list for fifteen calendar months after the effective date of the layoff unless the teacher waives the recall rights in writing.

CLASSIFIED Employees

When it is necessary to reduce the number of permanent employees, consideration shall be given to the following factors:

A. Seniority
B. Ability and skill

Should two employees have equal ability and skill, seniority shall govern the said employees shall be released or laid off within their classification in the inverse order of seniority.

Request for Reassignment/Transfer – Principal/Supervisor Initiated

Code: SBM

Date Issued: 11-23-04
Revised: 3-3-05
Current Revision:

BENTONVILLE PUBLIC SCHOOLS
Bentonville, Arkansas

REQUEST FOR REASSIGNMENT/TRANSFER –PRINCIPAL/SUPERVISOR INITIATED

NAME_____DATE_____

Present Position _____ Present Building _____

Position Transferring to _____ New Building _____

Why are you requesting a reassignment/transfer?_____

_____

_____

_____

_____

What qualifications do you have that better suit you for the requested position over your present position?

_____

_____

_____

_____

Employee's Signature_____

Present Principal's Signature_____

Requested Position Principal's Signature_____

Is this a new Position _____ Yes _____ No
Name of individual being replaced _____

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

_____ Approved _____ Denied

_____ _____
Executive Director of Human Resources Date

Code: SBM

Date Issued: 3-3-05
Revised:
Current Revision:

BENTONVILLE PUBLIC SCHOOLS
Bentonville, Arkansas

REQUEST FOR REASSIGNMENT/TRANSFER – EMPLOYEE INITIATED

NAME_____DATE_____

Present Position _____Present Building _____

Position Transferring to _____ New Building _____

Why are you requesting a reassignment/transfer?_____

_____

_____

_____

_____

What qualifications do you have that better suit you for the requested position over your present position?

_____

_____

_____

_____

Employee's Signature_____

Present Principal's Signature_____

Requested Position Principal's Signature_____

Is this a new Position _____ Yes _____ No

Name of individual being replaced _____

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

_____ Approved _____ Denied

_____ _____

Executive Director of Human Resources Date

Resignation

Code: SBO

Date Issued:
Revised: 2-22-05
Current Revision:

BENTONVILLE PUBLIC SCHOOLS

RESIGNATION STATEMENT

DATE_____

I, _____, SS#_____

hereby resign my position as _____at_____.

My last day to work is_____.

The reason for my resignation is as follows:

_____

_____

My forwarding address is: _____

_____

_____

_____

_____

Signature

If you have health insurance with the Bentonville Public Schools group plan, you may be eligible to continue your coverage through COBRA for up to 18 months. You will be responsible for paying the full premium. To see if you qualify, please contact the Personnel Department.

Any insurance coverage you have with Bentonville Public Schools will end on the last day of the month in which you perform services for the District.

Insurance coverage for an employee who is transferring to another school district in Arkansas will continue through August.

Insurance coverage for an employee who is retiring at the end of the school year, will continue through July.

An employee who retires during the school year and wants to continue insurance coverage must enroll in COBRA. The retiree must request insurance coverage be transferred from COBRA to Arkansas Teacher Retirement prior to June 30. Insurance coverage with Arkansas Teacher Retirement will start in August.

Drug Testing

Code: SBRC

Date Issued: 7-21-03
Revised: 10-25-05
Current Revision:

Drug Testing

PROCEDURE:

You are required to give drivers a copy of the procedures that will be used in the testing for drugs and alcohol. If you are following your own policy in this regard, give your drivers a copy of that policy; if you are using a drug testing company to administer the tests, give your drivers a copy of the test administration procedures.

You are required to provide your drivers the name of the person you have designated to answer your drivers questions about the materials you give them regarding drug and alcohol testing.

You are also required to give your employees "information pertaining to the effects of alcohol and controlled substance use on an individual's health, work and personal life; signs and symptoms of an alcohol or controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral of any employee assistance program and/or referral to management.

Give a copy of this policy to your drivers.

Have your drivers sign an acknowledgement that they have received all of the information contained in this policy and these footnotes.

Code: SBRIA

Date Issued: 2-22-05
Revised:
Current Revision:

REQUEST FOR LEAVE

BENTONVILLE PUBLIC SCHOOLS
Bentonville, Arkansas

_____ _____
Date Requested Date Approved

TYPE OF LEAVE REQUESTED (CIRCLE ONE):
Leave of Absence
Military

I, _____, request a leave from my present position as _____ at_____,
from _____to_____.
Month Date Year Month Date Year

for the reason listed below:
_____
_____
_____

If I am unable to return as scheduled and do not contact my supervisor, I am aware that this will be considered to be voluntary termination without notice.

_____ _____
Employee's Signature Date

Sick Leave Bank Contribution

Code: SBRIB

Date Issued: 2-22-05
Revised:
Current Revision:

SICK LEAVE BANK CONTRIBUTION FORM

BENTONVILLE PUBLIC SCHOOLS
BENTONVILLE, ARKANSAS

I hereby request and authorize that _____ (1) day* be deducted from my annual sick leave allowance to contribute to the Sick Leave Bank. I acknowledge that if I receive days from the Sick Bank I must contribute another sick day to the Sick Bank by October 1 of the next school year to re-establish my membership in the Sick Bank.

_____ Name of School

_____ Print Name

_____ Date

_____ Social Security Number

_____ Signature

- **Classified employees are on a 90 days probationary period from date of hire.** They do not earn sick days during the probationary period. Sick days are awarded at the end of the 90 day probationary period. A classified employee is not eligible to receive days from the sick bank until after the 90 day probationary period because they do not have a sick day to contribute to the sick bank.

Sick Leave Bank Request

Code: SBRIB

Date Issued: 2-22-05
Revised:
Current Revision:

CONFIDENTIAL
SICK LEAVE BANK REQUEST FORM

Please complete and return to the sick leave bank committee member in your building. (Before you are absent and the payroll deduction is made)

NAME: _____ SOC SECURITY #:_____

SCHOOL: _____ POSITION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ SCHOOL PHONE: _____

Have you contributed to the sick leave bank system? _____

Briefly describe the nature of your disability or illness and the circumstances that caused you to make this request:

_____

_____

_____

Number of sick leave bank days being requested _____
Are you currently being treated by a physician?_____
Have you used all of you accumulated sick leave days? _____
How many days have you been absent this year due to illness or disability?____
If sick bank days are granted, what is the effective date you wish to apply these days?
(Example: date of surgery; date to begin cancer treatment) _____

Authorization for Release of Health Information

I authorize the use or disclosure of my health information to authorized members of the Bentonville Public Schools Sick Bank Committee. This information will be used to determine my eligibility for withdrawing days from the sick bank.

When an employee is granted days form the Sick Bank, they must contribute another sick day to the Sick Bank by October 1 of the next school year to reestablish their membership in the Sick Bank.

_____
Employee Signature

_____
Date

Committee Use Only:
Date Considered: _____
_____Approved ____Not Approved
Number of days Approved: _____

_____ *Committee Chairperson*

FMLA Request

Code: SBRII

Date Issued: 04-15-02
Revised:
Current Revision:

BENTONVILLE PUBLIC SCHOOLS

APPLICATION FOR FAMILY MEDICAL LEAVE

(To be filled in by employee)

NAME _____DATE OF HIRE _____

Reason for leave (Circle the appropriate letter):

a. the birth of a child or the placement of a child for adoption
b. to care for a family member (child, spouse, or parent) with a serious health condition
c. your own serious health condition

Answer the following if the leave is for your own serious health condition.

What is the nature of your illness?

_____

_____

Is hospitalization required? Yes_____No_____

Are you able to perform the essential functions of the job? Yes_____ No_____

(To be filled out by the Executive Director of Personnel)

Does the illness qualify the employee under the provisions of the American with Disabilities Act (ADA)? Yes _____ No _____ If Yes please explain.

_____

_____

If the employee is considered disabled, would a reasonable accommodation under ADA enable the employee to continue to perform the job? Yes _____
No _____

Is the employee able to perform work of any kind? Yes _____No _____

Does the employee request all 12 weeks consecutively? Yes _____No_____

Did you discuss the possibility of intermittent or reduced schedule leave?
Yes_____ No_____

Does the employee understand that intermittent or reduced schedule leave will not reduce the total amount of leave available? Yes _____No_____

Would it be better to transfer the employee to another job during intermittent or reduced work schedule leave? Yes _No_____

Answer the following if the leave is to care for the employee's seriously ill family member.

Does the relationship qualify for FMLA? (A son or daughter, biological, adopted, or foster child, step-child, a legal ward, or a child under 18 years old, or 18 or older and incapable of self-care because of mental or physical disability; a husband or wife, including common-law recognition in certain states; and parents. In-laws are not covered by FMLA.)
Yes _____No _____

Application for Family Medical Leave, Con't.

Is in-patient hospitalization of the family member required? Yes _No____

Does the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation? Explain.

Ask the employee to state in their own words the care to be provided to the family member and the estimated duration of the treatment.

If the employee agrees to an intermittent or reduced schedule leave, put the schedule in writing and have the employee sign it.

BENTONVILLE PUBLIC SCHOOLS
EMPLOYER RESPONSE TO EMPLOYEE REQUESTING FMLA

DATE:

TO:

FROM:

SUBJECT: REQUEST FOR FAMILY/MEDICAL LEAVE

On _____, you notified the District of your need to take family/medical leave due to:

___ the birth of child, or the placement of a child with you for adoption or foster care; or

___ a serious health condition that makes you unable to perform the essential functions of your job; or

___ a serious health condition affecting your ____spouse, ____child, _____ ___parent, for which you are needed to provide care.

You notified the District that you need this leave beginning on_____ and that you expect the leave to continue until on or about _____.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12 month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave.

This is to inform you that:

1. You are _____eligible ____not eligible for leave under FMLA.

2. The requested leave will be counted against your annual FMLA leave entitlement.

3. You ___will _____will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by ___ _____ (must be at least 15 days after you are notified of this requirement) or the District may delay the commencement of your leave until the certification is submitted.

4. You will be required to use any accumulated sick and personal days during the FMLA.

5. A. If you normally pay a portion of the premiums for your health insurance, the payments will continue during the period of FMLA leave. Arrangements for these payments has been discussed with you and it is agreed that you will make premium payments by the 10th of each month to the Payroll Department of Bentonville Public Schools.

   B. If payment is not made timely, your group health insurance may be canceled, providing the District notifies you in writing at least 15 days before the date that your health coverage will lapse. The District will not pay your share of health insurance premiums while you are on leave.

   * The District will not pay the premiums for other benefits (life insurance, disability insurance, etc.) while you are on FMLA.

6. You will _____will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

7. You are _____are not a "key employee" as described in par 825.218 of the FMLA regulations. If you are a "key employee" restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the District.

   The District _____has _____has not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to the District. Explain:

8. While on leave, you _____will _____will not be required to furnish the District with periodic reports of your status and intent to return to work. If the circumstance of your leave changes and you are able to return to work earlier than the date indicated on your application for leave, you _____ _____will _____will not be required to notify the District at least two working days prior to the date you intend to report for work.

You __will __ will not be required to furnish rectification relating to a serious health condition. (Explain if necessary)

_____

Arrangement of Substitutes

Code: SBRJ

Date Issued: 6-1-92
Revised: 3-29-05
Current Revision:

The following information must be provided to the AESOP system recording:

1. Your Name
2. Position
3. Building
4. Date(s) needed – if only a part of a day, specify which part
5. Preference of substitute if any

If a staff member knows in advance that he/she will be absent, please adhere to the following procedure:

1. Notify the building principal/administrator/supervisor
1. 2. Report the absence to the District AESOP system a part of a day, specify which part.)
2. Preference of substitute if any.

Certified Personnel: Suspension, Termination and/or Non-Renewal

On receipt of such request for a hearing, the Board shall grant a hearing in accordance with the following provisions and the hearing before the Board of Education shall be conducted in accordance with the following rules, procedures and provisions:

A. The hearing shall take place not less than five (5) days and no more than twenty (20) days after the written request has been received by the board.

B. The hearing shall be private unless the School Board or the Teacher shall request that the hearing shall be public, in which case a public hearing shall be held at the request of the School Board or the teacher.

C. The teacher and the School Board may be represented by legal counsel or representatives of their choice.

D. It shall not be necessary for a full record of the proceedings at the hearing to 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 to 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 copy thereof to the teacher without cost to teacher.

3. The board shall not consider at the hearing any new reasons which were not specified in the notices provided pursuant to the subchapter.

Homebound Instruction

Code: IDDC

Date Issued: 8-16-77
Revised: 12-16-05
Current Revision:

Homebound Instruction

A statement by the attending physician as to the student's diagnosis, reason for confinement, and approximate length of time such services will be needed must be submitted to the special education supervisor prior to approval. Homebound and hospital instruction is then provided upon approval by the principal of the school in which the child is enrolled and the special education supervisor. In cases in which the child is not enrolled in public school, application is made to the special education supervisor if they are a legal resident of Bentonville. The District Plan for Special Education contains proper forms and instructions for provision of homebound and hospital instruction.

School Library Materials Selection Procedure

Code: IJL | Date Issued: 07-16-07
Revised:
Current Revision:

BENTONVILLE
The Bentonville Public School District
Library Media Center
Selection Procedure for School Library Materials

I. Introduction

Philosophy of the Library Media Center

The school library program, as an integral part of the total curriculum, is the vehicle that provides opportunities for students to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner, and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library program that reflects the needs of the school community and the world in general.

II. Selection Objectives

School library materials will be selected by the Bentonville School District to support and enrich the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. It is the obligation of the Bentonville School District to provide for a wide range of abilities and to respect the diversity of many differing viewpoints.

Library materials are defined as all print, non-print and electronic materials and resources, generally found in school libraries, that are used by students and teachers in the District's educational program. Library materials do not include textbooks or any other resources identified for use in the delivery of the curriculum for various courses.

To this end, the Board of Education of the Bentonville Public School System adopts the statement of philosophy expressed by the American Association of School Librarians in the **Access to Resources and Services in the School Library Media Program: an Interpretation of the Library Bill of Rights and NCTE Guidelines**

III. Responsibility for Selection

The Bentonville Board of Education, by state law, is ultimately responsible for all books and materials used in the Bentonville public school system. Responsibilities for actual selection of school library materials shall rest with the certified school library media specialist and other professionally trained personnel, who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. The library media specialist will work cooperatively with staff members to interpret and guide the application of the policy in making day-to-day selections.

IV. Criteria for Selection

The following general selection criteria will apply to all library materials, including electronic, print and non-print resources.

1. Library materials shall support and be consistent with the general educational goals for the state and district and the aims and objectives of the individual schools and specific courses. Said materials shall reflect the Bentonville School District's adherence to the goal representing state educational standards.

2. Library materials shall meet high standards of quality in factual content, artistic and literary value, and presentation. Selection is based upon bibliographic reference sources, selected lists, and

reviews in reputable professional journals and publications. Materials for purchase are considered on the basis of overall purpose, timeliness, importance of the subject matter, quality of the writing, readability and popular appeal, authoritativeness, reputation of the publisher, reputation and significance of the author, format and price. Materials are selected so as to provide a wide range of levels of difficulty.

3. Library materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning style, and social development of the students for whom materials are selected.

4. Library materials shall meet the needs and interests of students and faculty. They shall stimulate growth in literary appreciation, aesthetic values, and ethical standards, while giving background information which will enable students to make intelligent judgments in their daily life. These materials shall represent sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.

5. Library materials will place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of each school library media center.

6. Non-print materials will be selected to represent the above-mentioned criteria, as well as materials that are compatible with available technology.

7. The process of evaluating materials for inclusion in collections is continuous and systematic. This process should include the removal of materials no longer appropriate to the school's needs.

8. Materials which are gifts to the Library Media Center shall be evaluated for inclusion into the collection according to the same criteria mentioned above.

V. Objections

Despite the quality of the selection process and the care taken to select appropriate and valuable materials and the qualifications of the persons involved in the selections, occasional objections to materials in the library collection may be made. The questioned material may be temporarily removed from the shelf during reconsideration, but questioned material shall not be permanently removed from the school pending the final decision. In the case of a complaint, the following procedures shall be followed.

1. The initial complaint shall be referred to the library media specialist. Often, an explanation of selection policies, procedures and criteria, plus an explanation of the items placed in the collection and curriculum will suffice.
2. The complainant and the library media specialist will read and examine the material in its entirety. The complainant may wish to meet with the library media specialist after reading and examining the material.
3. Should the issue not be resolved, the complainant should next set up a meeting with the principal and the school library media specialist for further clarification of the district's policy.
4. If still unsatisfied, the principal should provide the complainant with the **Patron's Request for Reconsideration of School Library Material Packet.**

The following procedure will then go into effect.

1. The Patron's Request for Reconsideration of School Library Material Form is to be completed and returned to the principal within seven (7) days after receiving the form.

2. A complainant who does not complete and return the Patron's Request for Reconsideration of School Library Material Form receives no further consideration.

3. The principal will forward the completed form to the appropriate Executive Director of Elementary or Secondary Education who will convene the Reconsideration Review

Committee within twenty school days. (see attachment) The superintendent will be notified that such a review is being done. All library media specialists at the appropriate grade level will be notified that such a review is being done and given an opportunity to serve on the Reconsideration Review Committee. **A RECONSIDERATION REVIEW COMMITTEE PACKET** (FICTION OR NONFICTION) shall be given to and completed by each committee member.

The Reconsideration Review Committee will include the following:

- District's Library Media Specialists (at the same grade level)
- Library Media Specialist from the building involved
- The principal from the building involved
- Two teachers from the building involved
- A non-biased parent
- The high school Student Council President, if the material in question is for the secondary level
- Executive Director of Elementary or Secondary Education

The Executive Director of Elementary or Secondary Education will chair the committee. The Reconsideration Review Committee shall read the material in question in its entirety, the objection(s) raised and professional reviews of the material prior to the Committee meeting and complete the appropriate forms.

4. The Reconsideration Review Committee's majority decision will be presented in writing to the complainant, building library media specialist, building principal, and the superintendent within 10 days after the decision is made. The summary of the decision will include relevant professionally prepared selection aids and reviews when available.

5. Further objections to the committee's decision, by either party, may be appealed to the Bentonville Board of Education within thirty (30) days after the complainant and the superintendent receive the decision.

6. Any appeal will be forwarded to the Bentonville Board of Education through the superintendent's office.

7. The Bentonville Board of Education will have the final decision on whether the material in question will remain in the collection.

BENTONVILLE PUBLIC SCHOOLS
PATRON'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

School(s) in which item is used: _____
Please check type of material: _____

- ☐ Book or e-book
- ☐ Periodical
- ☐ Video
- ☐ Audio
- ☐ Other

Title: _____
Author: _____
Publisher or Producer: _____
Request initiated by: _____
Person making the request represents: _____
Do you represent self? _____
Do you represent a group or organization? _____
Address and e-mail address of group: _____
_____

Please answer the following questions as completely as possible. (Attach extra pages if needed to complete statements)

1. To what in the material do you object? (Please be specific, cite exact parts)

   _____
   _____

2. What do you believe is the theme or purpose of this material?

   _____
   _____

3. What do you feel might be the result of reading, viewing, or listening to this material?

   _____
   _____

4. For what age group would you recommend this material?

   _____

5. Is there anything of merit in this material? Please comment.

   _____
   _____

6. Are you aware of the judgment of this material by reviewers?

   _____
   _____

7. Are you aware of the teacher's purpose in using this material?

   _____
   _____

8. What would you like your media center to do about this material?

   - ☐ Do not assign or lend it to my child.
   - ☐ Withdraw it from all students.
   - ☐ Send it back to the staff for re-evaluation.

9. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or set of values?

_____

_____

_____
Signature of Complainant

_____
Date

Please return the completed form to the school principal within seven (7) days of receipt of the packet.

BENTONVILLE PUBLIC SCHOOLS

CHECKLIST FOR RECONSIDERATION REVIEW COMMITTEE OF LIBRARY MATERIAL – NONFICTION

Title: _____
Author: _____

A. Purpose: _____

1. What is the overall purpose of the material?
2. Is the purpose accomplished? Yes _____ No _____

B. Authenticity:

1. Is the author competent and qualified in the field? Yes _____ No _____

   What is the reputation and significance of the author and publisher/producer in the field?

   _____

   _____

3. Is the material up-to-date? Yes _____ No _____
4. Are information sources well documented? Yes _____ No _____
5. Are translations and retellings faithful to the original? Yes _____ No _____

C. Appropriateness:

1. Does the material promote the educational goals and objectives of the curriculum of district schools? Yes _____ No _____
2. Is it appropriate to the level of instruction intended? Yes _____ No _____
3. Are the illustrations appropriate to the subject and age levels? Yes _____ No _____

D. Content:

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? Yes _____ No _____
2. Does this material present information not otherwise available? Yes _____ No _____
3. Does this material give a new dimension or direction to its subject?
   Yes _____ No _____

E. Reviews:

1. Source of review: _____
   Favorably reviewed _____
   Unfavorably reviewed _____
2. Does this title appear in one or more reputable selection aids? Yes _____ No _____

   If the answer is yes, please list titles of selection aids:

   _____

   _____

Additional Comments:

_____

_____

_____

Overall Recommendation by Committee Member:

_____

_____

_____

_____

_____ _____

Signature Date

BENTONVILLE PUBLIC SCHOOLS
CHECKLIST FOR
RECONSIDERATION REVIEW COMMITTEE OF LIBRARY MATERIAL
FICTION AND OTHER LITERARY FORMS

A. Purpose:

What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?

_____

_____

_____

1. If the story is a fantasy, is it the type that has imaginative appeal and is suitable for children?
   Yes _____ No _____
   for young adults? Yes _____ No _____
   If both are marked "No", for what age group would you recommend the book? _____
2. Will the reading and/or viewing and/or listening to material result in more comprehensive understanding of human beings? Yes _____ No _____
3. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? Yes _____ No _____
   Are there any questionable elements of the story that are an integral part of a worthwhile theme or message? Yes _____ No _____

B. Content:

1. Does a story about modern times give a realistic picture of life as it is now?
   Yes _____ No _____
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? Yes _____ No _____
   _____
3. When factual information is part of the story, is it presented accurately?
   Yes _____ No _____
4. Is prejudicial appeal readily identifiable by the potential reader?
   Yes _____ No _____
5. Are concepts presented appropriate to the ability and maturity of the potential readers?
   Yes _____ No _____
6. Do characters speak in a language true to the period and section of the country in which they live? Yes _____ No _____
7. Does the material offend in some special way the sensibilities of women, ethnic groups, or other groups by the way it presents either the chief character or any of the minor characters?
   Yes _____ No _____
8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? Yes _____ No _____
   For young adults? Yes _____ No _____

9. If there is use of offensive language, is it appropriate to the purpose of the text for children?
   Yes _____ No _____
   For young adults? Yes _____ No _____
10. Is the material free from derisive names and epithets that would offend women, ethnic groups or other groups?
   Yes _____ No _____
   Children? Yes _____ No _____
   Young adults? Yes _____ No _____
11. Is the material well written or produced? Yes _____ No _____
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way?
   Yes _____ No _____
13. Does the material make a significant contribution to the history of literature?
   Yes _____ No _____
14. Are the illustrations appropriate and in good taste?
   Yes _____ No _____
15. Are the illustrations realistic in relation to the story?
   Yes _____ No _____

Overall Recommendation by Committee Member:

_____

_____

_____

_____

_____ _____
Signature Date

BENTONVILLE PUBLIC SCHOOLS
RECONSIDERATION REVIEW COMMITTEE REPORT FORM
(Attach extra pages if needed to complete statement)

Physical description of challenged material: (author, title, publisher, copyright, producer, etc.)

_____

_____

_____

_____

Justification for inclusion of material: (include them and purpose)

_____

_____

_____

_____

Critics' judgment of material: (if possible include copies of reviews indicating the source)

_____

_____

_____

Materials Evaluation Committee's decision and comments: (include statements from majority and minority positions)

_____

_____

_____

_____

Signatures of Committee Members:

_____

_____

_____

_____

_____

Copies sent to:
Central Administrative Office

_____

Complainant _____

Assignment to Classes

Code: JBCCB

Date Issued: 5-14-99
Revised:
Current Revision:

ASSIGNMENT TO CLASSES

REGULAR STUDENTS: Regular student class assignments are made by taking into consideration ability, maturity, interest, and need. Transfer students are assigned classes which most nearly reflect those from the previous school.

SPECIAL STUDENTS: The placement of handicapped students shall be based on age and maturity rather than number of years in school. At no time will the special education student's placement be more advanced than his/her peers.

Class assignments are made according to the guidelines set forth in the "District Plan for Special Education."

TRANSFER BETWEEN SCHOOLS: Any student transferring to Bentonville Public Schools from another school accredited by the State Department of Education, shall be placed into the same grade the student would have been in had the student remained in the former school.

Any student transferring to Bentonville Public Schools from a school that is not accredited by the State Department of Education, shall be evaluated by appropriate staff to determine that student's proper placement in the Bentonville School District.

Transfers and Withdrawals

Code: JBCD

Date Issued: 4-16-90
Revised: 10-21-21
Current Revision: 11-28-05

TRANSFERS AND WITHDRAWALS

PROCEDURES: A student living in one attendance area of the District and wishing to attend another school in the District must file a written application for transfer with the principal of the school to which he/she wishes to transfer. Transfer application must be completed in duplicate and both copies submitted to the receiving principal. A transfer, when granted, is for one semester; and the application for transfer must be resubmitted each semester.

K-4 In-District Student Transfer Policy

Code: JBCDA

Date Issued: 2-21-00
Revised: 11-28-05
Current Revision:

PROCEDURE

1. Parent will obtain a Transfer Form at the Administration Office. The completed form will be returned to the Executive Director of Elementary Curriculum and stamped with the date received.

2. Within ten (10) school days of the receipt of the written request, the Transfer Committee will meet to review the request. The Executive Director of Elementary Curriculum will notify the Transfer

Committee and the current building administrator involved in the request. The current building administrator may wish to provide information pertinent to the student's situation.

3. The Transfer Committee can:

   a. Approve the transfer. Copies of the approved Transfer Form will be forwarded to the receiving administrator.
   b. Deny the transfer. If denied, parents can re-petition the Committee after thirty (30) school days

4. Parents will be notified as soon as possible regarding the date of the meeting and the resolution of the request.

Elementary Transfer Request

Code: JBCDA **Date Revised: 02-21-00**

BENTONVILLE PUBLIC SCHOOLS **POLICY CODE JBCDA-R, APPROVED 2-21-00**

REQUEST FOR ELEMENTARY SCHOOL TRANSFER

Please include the following information: Date: _____

_____ _____
Student Name Current Building

_____ _____
Student Grade Level Current Teacher

Did you choose this school? (Elementary only) _____

Did you select this teacher? _____

Have you met with the teacher(s)? _____

Provide details of meetings, if any: _____

Have you met with the building administrators? _____

Provide details of meetings, if any: _____

_____

_____

Please explain why you are requesting a change at this time:_____

_____

_____

_____

Parent(s) Name **Street Address** **Telephone Number** **Date**

_____ _____
Parent Signature **Parent Signature**

Please Do Not Write Below This Point

Administration Comments: _____

_____

_____

_____

TRANSFER APPROVED:_____ **TRANSFER DENIED:**_____

_____ _____
Administrator Signature and Title Date

_____ _____
Administrator Signature and Title Date

_____ _____
Administrator Signature and Title Date

st Copies to be distributed as follows:

White	Yellow	Pink	Gold
Central Office	Parent Copy	Current Building	Transfer Building

Academic Integrity

Code: JCDD

Date Issued: 8-19-05
Revised:
Current Revision:

Academic Integrity

It is the practice of the Bentonville Public Schools to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable.

Academic misconduct can be defined to include but not be limited to giving or receiving of unauthorized aid on examinations or in the preparing of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of school approvals or forging of signatures; plagiarizing of another's work; or otherwise acting dishonestly in the classroom.

Any breach in academic integrity will require the student to be placed on the STEP Discipline Plan at a level that is no lower than Step 4. The assignment will receive a zero and the parent will be notified at that time. Repeated offenses may jeopardize the student's ability to successfully complete the course.

EXAMPLES WHICH VIOLATE ACADEMIC INTEGRITY

CHEATING – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information

FABRICATION AND FALSIFICATION – unauthorized alteration or invention of any information or citation in an academic exercise

PLAGIARISM – knowingly presenting the work of another as one's own (i. e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge. This includes the use of internet sources.

FACILITATING ACADEMIC MISCONDUCT – giving or attempting to help another commit an act of academic misconduct

TAMPERING WITH MATERIALS, GRADES, OR RECORDS – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records

COPYRIGHT LAWS – all applicable copyright laws will be in effect as related to both computer software and printed books and materials. See technology policy of the Bentonville Public Schools for more information.

Student Health Services

Code: JGC

Date Issued: 9-26-06
Revised:
Current Revision:

Student Health Services

Illnesses warranting student to be sent home:

- If a student develops a temperature of 100 degrees or above
- If a student develops vomiting and/or diarrhea while at school (i.e. stomach flu)
- Pink Eye. The student will not be able to return to school until they have been on antibiotic eye drops for 24 hours
- Chicken Pox. This is a viral infection. Direct contact is not necessary, it can be spread through the air when an infected person coughs or sneezes.

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

Communicable Disease Policy

Code: JGCC, SJGCC

Date Issued: 9-26-06
Revised:
Current Revision:

Communicable Diseases, HIV and AIDS

Precautions used in all facilities for blood spills, bodily fluids, sharp objects, etc.

1. Restrict access to the area.
2. Wear gloves at all times. Avoid tearing the gloves on equipment or sharp objects. Torn gloves should be replaced immediately.
3. Use additional personal protection equipment, as needed (e.g., leak-proof apron and/or eye protection).
4. Use disposable towels or mats to soak up most of the blood
5. Clean with an appropriate disinfecting solution, such as ten parts water to one part bleach. Bleach will kill both HIV and hepatitis B virus. After cleaning, promptly disinfect mops and any other cleaning equipment.
6. Put all contaminated towels and waste in a Red Bag or other appropriate sealed, labeled (Biohazard symbol or label), leak-proof container. This is regulated waste; call Hazardous Materials Management (323-6280) for pickup.

Emergency Drills

Code: JGFA

Date Issued: 9-26-06
Revised:
Current Revision:

Emergency Drills

Fire Drills will be held once a month. Specific exit instruction will be given by the Staff, but there are some rules which should be followed in all situations:

1. Staff should be the last to leave the room.

2. Walk quietly and in single file out the designated exit.

3. Stand in assigned positions without talking and wait until the bell rings again for return to class.

4. Each school will develop plans to be used in case of a tornado alert, and the procedures will be posted in each classroom by the first day of school. Each school will hold at least one (1) tornado drill during each semester.

Legal Ref.: § 6-15-1302, Arkansas Code of Laws

Student Automobile Use

Code: JGFF

Date Issued: 4-28-03
Revised:
Current Revision:

STUDENT AUTOMOBILE USE

Designated parking areas have been provided for the use of the faculty and students while on school campus. Students are required to park in assigned school parking areas.

In order to drive or park student cars or motorbikes on school property during the school day, students must secure a student parking permit for each vehicle and display it on the car or motor bike.

It is the policy of the Board of Education that students do not sit in parked cars.

The automobile should be parked, and the student should then leave the parking area.

The rules and regulations pertaining to student vehicles must be observed or privileges will be revoked. Specific rules and regulations are outlined in student handbooks.

Student Social Events

Code: JHD

Date Issued: 3-24-03
Revised:
Current Revision:

STUDENT SOCIAL EVENTS

Any school party or social affair must be approved by the principal and given a date and time. All school parties must have school sponsors present as well as other sponsors that the principal may require. Students must conduct themselves at school parties and activities as they would during a school day. Violation of this code of conduct is handled the same as it is during the day.

All school activities must end at time specified by the principal or assistant principal. The school will not sponsor or be responsible for parties that do not meet these requirements.

Student Performances

Code: JHE

Date Issued: 8-14-79
Revised:
Current Revision:

STUDENT PERFORMANCES

Student performances or trips either at school or away from school shall be approved by the principal.

Performances out of state shall require approval of the Superintendent and/or Board of Education.