

**BOARD OF EDUCATION POLICIES  
OF THE LAWRENCE COUNTY SCHOOL DISTRICT  
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## **INTRODUCTION**

The Public School is a function of the State. The authority given for its establishment comes from the Constitution of the State of Arkansas and through legislative acts which provide for the control and operation of the school.

The local Board of Education is a designated agency of the State charged with organizing and maintaining the local school in accordance with the laws set forth by the State. The local board, through the people of the community, determines the educational needs of the district, develops and adopts policies and regulations which will give direction to all aspects of the school operation. It is concerned with the type of educational program being offered to the youth of the school district as well as the welfare of the teaching staff and other personnel who direct the program.

The Superintendent of schools is charged with the responsibility of administering the educational program of the school, carrying out the policies agreed upon by the board, and being the professional leader of the staff. He furnishes necessary information which will enable the school board to establish policies which will deal fairly and justly with each and every school employee.

The school board, the administration, and the teaching staff have in a cooperative effort developed this set of written policies mutually accented by all affected, clearly defined and made known to all who are directly involved.

It is hoped that the adoption of these policies will result in better working relationships and common understandings among all employees of the school district.

## **EDUCATIONAL PHILOSOPHY**

The public school is the agency of the state through which it maintains our society's leadership in the world, improves the well-being and happiness of its people, and preserves its way of life as a free people in a free society. This statement obviously implies educational opportunities for all youth; therefore, the Lawrence County School District has the responsibility of providing equal educational opportunities for all the children of all people of the school district, provided those children are between the ages of five and twenty-one.

Many reasons have been given as a basic function of the public school among which are preparation for higher learning, preparation for living a complete and interesting life in a democratic society, and preparation for development of vocational interest; however, the real purpose may be summed up into the two following concepts:

- (1) Public schools should provide values and motivations that will bring full expansion of the individual personality, his capacities and talents.

- (2) Public schools should provide the fundamental education needed by every individual who will eventually take a place as a citizen in a democratic society, and should inculcate in the individual the attitudes, knowledge, and skills necessary for the development of a good citizenship. The school has an obligation to see that the individual is prepared to live intelligently, worthily, and more to the solution than to the creation of social problems.

The school has a responsibility to introduce the individual to his cultural heritage so that he may become a part of the culture in which he lives, as well as being an heir to it, with the belief that respect for and loyalty to our county is the direct result of attitudes acquired in the formative years.

The school has a basic responsibility of developing the skills of reading, writing, language and numbers, since such skills are the basis for almost anything else to be accomplished in the public school.

It is imperative that the school provide common integrating education for all and differential education in terms of specific abilities and aspirations. This statement makes desirable a pupil-centered curriculum and a community-centered school. When such conditions exist many areas of growth and development will be properly weighed.

Provisions should be made for the gifted, the average, and below average. An effective testing and counseling program is very important and necessary to determine the interests and needs of each individual who attends the public school.

The curriculum of the school should be flexible and geared to reflect the needs of the community and the society of which it is a part. Teachers, students, and citizens of the community share the responsibility of planning together in order to determine the type of program to be offered since education is something which penetrates the whole community structure.

Maximum effectiveness of the school program will result in desirable behavior of the pupils outside school as well as in it. The term "behavior" as used here includes not only citizenship, but also the development of a cooperative spirit, good mental and physical health habits, the appreciation of the fine arts, and finally the guiding principles of conduct which are in harmony with a democratic society.

Motivation of pupils should be through real interests, needs, purposes, meanings and values rather than through pressure devices and artificial incentives. This naturally implies guiding the pupils in living today and in teaching them to think rather than what to think.

All life is a change and since education is an essential part of life, public schools should be conscious of the rapid changes which are taking place in this age of shifting population, automation, atomic research and space exploration. Change is constant and the school must be flexible enough and sensitive enough to meet the challenges resented by the changing structure of our social system of today and tomorrow.

Policies of the school are formulated by the school board in cooperation with the administrative personnel who; however, are considerate of ideas and suggestions offered by other staff members and teachers. Pupils, parents, and teachers should understand them and support them loyally, so long as they remain policies of the system.

In keeping with our education philosophy, it is essential that we determine and state specific objectives and finally translate them into learning situations.

The Lawrence County School District philosophy will continue to be a part of and abide by the regulations set forth by the NCA and State Department Standards.

## **CHAPTER 1 - THE BOARD OF EDUCATION**

The School board is the legally constituted body of the school district which governs the district in all matters pertaining to education. Its authority is derived from the school law of the State of Arkansas. Members may be re-elected to serve consecutive terms so long as the member continues to meet the eligibility requirements for board service.

A board member remains in office until the member's successor has been sworn into office. In the event a board member's term of office has expired and no one is elected to replace the member, or the individual elected fails to receive the oath of office within the time set in statute, the board member becomes a "holdover" and is treated as having been re-elected to office for another term; Board members may only serve one term as a holdover and may be re-elected to the board at the expiration of his/her term. Consequently, should no individual be elected to the position at the expiration of the holdover term, the position shall be declared to be vacant and filled in accordance with Policy 1.2—BOARD ORGANIZATION AND VACANCIES and Arkansas law. Board members not wishing to continue as a holdover may resign from office and the position is to be filled in accordance with Policy 1.2.

### **MEMBERSHIP AND ELECTION:**

The Board of Education is composed of seven members. Each member is elected to serve for a period of five years, with one member being elected each year at the annual school election held at such time as the General Assembly so prescribes.

### **QUALIFICATIONS:**

To be eligible for membership on the board, in accordance with state law, a school director shall be a bonafide resident and qualified elector of the school district in which he serves.

### **RESIGNATIONS OF BOARD MEMBERS:**

When a vacancy occurs, the remaining members of the board have the authority to appoint a resident of the school district until the next regular school election, at which time the electors of the school district elect a board member to fill out the unexpired terms. If several vacancies occur and only a minority of directors remain, or the remaining directors fail to fill a vacancy within thirty days, then the vacancies shall be filled by appointment

of the County Judge. Policy 1.2—BOARD ORGANIZATION AND VACANCIES.

### **SCHOOL BOARD OFFICERS:**

At its first regular meeting following the annual school election, the board shall organize by electing a president, vice-president, and a secretary.

At any board meeting there may be a quorum of three present to conduct any official business. A majority vote shall be necessary. In the event of a divided vote, the ayes and nays shall be recorded.

### **RESPONSIBILITIES AND DUTIES OF THE SCHOOL BOARD:**

1. To select and employ a superintendent of schools who meets all the qualifications established by law, the State Department of Education, and the North Central Association of Colleges and Secondary Schools.
2. To employ a competent faculty upon the recommendations of the school superintendent.
3. To provide the staff it employs with the academic freedom, funds, and support to develop an efficient educational program.
4. To develop and adopt sound practices and policies for the operation of the school.
5. To see that the business administration is efficient and economical.
6. To provide adequate buildings and facilities.
7. To study and make plans for future needs.
8. To insure equal opportunity for all pupils, and to see that pupils, patrons and school employees are fairly treated.
9. To see that accurate and efficient records are kept.
10. To represent and express the views of the school community as a whole.
11. To prepare, approve, and make public the school budget of receipts and expenditures sixty days before the annual school election. To set the millage rate to be voted on by the qualified electors of the school district at the annual school election.
12. To determine priorities among the different educational needs and allocate resources in accordance with urgency and importance of each need.
13. To provide for a school system and establish policies in keeping with the wishes of the community and the requirements of state law.

### **SCHOOL BOARD PLANNING COMMITTEE:**

A committee consisting of two board members and the superintendent will meet in March and October of each calendar year to inspect and review the grounds and buildings, equipment, budgeting and other areas of major concern. A list of priorities will be determined and long and short range goals will be established. The chairman of the board and the last elected member will not serve.

## **POLICIES OF OPERATION:**

1. The Board of Education is the policy-making body of the school district in establishing policies; it acts with the advice and assistance of the superintendent of schools.
2. No member of the board may use his position to exercise administrative responsibility with respect to the schools.
3. The authority of a school board member exists only when acting as a Board of Education legally in session. The board shall not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is a pursuance of specific instruction by the Board of Education.
4. Amendments made to school board policies shall require a majority vote of all members of the board present at a regular meeting. A Board policy can be changed only at a regular session when placed on the agenda for consideration.
5. All meetings of the board shall be open to the public, except when the board adjourns to executive session as prescribed by law. The local press, radio and other media who request to be notified shall receive such notification two hours before such meetings. Attendance by representatives of such news media shall be encouraged.
6. Any citizen may address the board by contacting the superintendent and asking to be placed on the agenda. If a citizen who is not on the agenda wishes to address the board, the board may grant permission by a majority vote to allow the citizen a hearing which will not exceed ten minutes in length.

## **DUTIES OF THE LEGISLATIVE LIAISON**

The Board of Directors recognizes the needs of the District require the Board to take an active role in the legislative process as it relates to legislation affecting this district and public education in general. To aid the Board in this endeavor, the Board shall elect one of its members to hold the office of Legislative Liaison. The duties of the legislative liaison are to:

- Be the primary contact person for legislative updates from the Arkansas School Boards Association (ASBA);
- Keep the other members of the Board up to date on legislative issues;
- Make arrangements for the legislators whose representation zones cover the District to be contacted by either the liaison him/herself or by another board member on pending issues that would impact the District.

## **MEETING OF THE SCHOOL BOARD:**

The regular meeting of the board shall be held on the second Monday of each calendar month at 5:00 p.m.

A special meeting of the board may be held when called by the president or the secretary of the board or by a request of a majority of the members of the board.

The president shall preside at all meetings, shall decide question of order in accordance with Roberts Rules of Order Revised and shall appoint all committees unless otherwise directed by the board.

Order of Business:

1. Call to Order
2. Approval of Minutes
3. Old Business
4. New Business
5. Miscellaneous
6. Payment of Bills
7. Other
8. Adjournment

The WREA president will be notified annually of all board meeting dates and times, as well as any changes that may occur throughout the school year to affect this schedule.

**MINUTES OF MEETINGS:**

Minutes of each meeting are kept by a person designated by the School Board. The minutes are recorded and filed in the office of the school superintendent.

Prior to regular monthly board meeting, minutes of previous meetings are mailed to each member of the board for his personal file.

**OATH OF OFFICE FOR SCHOOL BOARD MEMBERS:**

"I \_\_\_\_\_, do hereby solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Arkansas, and that I will not be interested directly or indirectly in any contract made by the district of which I am a director, except that said contract be for materials bought on open competitive bid and let to the lowest bidder and that I will faithfully discharge the duties of school director in Lawrence County School District, Lawrence County, Arkansas, upon which I am about to enter."

**CHAPTER 2 - ADMINISTRATIVE ORGANIZATION**

The Superintendent is the chief executive officer of the board of education and the administrative head of the school system. Administrative authority is delegated to the office of the superintendent of schools and through that office to such staff members as principals, supervisors and teachers. He shall be charged with the responsibility of implementing the policies of the school board. Election of the superintendent shall take place at the January meeting of the board.



## **DUTIES OF THE SUPERINTENDENT**

1. Prepare agenda for each school board meeting, and shall attend all meetings, except when his contract is being considered. He shall participate in discussions of the board, but shall not have a vote.
2. Assume the responsibility of the efficient operation of all phases of the school program.
3. Nominate and recommend to the school board employment for all instructional and non-instructional personnel. The superintendent will be responsible to the Board of Education in seeing that all candidates meet the qualifications established by the State of Arkansas, the local Board of Education, and involved accrediting agencies.
4. Assign and clearly define the duties of all instructional and non-instructional personnel. Recommend for promotion or dismissal any or all employees of the school except himself.
5. Keep the school board properly informed on the progress of the total educational program.
6. Propose and present to the board a school budget of receipts and expenditures for approval.
7. Submit to the board each month a statement of financial accounting showing receipts and expenditures of monies.
8. Provide information for the board conditions of buildings, equipment and other school property.
9. Plan a long range program of needed facilities.
10. Purchase school materials, supplies, and equipment needed for the operation of the school.
11. Attend local and state educational conferences where the welfare of the school and public education is concerned.
12. Cooperate with civic organizations within the community in educational matters and represent the school before the public.
13. Delegate such authority and duties to various staff members which may in his judgment be necessary for the efficient operation of the school.
14. Be the medium for communications with the school board and all school employees.
15. Serve as ex-officio financial secretary for the school district.
16. Plan and coordinate a continuous program of in-service training for all instructional and non-instructional personnel.

## **DUTIES OF PRINCIPALS:**

Principals shall be directly responsible to the superintendent of schools.

Principals shall be employed at the February meeting of the Board of Education.

1. Direct and supervise the educational program of his school and make a continuous evaluation of same.
2. Be responsible for the welfare and discipline of all pupils under his supervision.

3. Assign duties to all members of the teaching staff.
4. Direct classification and assignment of all pupils.
5. Insure proper teaching load in accordance with the State Department and North Central regulations.
6. Assume the responsibility for all child accounting records within his school and maintain permanent record files on all students.
7. Direct the pupil activity program of his school.
8. Be responsible and accountable for all property within his school.
9. Evaluate the work of all instructional personnel under his supervision and make recommendations as to how improvement could be made. (All recommendations and/or reprimands will be made in private, and with professional discretion. Reprimands will be made on an individual basis, rather than a group basis for an individual offense.)
10. Consult with members of the teaching staff in regard to effective teaching materials and make recommendations as to changes in textbooks, workbooks, and other materials.
11. Secure services of approved substitute teachers when needed.
12. Assist in development of policies concerning grading, promotion, retention, and progress of pupils.
13. Make periodic reports to the superintendent pertaining to the effectiveness of the instructional program.
14. Make use of the school's guidance and counseling program.
15. Be responsible for the conduct and management of pupils who eat in the cafeteria.
16. Direct and supervise in-service training programs within his school.

### **CHAPTER 3 - INSTRUCTIONAL PERSONNEL DUTIES OF TEACHERS**

Teachers are under the general direction of the superintendent of schools and immediately responsible to the principal for carrying out the policies of the Board of Education as they pertain to the operation of the school, to the classroom and to the immediate contact with pupils and parents.

1. To maintain a climate in the classroom conducive to learning.
2. To direct and evaluate the learning experience of pupils in the classroom and extra-curricular activities.
3. To provide guidance to the pupils which will promote their welfare and their proper educational development.
4. To seek professional aid of school principals and supervisory personnel.
5. To use supplementary materials and teaching aids as an enrichment part of the program.
6. To inspire pupils so that talents and abilities may be developed to the fullest extent.
7. To maintain proper relationship with parents.
8. To be responsible for maintaining a record of pupil attendance.

9. To give proper explanation to assignments so the pupil may have a thorough understanding of what is expected.
10. To provide for the care and protection of school property.
11. To take part in in-service educational opportunities as provided by the school.
12. To maintain good relationship with other teachers and be professional in dealing with all school personnel.
13. To constantly evaluate teaching methods, procedures and techniques so that teaching aims may be fulfilled.
14. To perform other duties as assigned.

## **CHAPTER 4 – EMPLOYMENT**

### **GENERAL EMPLOYMENT:**

Employment of all personnel, except the superintendent, shall be made on the nomination of the superintendent. Should the person nominated be rejected by the board, it shall be the duty of the superintendent to submit another nominee.

### **TIME OF EMPLOYMENT:**

The superintendent's contract will be reviewed and voted on the second Monday in January.

The principals will be employed on the second Monday in February.

The principals and superintendent will recommend for employment of school faculty on the second Monday in February and to be voted on at the regular March meeting of the board. Teachers will be notified within one week of the board meeting.

All non-certified personnel will be employed on the second Monday of April at the regular school board meeting.

### **WRITTEN CONTRACT:**

All certified personnel shall be elected as evidenced by written contract binding on both employer and employee. If possible, contracts will be made available by June 1st. Once a contract has been properly executed it will be necessary for the employee to petition the School Board in order to be released from the contract.

### **SUBSTITUTE TEACHERS:**

The Board of the Lawrence County School District approved to employ SubTeach for substitute teachers. Cafeteria and other staff will be hired by the district if a substitute is needed. Support personnel will be paid at least federal minimum wage, with bus drivers being paid by the previously approved schedule for bus trips/bus routes.

## **CHAPTER 5 - OPERATION OF THE SCHOOL GENERAL POLICY:**

The operation of the school shall be under the direct administration of the superintendent, who shall operate in an executive capacity with respect to policies and regulations agreed upon by the Board of Education.

### **SCHOOL YEAR AND SCHOOL DAY:**

The fiscal year is from July 1st through June 30th. The length of the school year shall meet state requirements. The length of the school day shall be a minimum of 5 1/2 hours exclusive of lunch time.

### **DAILY SCHEDULE:**

All teachers are required to be at their teaching stations 15 minutes before school begins and remain 15 minutes after school is out. All principals are required to be at their office 30 minutes before school begins and remain 30 minutes after school is out.

In the event it becomes necessary for a teacher to leave the school campus, consent must be given by the school principal.

### **SCHOOL CALENDAR:**

A school calendar shall be prepared annually and submitted by the superintendent for the approval of the board. This calendar should be made known to students, teachers and patrons of the school community prior to the beginning of the school year.

### **CLOSING OF SCHOOL:**

When schools are not to be open due to inclement weather or other emergencies, public radio announcements will be made by the superintendent not later than 6:30 a.m. If continued closing is necessary, subsequent announcements will be made by use of radio, television and newspaper.

If schools are in session and weather conditions deteriorate, the safety of the students may require an early dismissal. Announcements will be made over the local radio in order that parents may pick up children at such unscheduled hours.

If tornado warnings are issued while school is in session, it shall be the policy of the school to stay in session for the remainder of the school day. Pupils will be excused only if parents come to the school to pick them up. Principals shall display on bulletin boards instructions informing teachers and students what to do when a tornado watch or warning has been made known.

In the event of a bomb threat, all buildings shall be evacuated immediately. Pupils will remain out of the buildings awaiting further instructions.

An early dismissal can be very inconvenient. We urge parents to be certain that the children, especially the young ones, know where to go if dismissed early.

NO ANNOUNCEMENT WILL BE MADE WHEN THE SCHOOLS WILL BE OPEN AS USUAL.

## **CHAPTER 6 - GENERAL POLICIES**

### **STUDENT DISCIPLINE POLICY:**

Respect and consideration for the rights of others is the basic concept upon which a democratic society exists. The students of this school district are charged with the responsibility to conduct themselves in a manner which is appropriate for all good citizens.

Standards of conduct must be developed and enforced if this district is to protect the rights of its students, both majority and minority, and to insure an atmosphere in which the educational process can safely occur without distraction or disruption. These rules and regulations must include customary and reasonable measures to maintain proper control and discipline.

Certain constitutional rights are granted and guaranteed to all citizens, including students, and policies and procedures of this district are not intended to abridge or deny these rights to any individual student.

### **EXTRA-CURRICULAR ACTIVITIES:**

Participation by students in athletic, non-athletic, and other competitive contests and activities can be a means of developing wholesome attitudes and good school and interpersonal relationships and shall be conceived as a part of the total school program. The worth of these activities must be assessed by the educational value accruing to the student in relationship to the time and energy expended in preparation and participation.

### **REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:**

All co-curricular and interscholastic activities and contests shall be under the direction of the school principal, or designee, and shall be sanctioned by the National Association of Secondary School Principals and/or the Arkansas Activities Association whenever applicable.

Student participation is contingent upon that student establishing and maintaining his/her eligibility with the Arkansas Activities Association.

## **HOMEWORK POLICY:**

The proper use of homework assignments can be of value to a student's academic and personal development. These values include providing supplementary learning experiences, reinforcing classroom instruction, developing responsible behavior, increasing independence in learning and building a more positive relationship between the home and the school.

## **MANDATORY ATTENDANCE:**

All children who are five (5) through seventeen (17) on or by October 1 are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who are enrolled in a post secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

## **INITIAL ENROLLMENT:**

No child shall be admitted to any public school until the parent/guardian or some other responsible person presents to the proper school authorities documentation approved by the State Department of Education.

The Lawrence County School District is in full compliance with Act 60 of 1983 which provides each school with the responsibility of developing strategies for promoting maximum student attendance.

## **GRADING:**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may be also given.

## **TRANSFER BETWEEN SCHOOLS:**

Any student transferring from a school accredited by the State Department of Education to 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 at the former school.

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

**DEPARTMENT OF TRANSPORTATION  
ALCOHOL AND DRUG TESTING POLICY  
(49 CFR PART 40 & 382)**

The Lawrence County School Board, in order to comply with Department of Transportation's DOT mandated alcohol and drug testing, hereby directs that all employees required to have a commercial driver's license (CDL) must be tested. This includes all part-time, substitute, activity drivers and school bus aides. Any violation of this policy shall be considered willful neglect of duty.

**ALCOHOL:**

By use of Evidential Breath Testing (EBT) device operated by a Breath Alcohol Technician (BAT).

The Lawrence County School Board, in order to comply with the DOT's regulations acknowledges three (3) possible test results:

1. Negative (alcohol less than 0.02)
2. Safety sensitive (alcohol only) suspension (0.02 or higher but less than 0.04) removal from duties for 24 hours without pay. Second offense - termination.
3. Positive - (alcohol 0.04 or higher) Options:
  - a. To continue employment for a positive, while performing a non-safety sensitive duty, must have evaluation by Substance Abuse Professional (SAP) and complete rehabilitation before returning to duty - with minimum of six (6) follow-up tests within twelve (12) months. If charged and found guilty by civil authority, employee shall be terminated.
  - b. Termination for a 0.04 or greater for alcohol abuse while performing a safety sensitive duty.
  - c. If (a) above employee pays all cost for SAP and rehabilitation plus return to duty testing.

All alcohol testing to be accomplished using Evidential Breath Testing (EBT) device operated by Breath Alcohol Technician (BAT). Alcohol testing shall be conducted immediately prior to (60 minutes or less) or immediately after (60 minutes or less) performing safety-sensitive function.

Safety-sensitive personnel shall not consume any alcohol within six (6) hours or on duty and in no incidence consume any alcohol within eight (8) hours after an accident or until after tested.

**DRUG TESTING:**

Split sample urinalysis to be collected under controlled procedures by a qualified individual and evaluated by National Institute of Drug Abuse (NIDA) approved laboratory. Substances to be tested for are marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines.

The Lawrence County School board, in order to comply with DOT's regulations, acknowledges two (2) possible test results:

1. Negative
2. Positive: split-sample confirmation determined by MRO. Termination after split-sample confirmation reviewed and approved by MRO.

**Options:**

- a. To continue employment for a positive while performing a non-safety sensitive duty, employee must have evaluation by Substance Abuse Professional (SAP) and complete rehabilitation before returning to duty, with minimum of six (6) follow-up tests within (12) months. If charged and found guilty by civil authority, employee shall be terminated.
- b. Termination after split-sample confirmation reviewed and approved by MRO while performing safety-sensitive duty.
- c. If (a) above approved, employee pays all costs for SAP and rehabilitation.

Alcohol and substance abuse testing shall be conducted for all employees required to have a Commercial Driver's License (CDL) and school bus aides. Alcohol and substance abuse testing will be conducted for the following:

1. Pre-employment - The Lawrence County School Board must obtain information for the two preceding years of previous employment.
2. Post-accident if one of the following occur:
  - a. There is a fatality.
  - b. If a driver receives a citation for a moving violation and someone requires medical treatment away from the scene of the accident.
  - c. If the driver receives a citation for a moving violation and one or more vehicles must be towed from the scene of the accident.
3. Reasonable suspicion - observable suspicious behavior based on specific appearance, behavior, speech or body odor of the driver. Document using reasonable suspicion observation form.
4. Random - 50% annual rate for drugs and 25% annual rate for alcohol generated by computer program.
5. Return to duty (if applicable)
6. Follow-up (if applicable)
7. Refusal to be tested shall be a considered a positive test.
8. Testing for alcohol must be within two (2) hours of accident and for substance abuse within thirty-two (32) hours after an accident.
9. All drug test results shall be determined by a qualified Medical Review Officer (MRO).
10. Follow-up testing for a positive may continue for sixty (60) months. Any positive on follow-up testing will result in termination.



11. Access to records:
  - a. to driver by written request
  - b. to Secretary of Transportation, and DOT Agency, BESE by written request
  - c. to National Transportation Safety Board (post-accident) by written request
  - d. to arbitration board - workmen's compensation. (if arbitration is result of alcohol or drug test)
  - e. to any person(s) requested in writing by driver

Employee Education: All safety-sensitive employees shall have a minimum of 60 minutes instruction on federally mandated alcohol and drug testing. Educational materials outlining testing program shall be distributed to all employees. All employees shall be required to attend training and sign-off roster confirming attendance and receipt of regulations, i.e. board policy, educational materials, and agreement to abide by rules.

Safety sensitive - any activity, job or event where a CDL is required to perform that activity, job or event.

## **GRIEVANCE POLICY**

Adopted by the Board of Directors  
August 11, 1997

It is the policy of the Lawrence County School District to not to discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs, activities, or employment.

As a student or employee of the Lawrence County School District, you are protected from discrimination in the categories listed above. If you believe that you have been discriminated against, you are entitled to make a claim that your rights have been denied. This claim or grievance may be filed with the principal of the building in which the discrimination occurred or with the District Equity Coordinator.

You will be asked to write down the actions, policies, or practices which you believe are discriminatory and to name those who are affected by or who may be involved in the action. You may obtain help in filing the grievance from the building principal or the equity coordinator. Filing forms are located in the district superintendent's office and in the offices of each building principal.

Once the grievance is filed, the recipient shall submit a written grievance decision to the grievant (person filling the grievance) within five days of the referral. The five days shall be working days, excluding Saturdays, Sundays and holidays.

If the grievant rejects this decision, he or she shall be entitled to appeal the decision in writing the Superintendent of Schools. This must be done within ten working days of the receipt of the decision. The superintendent must then address this appeal in writing within five days of the receipt of the notification of the appeal.

If the grievant feels that there still has not been a satisfactory resolution to the complaint after the appeal to the superintendent, he/she may appeal in writing to the school district board of directors. Notification of receipt of this appeal as well as a time and date for a hearing shall be made to the grievant within five working days of the receipt of the notice of the appeal.

A grievance should be filed within 60 days of the occurrence of the alleged violation. If a grievance is related to or involves the person to whom the grievance should be addressed, the grievant is entitled to bypass that level and submit the grievance to the person in charge at the next level. (Example - If the building principal is the one against whom the claim is being filed, the grievant can go to the superintendent to file).

The grievant, at any time during the process has the right to appeal to the U.S. Department of Education Office of Civil Rights. The address for the OCR regional office can be obtained from the district superintendent's office or from the equity coordinator. The Office of Civil Rights (education division) prefers that a grievant utilize the district procedures before filing with them. However, should the grievant desire to file with OCR at any time during the process, the complaint should be made in writing and should be made within 180 days of the date of the alleged incident.

A person filing a claim or grievance should be the person against whom the discrimination has occurred or be the parent/guardian of a minor child. An exception to this would be acts occurring under the governance of Title IX, gender related. Grievances may be filed for Title IX offenses by interested parties filing on behalf of other against whom the actions have occurred.

For more information about this policy, you may contact the building principals, the superintendent of schools, or the Lawrence County School District Equity Coordinator, who is the High School Counselor.

**GRIEVANCE FILING FORM**

DATE \_\_\_\_\_

Your Name: \_\_\_\_\_  
Your School and/or Position: \_\_\_\_\_  
Place where you may be reached: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Nature of your grievance (Please describe the policy or action you believe may be in violation and identify any person(s) you believe may be responsible).

\_\_\_\_\_  
\_\_\_\_\_

Your relationship to the person against whom the violation occurred: \_\_\_\_\_  
If others are affected by the possible violation, please give their names and/or positions:

\_\_\_\_\_  
\_\_\_\_\_

If you wish, please describe any corrective action you would like to see taken with regard to the possible violation or provide other information relevant to this grievance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Signature of person receiving grievance

\_\_\_\_\_  
Place of grievance filing

\_\_\_\_\_  
Date of receipt of the grievance

## **CHAPTER 7 - AUXILIARY SERVICES**

### **PRIVACY OF STUDENT'S RECORDS/DIRECTORY INFORMATION**

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

For purposes of this policy, the Lawrence County School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18)) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbook and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name when associated with their physical address, email address, telephone number, or

photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or student if over the age of eighteen (18).

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission.

### **TRANSPORTATION:**

The Board of Education provides a transportation program which meets all state regulations governing the safety and transportation of pupils. Under supervision of the superintendent, the director of transportation shall plan and establish and change bus routes within the policies of the Board of Education and change routes at any time when better service can be provided for a greater number of students by such change. Petition for additional bus routes or changes in existing routes will be considered by the superintendent and director of transportation.

### **DUTIES OF THE DIRECTOR OF TRANSPORTATION:**

1. To coordinate and supervise all travel of school busses.
2. To recommend the purchase of equipment necessary to keep busses in an efficient and safe running condition.
3. To make known to the bus mechanics all needed repairs.
4. To keep an accurate record of travel involved on all school bus trips.
5. In the event that disciplinary measures need to be taken, it shall be his duty to report to the principal the nature of the conduct which makes such action necessary.
6. To hold frequent conferences with bus drivers on policies regarding the operation of school busses.
7. To make periodic reports to the superintendent concerning conditions of busses, bus routes, pupil conduct, complaints of patrons and any other such pertinent information which may affect transportation.
8. To post on every bus the School Bus Safety Rules that affect all pupils riding busses.

### **SCHOOL POLICIES FOR BUS DRIVERS:**

Safety first. When in doubt, do not take chances because human lives are in your hands.

Anytime there is an accident with a school bus, it could have been prevented.

1. The bus driver is to observe the speed limit at all time. The speed limit on all busses at all times, going to and from school, loaded or empty, is the same as all other highway traffic.
2. The driver is responsible for the conduct of the pupils at all times on the busses. Any misconduct should be reported to the principal immediately. Writing or cutting on the busses is not allowed. Drivers are to check seats for cleanliness and vandalism after each load.
3. The driver is to operate the door completely. Students are not to be allowed to stand between the door and the driver.
4. When approaching a stop, the driver is to turn on flasher signals 100 yards before making a stop. He should slow down carefully and make no sudden stops, unless required to do so by other traffic. When the bus is stopped, the driver should ascertain that all traffic has stopped before opening the door of the bus and allowing the children to get off. Never allow children to get out of your bus until you are sure that all traffic has stopped. Be sure when you start up again that the flasher lights are off.
5. The driver is to make a schedule of all stops. He/she should vary no more than five minutes from this schedule.
6. Children are required to be ready to get on the bus when the driver stops in the mornings. Have them seated on the bus properly in the afternoons so they can get off easily.
7. Unless notified by the school principal, children are not to be let off the bus except at their regular stops. There are no exceptions to this.
8. Visitors are not allowed to ride the bus except in case of emergency or if the principal has given permission in advance.
9. Busses are to transport only teachers, lunchroom workers, custodians, and children. The driver is personally liable if he/she allows anyone else to ride the bus.
10. Children that live close to each other are required to group themselves at one stop. However, children are not required to walk in the rain.
11. Drivers are not allowed to smoke on the bus. Profane language is not to be used at any time.
12. Drivers are expected to keep their busses clean. The inside of the bus is to be swept out each day. The back glass and lights also must be cleaned each day. Busses should be washed as often as needed to keep them clean.
13. A pre-trip inspection must be performed before each trip and the inspection sheet must be turned in daily.
14. A detailed monthly report on daily operation of the bus is to be turned in to the transportation supervisor monthly. It will then be turned into the superintendent's office.
15. Drivers are to see that their bus will start in plenty of time to be on schedule. If the bus will not start, the driver should have someone pull the bus. No one at any time should be allowed to push the bus.
16. When there is mechanical or tire trouble, it should be reported to the transportation supervisor and a bus repair requisition should be filled out immediately. In case of major trouble, the transportation supervisor, mechanic, or the superintendent should be called at once.
17. Any driver drinking on duty will be discharged immediately.

18. Drivers are to stay with their busses when children are on them. In case assistance is needed, one of the older students are to be sent to seek assistance. Children are never to be left alone on the busses.
19. The driver is never to get out of the bus and leave the engine running while children are on the bus.
20. Come to a complete stop from 15 ft. to 35 ft. in front of all railroad crossings whether the bus is loaded or empty. The driver is not to take children's word about a train. The driver is to open the doors and look both ways himself. The driver is to place the bus in low gear and clear the tracks with the rear of the bus by at least 15 ft. before changing to the next gear. The driver should never change gears until he/she is clear of the tracks.
21. Drivers are not to help drivers of other vehicles. Never use the bus to pull other vehicles. On wet narrow gravel roads, when meeting a vehicle, the driver is to stop near the center of the road and require the other driver to go around the bus.
22. A school bus never has the right of way. Where there is any doubt at all, stop and give the other driver the right of way.
23. Bus drivers are the representatives of the school to the people out in the community. Drivers should always be courteous and friendly with other drivers and with parents and others in the community.
24. Problems encountered on the bus are not to be taken to people out in the community. These matters are to be discussed only with the principals, the bus supervisor, and with the parents of the children involved.
25. If the bus has a seat belt, the driver will be required to wear it at all times when the bus is in motion.
26. All drivers are asked to be appropriately dressed and well-groomed at all times. The administration does not recommend to adults how to dress, but reminds you that there is a dress code for students, and unless drivers set an example for students, we cannot expect them to be appropriately attired.

#### **INSTRUCTIONS FOR BUS STUDENTS:**

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike a ride or walk to or from school.
2. While loading or unloading, enter or leave the bus orderly and quickly. While riding the bus, you are under the supervisor of the driver at all times. Any misconduct will be reported to the principal immediately upon arrival at the school.
3. You are expected to conduct yourselves in a manner so as not to disturb the driver or other riders on the bus (which includes keeping your hands to yourself; attend to your own matters; let other pupils alone; be reasonably quiet).
4. No knives or sharp objects of any kind are allowed - neither firearms, pets, nor other living animals, etc.

5. You are not to tamper with any of the safety devices such as door latches, fires extinguishers, etc. You must keep seated while the bus is in motion and must be completely quiet for railroad crossings. You are not to put their hands, arms, head, or bodies out the windows. Do not yell at anyone outside the bus.
6. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food or other objects on the floor of the bus. No smoking while riding a school bus and no profane language is to be used. Keep aisle of the bus clear of books, lunches, coats, etc. Do not put feet in the aisle.

### **SCHOOL BUS TRIPS:**

The school encourages participation in extracurricular activities which on occasion may require that out-of-town trips be made. School sponsored organizations may secure use of school busses by paying a fee as determined by the superintendent and/or director of transportation. All trips taken by any student activity group must have faculty sponsors and adult supervision as needed, approved by school authorities. School sponsored educational trips approved by the principal and superintendent may be excluded from paying a fee.

### **SCHOOL LUNCH PROGRAM:**

The school lunch program is maintained on a non-profit basis, as a service to all pupils. All meals served shall follow good nutritional principles as recommended by the National School Lunch requirements.

Teachers and other personnel employed by the school may be served meals in the school lunchroom.

The public shall be informed through news media as to family sized income standards as set by the Secretary of Agriculture to determine eligibility of pupils for free or reduced meals. Application for free and reduced priced meals shall be made by the parent and given to the principal of the school.

## **CHAPTER 8 - SCHOOL BUILDINGS AND PROPERTY PURPOSE:**

All buildings and grounds owned and operated by the school district have been provided for the expressed purpose of conducting an educational program.

The use of such properties shall take precedent over any and all request for any other purposes.



**USE OF SCHOOL FACILITIES:**

Any student activity program of the school is permitted the use of school buildings without cost. The sponsor of the organization must be present to supervise all such programs.

It is the policy of the school to make available to local civic clubs the use of school facilities when such uses do not interfere with any phase of the school program.

Permission for use of the buildings must be granted by the superintendent of schools, and all buildings and maintenance cost shall be paid by the organization using the facility. It is not the intention of the school district to make available school facilities for personal gain of an individual or group. No alcoholic beverages shall be allowed in any school facility.

**GYM POLICY:**

The Lawrence County Public Schools athletic facilities may be used for adult physical fitness activities when such activities do not conflict with regular scheduled school activities. Adult physical fitness activities will be under the direction of the athletic director and/or his staff. All activities will be scheduled with and approved by the superintendent of the school. All such activities will be for the patrons of this school district and will not include such activities as league of competitive sporting events and/or other spectator events.

Minimum charges to defray building maintenance and operations are:

Gymnasium .....	\$35.00 per hour for non-profit organization
Cafetorium .....	\$35.00 per hour
Classroom .....	\$15.00 (no charge if used for an instructional activity and a school employee is present)

**COMMUNITY CENTER POLICIES:**

The general policy of the Community Center shall be at the direction of the Community Center Policy Board and under the direct supervision of the superintendent of schools. The superintendent will report to the school board at the next regular meeting following a Community Center Policy Board meeting.

1. A cash deposit will be required for the following:

A. Auditorium	\$100.00
B. Kitchen	100.00
C. Meeting room	50.00
D. Gym	50.00

2. Birthday parties, Weddings, Wedding receptions, anniversaries, Class reunions (All on approval by Walnut Ridge City and School District patrons)
3. No church groups (holding regular church services) No activity for personal profit (individual)
4. Open to civic or community groups for an occasion of civic nature and local nature (Farm Service, Farm Bureau, Style Show, etc.).
5. Fee for the use of Community Center:
 

A. Gym or auditorium (minimum of 2 hours)	\$35.00 per hour
B. Dining area and kitchen (minimum of 2 hours)	35.00
C. Meeting room (minimum of 2 hours)	15.00
6. Only money-making projects allowed for school and charitable organizations approved by the principal, superintendent, or board.
7. No alcoholic beverages
8. Minimum use of any area of the Community Center - 2 hours.
9. All deposits and rent are to be paid in advance.
10. Pay period is from the time the person in charge reports to open the doors and until the doors are closed and locked.
11. There is to be NO FOOD OR DRINKS IN THE AUDITORIUM OR GYM.
12. Gym shoes only in the gym.
13. Recreation program for the community will be handled by the representative from the Mayor's office. The city will furnish a recreation supervisor.
14. Any other activity, group, or request not covered by the above policies may be taken under advisement.

We sincerely trust that full cooperation by all parties concerned will be continued as in past years.

**BUILDING POLICIES:**

1. The building principal shall have the total responsibility for seeing that all policies pertaining to his building are followed.
2. The service of building custodians shall be under the direction of the principal. Any special service requests which may be needed from the custodian must be cleared through the principal.
3. Methods of building and ground maintenance, use of equipment, and the teaching of custodians, shall be the responsibility of the principal.

## **CHAPTER 8 – SCHOOL BUILDINGS AND PROPERTY**

### **OPENING OF SCHOOL BUILDINGS:**

1. School buildings shall be opened to pupils only when the principal and/or teachers are on duty.
2. Building shall be opened 15 minutes before the first bell rings. In case of inclement weather or an unusual circumstance, the principal may make arrangements to open the building earlier.

### **SCHOOL HOUSEKEEPING PROCEDURE:**

1. Teachers and staff members shall at all times maintain high standards of good housekeeping.
2. Classrooms shall be kept clean and attractive at all times with teachers and pupils sharing this obligation throughout the school day. Classrooms shall be cleaned daily by the custodian.
3. Teachers shall be responsible for seeing that furniture and equipment within the classroom are well-cared for. Should any irregularities concerning school property occur, the principal should be notified immediately.
4. School grounds should be kept free from paper, debris, and litter. It shall be the responsibility of the principal to see that the condition of school grounds is such it will not distract from the over-all appearance of the school campus.

### **SALE OF SCHOOL PROPERTY:**

No property shall be sold without the action of the school board. In the event school property is to be sold, it shall be advertised in the local paper at least three weeks in advance of the sale.

### **USE OF SCHOOL PROPERTY:**

All requests for use of school property and equipment must be approved by the superintendent or principal. The borrower must sign for the property or equipment.

## **CHAPTER 9 - FINANCE**

The Board of Education will annually adopt a school budget in order to meet anticipated school expenditures and limit expenditures for the fiscal year to items provided for in the budget.

## **SCHOOL BUDGET:**

The Board of Education shall publish a proposed and millage rate at least 60 days before the annual school election.

Soon after July 1st, the board shall adopt the actual working budget, a copy of which must be filed with the State Department of Education before August 18th.

The superintendent of schools, as ex-officio financial secretary to the board, shall be authorized to make expenditures in accordance with provisions of the budget.

A financial statement showing receipts and expenditures to date shall be made available to the board at each regular monthly meeting.

Sometime after June 30th, which is the official ending date of the school year, all school books are audited by state auditors. A copy of the audit is sent to the president of the school board.

## **STUDENT ACTIVITY FUNDS:**

Clubs, activities, and organizations within the school which are involved in the receipt and expenditure of money, shall have a special account kept as a part of the student activity account. Teachers who serve as sponsors of such organizations are required to obtain a receipt from the principal's office for all funds collected. Financial statements are available to school organizations that have student accounts.

## **SCHOOL PURCHASES:**

Requisitions and purchase orders are to be made only by personnel authorized to do so by the superintendent. Whenever possible to do so, the board desires that purchases be made from local business establishments provided competitive prices can be offered. Purchases which involve sizeable amounts shall be made upon a competitive bid basis. (\$5,000.00 or above. All bids will be sealed unless otherwise specified).

## **MONTHLY BILLS:**

As soon after the first of the month as possible, statements of accounts shall be rendered to the school in order that payments may be authorized at the regular monthly meeting of the board.

## **CHAPTER 10 - MISCELLANEOUS COMPLAINTS:**

Parents who have complaints to register concerning certified school personnel should first arrange for a conference with the teacher through the principal's office. If a conference with the teacher fails to answer a complaint registered by a parent, then the parent may request a conference with the principal and the teacher in an effort to find a solution to the problem. In either case, if a satisfactory understanding is not reached after such a conference, then it is the responsibility of the principal to properly inform the superintendent of the facts and general nature of the complaint, whose responsibility it is to make an honest, just, and fair appraisal of the complaint. When the foregoing steps have failed to satisfy the parent, the Board of Education has the final authority. The nature of the complaint should be made in writing and be referred to the Board of Education at its next regularly scheduled meeting.

Parents who have complaints to register concerning support personnel should arrange a conference with the principal.

Complaints involving matters not ordinarily the responsibility of a principal should be referred directly to the superintendent of the school.

### **DESTRUCTION OF SCHOOL RECORDS:**

No school records of a permanent nature shall be destroyed by any principal, teacher or other employee unless permission to do so has been secured from the superintendent of schools.

### **FIRE DRILLS AND SAFETY:**

In accordance with State School Law, each school in the Lawrence County School District is required to have a fire drill one time each month. School fire marshals shall make inspection of all buildings for fire hazards, and reports of findings shall be made by the superintendent each month.

### **TORNADO DRILLS:**

Each school in the district is required to have at least one tornado drill each year. Principals shall be responsible for each teacher to display written instructions for teachers and students to observe during a tornado watch or warning.

### **INSURANCE OF SCHOOL PROPERTY:**

The school has a Public and Institutional Property Insurance Plan which provides protection for all buildings in operation in the Lawrence County School District. Local insurance agencies will be afforded the opportunity to present bids.

## **SOLICITATIONS AND DRIVES:**

No solicitation of funds, drives and sale of tickets may not be made without approval of the principal and proper notification given to the superintendent of schools. In the K-8 buildings, all fund-raising drives shall be held to one per year. In the high school, the Student Council shall coordinate all requests for assistance in meeting quotas for charity drives. High school fundraising activities shall be limited to one (1) per club or activity.

A teacher who sponsors a student activity shall submit to the principal proposed fundraising solicitation. This shall be done at the close of the school year in order that approval for such drives may be given prior to the beginning of the ensuing school year. Under no circumstances shall a teacher or sponsor initiate a fundraising project without the consent of the principal and proper notification given to the superintendent of the school.

## **CHAPTER 11 - RECOMMENDATIONS ON GIFTS**

### **RECOMMENDATIONS ON GIFTS**

1. Memorials are to be given by the school board to the appropriate school library (K-8, or high school) upon the death of a student, an employee, or a board member and former board members.
2. Flowers are to be given upon the death of a parent, husband, wife, son, daughter, brother, sister, father-in-law, mother-in-law, of an employee or a board member.
3. Flowers are to be sent to an employee or board member who is ill to the point of being hospitalized for a minimum of three days. (Count entrance and dismissal day).
4. A gift will be given to retiring employees who have given many years of service to the Lawrence County School. This gift should be one that is lasting and suitable for the honoree.
5. A gift or plaque is to be presented to a retiring board member.