



Bentonville  
Schools

Child Enrichment Services

# Personnel Handbook

Adventure Club & Building Bridges

This handbook was accepted by the Board of Education in May 2024 and serves as an addition to the Bentonville Schools Personnel Handbook

# Child Enrichment Services Personnel Handbook

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## Organizational Overview

**Purpose:** The Bentonville Schools Child Enrichment Services Adventure Club and Building Bridges programs provide quality childcare for children of working parents. Adventure Club is a before and after school program for children in Kindergarten through 6th grade. There is also a summer program, which offers a fun and safe place for children. The hours of operation during the school year are 6:00-7:30 a.m. and 2:30-6:00 p.m. and 6:00-7:50 a.m. and 2:50-6:00 p.m. depending on the location. Building Bridges is for infants through 5 years of age. The hours of operation are 7:00 a.m. to 5:30 p.m. at the BHS Infant/Toddler Center, before school care at Building Bridges Pre-K beginning at 7:15 a.m., 8:00 a.m. to 3:00 p.m. is the school day and Cub Club after school program is open until 5:30 p.m. AC is open during school holidays, snow days, and early-outs. **Building Bridges is not open on snow days.** The program's purpose is to serve the parents and students of the Bentonville School District. Adventure Club snow days will be held at Thomas Jefferson Elementary. Snow day hours of operation will be 7:00 a.m. to 5:00 p.m. Those staff who are scheduled to work on snow days are expected to be available on those days.

**Handbook Interpretation:** This handbook is intended to provide employees with a general understanding of the Child Enrichment Services policies. The policies in this handbook supersede and replace all prior published and unpublished policies. The information in this handbook should be helpful in familiarizing employees with Child Enrichment Services. However, this handbook cannot anticipate every situation or answer every question about employment. Child Enrichment Services must demonstrate flexibility in the administration of policies and procedures when such action is deemed necessary. This handbook is therefore subject to change at the discretion of the Director of Child Enrichment. We hope the contents of these pages will help you adapt to your new surroundings and to the policies which are applicable to you. Knowledge of the policies and practices of Child Enrichment Services is very important to your work. Please acquaint yourself with the handbook and keep it handy for reference. Should you have any additional questions, please ask any member of the administrative team. As the ideals and practices in this handbook are upheld and continued, we will work together with one interest...CONTINUOUS QUALITY IMPROVEMENT. This handbook is a supplement to the Bentonville Schools Personnel Handbook which can be found online at <https://www.boarddocs.com/ar/bentonville/Board.nsf/Public>.

**Our Values:** TEAMWORK...Everyone doing their part by putting the greater good of the whole above personal recognition or gain. We are all part of one team. We recognize the vital importance of working successfully with others and are committed to being a trusted partner with all who join us in pursuing our vision. The team members support the self-esteem of others and take pride in others' successes. Team members hold themselves accountable for their performance. As individual team members improve and grow, we all improve and grow.

TRUST/TRUSTWORTHY...To rely on the character, ability, inner strength, and the trust of the organization and its people. To deserve trust, you must be trustworthy. Shared values and expectations are essential for developing trust. Our leadership team will take the lead in creating an environment which dissolves traditional barriers between work groups and promotes communication and cooperation, leading the systems thinking. This will diminish fear and mistrust among members of our organization.

RESPECT FOR PEOPLE...All people have value and should be treated with dignity, compassion, and respect. Employees want to be proud of their work. Leadership's responsibility is to cultivate an environment that fosters pride and leads to personal and organizational growth. The first step is to empower the employees to improve work processes. We will lean toward improving performance rather than evaluating performance. And we will encourage the employees to join leadership in focusing on long term versus short term goals. We will invest in the future by investing in people through a vigorous program of education, training, and encouraging self-improvement. We know that our greatest resources are our employees. We also understand that learning is a lifelong process. In addition, we will respect ALL of our families, no matter the culture, socioeconomic level, lifestyle, etc. All families deserve our best efforts.

COMMITMENT TO OUR PARENTS...A pledge of excellence in service and partnering with our families. This is the reality born of good intent, excellent skills, an understanding of our parents' and children's needs, and a commitment to continuously improve on the part of all employees. We must listen to our parents' evaluation of how we are meeting their needs as an opportunity to improve our services to them, rather than viewing their comments as complaints. Generosity and caring are the nutrients that help us grow. Self-serving activities only detract from our growth.

LOYALTY...Faithful to the organization and its people. We show commitment to our Purpose, Vision, Values, and to our parents by displaying a caring attitude and an interest in all those with whom we come in contact. In order to enlist our parents' partnership with our organization, we pledge to pursue open communication allowing continuous feedback and to treat our parents in accordance with our values. We seek a long-term relationship with each other.

Staff Qualities:

- A sincere and loving attitude toward children. Patience and concern for their wellbeing is a must.
- A dedicated and loyal attitude for your work and your fellow staff members.
- The ability to handle any situation calmly and sensibly and the willingness to help others when the need arises.
- Pride in your work, exemplified by offering the children creative activities while keeping your work area clean, and tidy at all times.

There are many rewards in working with children, which include sharing their sense of wonder, curiosity, warmth, and spontaneity. Helping them grow intellectually, physically, and emotionally can be a very involving and satisfying experience. Most importantly, the love of the children you care for is the greatest job satisfaction.

**Chain of Command and Organizational Chart:** Site staff will report directly to their Site Supervisor. Site Supervisors report directly to the Team Leaders. Adventure Club Team Leaders will report to the Adventure Club Program Coordinator. The office coordinators and staff report directly to the Office Manager. The Adventure Club Program Coordinator, Building Bridges and Parents as Teachers Team Leaders, and Office Manager report directly to the Director of Child Enrichment.

**Equal Employment Opportunity:** Bentonville Schools does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title IX or Title VI, may be referred to the Equity Coordinator; 500 Tiger Blvd. Bentonville, AR 72712; (479) 254-5000.

## Employment Policies

**Employee Records:** All employees have a personnel file at the CCES office and Bentonville Schools central office. This file includes but is not limited to:

- Application for employment and at least 3 reference checks
- Results of Regulatory checks for criminal and FBI (every 5 years) and child abuse (every 2 years)
- Results of FBI fingerprints submitted through the school district and Raptor System
- Record of previous 6 years of employment information
- Personnel Handbook and Job Description acknowledgment
- Training verification, including CPR/First Aid, New Hire Orientation, and AR New Staff Orientation
- Copy of Driver's License and Social Security Card & Verification of highest level of education completed
- Any other forms required by the school district or funding source & Evaluations

All HR employee forms are now housed in Frontline Central and all Payroll employee forms are housed in Etrieve. Instructions for accessing HR Employee Forms can be found on the District website under the Departments Tab, the Human Resources Link, then Employee Forms Link. To access your payroll forms, on the Bentonville Schools website, click on Menu-Staff Resources-Payroll Documents (Current Employee). Log in with your district email and

password. This is where you will find all of your payroll forms and documents. An employee may start a direct deposit or change a direct deposit effective the end of any month. Paperwork (direct deposit slip and form) must be on file in the Business Office by the 10th of said month.

**Job Description:** Each staff will be given a job description upon hire, when changing positions, and annually.

**Probationary Period:** New staff members or employees who accept a different position with Child Enrichment Services are on a probationary status for the first 90 days. During this probationary period, attendance and performance are monitored. If, at any time during this period, performance does not meet standards, the Director of Child Enrichment and Program Coordinator/Team Leader will work with the employee to improve in these areas. The employee may be moved to another site/program at any time if it is in the best interest of the program. If attendance and/or performance continue to be below acceptable standards, a recommendation for disciplinary action up to and including recommendation for termination may be made to HR. After 90 days, an employee may be transferred from probationary to permanent status, which entitles them to sick and personal leave.

## **Staff Orientation and Professional Development**

**Orientation:** Staff will receive new hire orientation on the first day of employment which will include but is not limited to all topics addressed in this personnel handbook as well as the 8-hour orientation required by Minimum Licensing Requirements which is required during the first week of employment. Staff will be given a district photo ID and assigned a location to work. Staff will be set up in Frontline and assigned an email address. Staff will also receive a site orientation from the Site Supervisor and will not be left alone with children during the first week of employment. Through an ongoing program of training and development, staff will grow professionally. New staff are required to attend CPR/FA and Arkansas New Staff Orientation in addition to any program or grant requirements.

**Evaluation:** Staff will receive a 30 and 90-day review as well as an annual evaluation. At the 90-day reflection, a professional development plan is established if needed. The annual job performance review summary is based on the job description for self-evaluation. The district's classified evaluation form will be used to assess performance and input will be given by the employee's supervisors. These reviews will be explained and discussed confidentially. The purpose is to provide insight to strengths and areas for improvement, and help to ensure qualified and competent staff.

**Staff Meetings:** Staff will participate in a mandatory staff meeting/professional development monthly or bi-monthly as required by their program. Meetings are scheduled in advance for the school year and set at a designated time. Staff meeting notes are documented and kept for future reference and follow-up at subsequent staff meetings.

**Professional Development and Procedures for Out of District Trainings:** As a member of the Child Enrichment Services team, you will provide quality care and education to the children served. Through an ongoing program of staff training and development, you will grow professionally. In addition to meeting the 25 hours of required training each year (30 hours for Pre-K staff), we encourage additional hours of training for staff. We stress individual improvement through workshops, conferences or seminars. Any employee not acquiring the required hours per year by the end of June will risk continued employment with the program. For professional development that staff attend outside the Bentonville area, staff are paid travel time at a set rate determined from the quickest route on MapQuest (listed on Travel Rate Reimbursement Form). In addition to this, staff are paid for the amount of time spent attending the training. Staff are not paid for meal breaks. They are also not paid for arriving early or for staying late once the training is over. For conferences, in addition to being paid for approved travel time, staff will be paid from the time of the first session they attend until the end of the last session they attend each day. Travel time may be included in that time if it does not equal 8 (or 4.5-6.25 if AC) hours per day so the staff member will receive the same amount of work hours as they typically would. Lunch will be deducted unless it is listed on the schedule as training and training credit is received. Staff members who provide an approved conference

presentation will receive credit for that time. In order to attend out of district training, an Out of District Travel Request form must be submitted in Etrieve and approved by the Director of Child Enrichment. Upon receiving approval, the employee will complete any online Purchase Order requests for reimbursement. Staff must enter PD online in Frontline prior to the training only if staff are attending a conference/meeting where they will be out of the district all day and will not be able to clock in/out. Upon return, an email with the training hours attended must be sent to the Frontline manager so time can be adjusted to reflect accurately. Staff may not work more than 40 hours per week. In the event that attending PD will put staff over 40 hours, it is the staff's responsibility to discuss it with their supervisor to determine when excess time will be cut. It must be cut the week the training occurs. Staff will follow the district policy for meal and mileage reimbursement. Staff will be paid \$54 per day for in-state meal reimbursement. If a meal is provided, that portion of the meal reimbursement will be deducted. If a staff member has to leave Bentonville before 6:00 a.m. to arrive at the training on time, they will be reimbursed for breakfast and if staff are scheduled to arrive back in Bentonville after 6:00 p.m., staff will be reimbursed for dinner. For trips outside of the Bentonville area, a district vehicle will be reserved if more than one person is attending. Individual staff who choose to register for individual training outside the Bentonville area will be responsible for their own mileage and other expenses unless approved by the Director of Child Enrichment. A training verification form must be completed for any training that is attended outside of CCES and must be signed, dated and marked with the time released by the trainer. All staff attending the same training will sign the same form. These forms will not be used for conferences with multiple sessions throughout the day. For staff who are working toward a stipend, this form is not needed. It is only used if staff are being paid to attend training. The training certificate must be turned in with the training verification form no later than the following Monday. One person attending the training should be designated to be responsible for turning in the form and all certificates for all who attended.

Child Enrichment Services will pay for staff members to attend New Hire Orientation, CPR/First Aid, Arkansas New Staff Orientation, and any other training as required by the program. All paid online training must be completed while clocked in. Staff employed for over 1 year who wish to acquire additional, voluntary training can apply to receive an incentive stipend. The stipend applies only to trainings that are approved by the administration and does not apply to mandated or paid program training. Training must be listed on the Arkansas Professional Development Registry (PDR) and approved by the Program Coordinator and the Director of Child Enrichment. Certificates and homework must be turned into the PD Coordinator within two weeks of completion. There are homework requirements for stipend training, with the exception of approved college or CDA coursework. Staff who complete approved college, OST credential or CDA coursework will receive the stipend based on hours worked. Training hours counted toward the stipend runs from July 1 - April 30 of each year.

**Training Hours Acquired:**

25 required hours (30 BB Pre-K)	40 approved, additional unpaid hours (65+ hours, 70+ hours Pre-K)	60 approved, additional unpaid hours (85+ hours, 90+ hours Pre-K)
	\$.25 stipend	\$.50 stipend
Paid	EXAMPLE: .25 X 40 hours per week X 48 weeks = \$480 .25 X 30 hours per week X 48 weeks = \$360 .25 X 22.5 hours per week X 48 weeks = \$270	EXAMPLE: .50 X 40 hours per week X 48 weeks = \$960 .50 X 30 hours per week X 48 weeks = \$720 .50 X 22.5 hours per week X 48 weeks = \$540

**Average hours worked are computed by Frontline. Weeks are determined by contracted days or weeks worked.**

### Supervision of Staff

**Food:** While on duty, or within view of children, staff are not to eat or drink anything that is not offered or available to the children. Staff must also only drink water from a clear water bottle or cup. AC staff must monitor food that children bring for lunch or snack to ensure it has the appropriate components. Children may not bring carbonated or caffeinated drinks or candy for a snack or lunch. Building Bridges staff will sit with their children for all meals/snacks.

**Food Service:** The USDA Child Nutrition Program Meal Pattern is followed at Adventure Club and Building Bridges. Guidelines are set for breakfast, lunch, and snack. Correct menus must be posted each week. If there is a religious or other reason that a child cannot have a food (vegetarian, vegan, etc.), the matter should be discussed with the Site Supervisor. Once agreed upon, the child's menu will be adjusted with a written statement from the parent. The adjusted menu must be followed without substitution, unless prior written approval from the parent is obtained. If a child has a food or milk allergy, we must have a doctor's note on file listing the diagnosis, and a substitute item that can be served instead. Families are not to bring outside food into the center. Since we do participate in the USDA Food Program, each parent must complete a Food Program Form. These forms are kept on file and must be updated yearly. The number of children qualifying for free, reduced, or paid meals determines the amount that Adventure Club and Building Bridges are reimbursed. All children enrolled at Adventure Club/Building Bridges must participate in the USDA Child and Adult Care Food Program. In the event corrective action is deemed necessary, procedures will immediately be implemented to ensure the noncompliance is corrected moving forward. The Director will be responsible for ensuring the corrective action plan is followed.

**USDA Nondiscrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or (2) fax: (833)256-1665 or (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

**Adventure Club Substitute Information:** Each staff member is asked to maintain a group binder, a posted lesson plan and materials for the weekly activities. The notebook should contain student files, roll sheet, sign in/sign out sheet, lesson plans, first aid bag, special forms, and special information regarding particular children including allergies, medications, and other important student information in the event a substitute teacher is in the classroom. Do not wait until you "need" it to create it.

**Staff Conflict of Interest:** No employee shall accept any outside employment that would interfere with professional responsibilities or create a conflict of interest. College schedules will be reviewed on a case by case basis.

**Staff Dissention:** Child Enrichment Services has zero tolerance for gossip. Gossip involves the creation and repetition of rumors regarding an individual who is not present to offer his or her perspective on the discussion. Generally, gossip has little or no basis in fact and is sometimes intended to convey a negative image of an individual. We are committed to creating and maintaining a climate of trust and candor that will enable staff to speak and act in the best interests of children, families, colleagues and the CCES programs. Employees causing dissension amongst staff through gossip or any other means will be subject to recommendation for disciplinary action, up to and including termination. Staff can share an abundance of uplifting and productive dynamics; gossip undermines

these capacities. If someone attempts to share information with you regarding another employee, try one of these comments:

- I'm not comfortable talking about someone who is not here. You need to talk to them if you have a concern.
- I need to focus on my work/the children right now.
- Let's not talk about that. We signed an agreement not to gossip.
- Since I can't help you with that problem, you need to talk to a supervisor who can.

If this does not work, visit with your immediate supervisor and let them know about the issues you are having so that they may address it.

**Staff Dispute Resolution:** If misunderstandings or conflicts arise, it is important that such matters be resolved before serious problems develop. Program expectation is that staff work together in a professional manner to resolve disagreements. Try to use the following steps to resolve a staff dispute:

1. Do not discuss the issue with other co-workers. If the issue is minor, address it directly with the co-worker involved. If needed, request the presence of a supervisor.
2. If privacy is needed, request coverage in order to speak with the co-worker in an office (such discussions are inappropriate in front of the children). AC staff can meet during planning time.
3. Share your concern in a calm manner.
4. Use "I" statements versus "you". Example, "I'm concerned that I may have upset you."
5. Listen with intent to understand the other person and to resolve the issue at hand.
6. Do not make the situation personal. Keep the conversation and your mindset professional.
7. Agree to disagree. At times, co-workers may not see eye to eye. Have an appreciation for another person's point of view.
8. If you cannot resolve the issue, please refer to the Complaint Resolution Procedure.

**Complaint Resolution:** Child Enrichment Services provides staff the opportunity to informally voice a complaint through an open-door policy. Each complaint is directed to the immediate supervisor and follows the chain of command in an attempt to work out the problem and seek a solution that will satisfy all parties involved.

**Retaliation:** Child Enrichment Services prohibits staff from taking negative action against any employee for reporting a possible deviation from the policies outlined in this handbook, the Bentonville Schools employee handbook or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to recommendation for disciplinary action, up to and including recommendation for termination.

**Reasons for Disciplinary Action and/or Recommended Termination:** It is necessary for district employees to exhibit certain standards of conduct. Failure to do so will result in the administrative team and/or the Executive Director of Human Resources using the following Levels to determine the appropriate consequence:

- Level 1: Verbal Warning and/or Coaching Form
- Level 2: Counseling Statement/Personnel Document
- Level 3: District Verbal Warning
- Level 4: District Written Warning
- Level 5: Recommendation for Termination

The level of consequence will be based on the number and/or severity of incidents and the determination of the Office of Early Childhood regarding corrective action if the incident is related to minimum licensing requirements violations or a child abuse hotline report. The OEC puts an emphasis on 4 critical areas of licensing which include transportation, behavior guidance, supervision and staff/child ratios. If there is 1 deficiency in transportation and 2 deficiencies in the other 3 critical areas, the OEC will give corrective action which is the first step toward an adverse action on the license/site. This could lead to receiving a provisional license and if there is additional non-compliance of licensing regulations, the license would be revoked. If an Adventure Club or Building Bridges license is revoked, there would no longer be a program at that licensed location.

Reasons for disciplinary action and/or recommended termination or suspension of employment include, but are not limited to:

- Failure to meet pre-employment requirements, including failure to provide accurate proof of education or failure to pass an FBI or state criminal regulatory check or child maltreatment record check.
- Providing false or incomplete information on employment applications or other program forms.
- Falsely reporting sickness and/or time worked.
- Abuse (physical, sexual, or emotional) or neglect of a child.
- Neglect of duty or inefficiency. Failure to fulfill job description.
- Inappropriately disciplining a child.
- Permitting a child to leave the program with an unauthorized person or anyone under the age of 16.
- Being under the influence or in the possession of illegal drugs or alcohol during working hours.
- Conviction of a felony.
- Engaging in activities that create a public scandal or damages the reputation of Bentonville Schools or CCES.
- Possession of firearms of any type or anything considered a weapon on school premises.
- Use of the program's phone to make personal long-distance phone calls or personal use of office or cell phone to the point that it interferes with the ability to complete work in a timely manner or supervise children appropriately. Also, abuse of the cell phone policy.
- Insubordination: refusing to accept a job assignment or refusing to submit work by a given deadline.
- Exposure of youth to profane language whether verbally or via another source such as the radio, computer, cell phone, etc.
- Having knowledge of infractions of program policy or licensing regulations and not reporting violations to the immediate supervisor or Director of Child Enrichment.
- Misappropriation, mismanagement, or theft of money/property from Child Enrichment Services, Bentonville Schools, its employees, or parents. Also, theft of donations.
- Intentional damage to property or unauthorized use of program property.
- Failure to consistently clock in/out on Frontline & stay within 40 hours per week (or scheduled work hours).
- Failure to report to work or to notify supervisor and Team Leader/Program Coordinator of absence within 2 hours prior to their scheduled work time.
- Failure to consistently enter time off into Frontline or call Kelly Education at 1-800-528-0049.
- Absence that is considered a No Call/No Show.
- Continued tardiness or absenteeism. Excessive use of Leave Without Pay after having used all sick, non-contract, personal, AC leave allotment or LWOP days that are allowed.
- Conduct intended to disrupt or create dissension among staff members.
- Violation of smoking policy.
- Any other conduct which, in the opinion of the Administrative Team or district supervisors, fails to promote the best interest of Child Enrichment Services and the parents and students it serves.
- Failure to fulfill Minimum Licensing Requirements for childcare facilities.

Employees are valued and everything possible will be done to ensure their success. The Administrative Team will recommend discharge to the Executive Director of Human Resources any employee who does not fulfill the duties and obligations of their position. This is to ensure that all staff are competent and qualified.

**District Suspension/Termination:** See Bentonville Schools Personnel Handbook.

**Employment of Family Members:** Members of the same family will not be employed at the same location, but may be employed at different locations in the district. Special circumstances may be approved by the Director of Child Enrichment.

**Telephone:** The site office phone is for program related business, not for personal use. If staff would like to make a personal call on their cell phone, it should be during a 15-minute break or off of the clock. Friends and relatives of staff should be asked not to call during working hours unless there is an emergency. Only supervisors or staff who

are left in charge in the absence of a supervisor will carry a cell phone. Staff in charge in the morning may also carry a cell phone for emergency purposes. During winter & spring break and summer, AC site supervisors will not carry a cell phone. Cell phones may not be used while supervising children or during planning time and must be placed in a locked cabinet unless the staff member is in a supervisory role. No student shall have access to staff cell phones at any time. Upon hire, staff will sign an accountability statement after reviewing the cell phone procedure. The use of smart watches will be monitored closely. If the use of a smart watch distracts a staff member from their primary role of supervising children, they will be instructed to remove the watch and place it with their cell phone in the locked cabinet. Persons calling the office for program business will be asked to leave a message. The person answering the phone is to be courteous and polite. Please ask for their name and telephone number and write it in the phone log so that the supervisor may return calls in a timely manner. The supervisor should be informed of every phone call. In addition, please be aware that using a cell phone while operating a motor vehicle inside a school zone is a violation of state law.

**Technology Usage:** District computers, networks, and internet access are provided to support the educational mission of the program. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy and must not damage the school's hardware, software or computer communications system. The Systems Administrator will review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Employees should not expect a right to privacy with regard to data stored on district servers. Employees using district issued laptops or iPad off site must comply with the technology user agreement. The following behaviors are not permitted on district networks:

1. Sharing confidential information on students or employees is permitted only in accordance with Federal guidelines.
2. Harassing, insulting or attacking others, sending or displaying offensive messages or pictures and using obscene language.
3. Assisting a campaign for election of any person to any office or for the promotion of, or opposition to any ballot proposition.
4. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus, loading non-district approved software; failure to safeguard your password, and leaving a logged-on computer unattended).
5. Violating copyright laws.
6. Unauthorized use of others' passwords.
7. Trespassing in others' folders, documents, or files.
8. Intentionally wasting limited resources (e.g., district storage space, employee time, etc.).
9. Use of district computers for advertising or solicitation purposes.
10. Employing the network for personal gain.
11. Representing personal views as those of the school district. Employees are reminded that any email sent from a school computer contains the address identification of the school district. This is analogous to an employee using school letterhead.
12. Accessing, uploading, downloading or distributing pornographic, obscene or sexually explicit materials is strictly forbidden. The Executive Director of Technology will report inappropriate behaviors to the Executive Director of Human Resources who will take appropriate disciplinary action.

Violations may result in loss of access to the network, progressive disciplinary action or possible recommendation for termination. When applicable, law enforcement agencies may be involved. Code: P.1.35.1B, Date Issued: 05/18/12

Upon hire, staff signs a District Access to Networked Information Resources form signifying their agreement to abide by school policies regulating computer and network usage in Bentonville Schools. Technology purchased by Bentonville Schools or through grants is the property of Bentonville Schools and will only be issued to staff members upon approval of the technology department. All users must adhere to the Bentonville Schools

Acceptable Use Policy. Network accounts and technology devices are to be used only by the authorized user of the account. Usernames and passwords are confidential and shall not be shared. Bentonville Schools provides technology for staff use including computer hardware, computer programs, printers, storage devices, electronic mail, and the internet. Staff must use appropriate behavior and abide by all policies, practices, procedures, regulations, and guidelines when using district technology. Unauthorized use of personal technology utilizing district resources is prohibited. To the extent practical, internet filters shall be used to block or filter internet, or other forms of electronic communications and access to inappropriate information. District staff are expected to utilize technology for appropriate educational experiences and work purposes. Users should not expect that files stored on district servers are private. Network administrators may review email, file folders and communication to maintain system integrity.

**Social Media:** In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the internet as well as any other form of electronic communication. We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. Ultimately, you are solely responsible for what you post online or send electronically. Before creating online content, keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects the program's families will not be tolerated and may subject you to recommendation for disciplinary action up to and including termination. This may include but is not limited to inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct. Staff should be mindful of the information they post. Online behavior should reflect the same standards as those used for face-to-face communications. Deleted information may be stored and retrieved indefinitely. Information marked "private" rarely is, and may be forwarded easily. Ideas should be shared in a respectful manner. If it is not appropriate for the program, it is not appropriate online. No photographs from cameras or cell phones, or information about any child or staff at Bentonville Schools should be posted on any social networking site or any other site on the internet. Within social media, staff members should adhere to the following: respect employee privacy rights and laws, do not violate co-worker's privacy or comment on confidential family matters by posting private information on social media, ensure that content reflects and is consistent with the work you do for the district, identify yourself as a school employee and do not post comments anonymously or try to hide your role. In addition, staff should fact-check information for accuracy before posting or sending it to another person. Staff should be respectful, fair and courteous to fellow employees and program families. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing the open-door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or school policy. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the programs, fellow employees or program families. Post only appropriate and respectful content. Express only your personal opinions. Never represent yourself as a spokesperson for Bentonville Schools. If you do publish a blog or post online related to the work you do or subjects associated with Bentonville Schools, make it clear that you are not speaking on behalf of Bentonville Schools. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Bentonville Schools." Refrain from using social media while on work time or on equipment provided by the program. Do not use your Bentonville Schools email address to register on social networks, blogs or other online tools utilized for personal use.

**News Media:** Employees should not speak to the media on behalf of Child Enrichment Services or the school district without contacting the Director of Child Enrichment or Director of Communications/PR.

**Purses/Personal Belongings:** Purses and/or personal backpacks or other valuables should be placed in locked storage areas or provided lockers and should not be taken into the classroom environment or left where they are accessible to children. Personal items contained in a purse or backpack may be a hazard to children. While locks are not provided by Child Enrichment Services, employees are encouraged to supply a lock for their locker in order to secure personal items. The district is not responsible for any lost or stolen personal items.

**Personal Cameras:** Staff members are not allowed to use personal cameras without permission of the Program Coordinator. District iPads are provided for digital student portfolios and other activities.

**Regulation of Controlled Substances:** In an effort to create a healthy environment for students and staff members and in compliance with the provisions of Public Law 101-226, the Bentonville Board of Education prohibits the possession, manufacturing, use or distribution of illegal drugs and alcohol by its employees on school district property or by any person who has supervisory responsibilities involving students. The school district will attempt to assist any employee in need of alcohol or drug counseling or rehabilitation. Employees who have not been found in violation of this policy, but who think they may have a dependency on drugs or alcohol and who wish to seek treatment for this dependency, may avoid disciplinary action if they report their condition to the Director of Child Enrichment or Superintendent and enroll in a qualified treatment program as soon as possible. The employee will be suspended without pay until proof is provided of enrollment in a drug program. At that time, the employee will be granted the full use of the leave policies of the Bentonville School District. The provisions for voluntary commitment may be used one time only. If an employee is accused of violating this policy, the employee has the right to request a blood test at the school's expense. The school has the right to require a blood test if a reasonable suspicion exists that this policy has been violated. The required blood test will be at the expense of the school district. Employees who have been found in violation, but who will voluntarily seek appropriate counseling and/or rehabilitation services, will be suspended without pay until a hearing is held. Any employee violating this policy is subject to disciplinary action. Searches on school property (desks, rooms, storage areas, vehicles, etc.) may be conducted if there is "probable cause." School officials will cooperate fully with law enforcement personnel in the investigation of any drug or alcohol related incidents involving school employees. A person under the influence of illegal drugs or alcohol presents a danger to themselves as well as those with whom they work. Recognizing these dangers, Bentonville School District strongly opposes the use of illegal drugs and alcohol by its employees. Code: P.2.5., Date Revised: 06-27-94, Date Reviewed: 10-28-08, 7-15-15. In addition, staff may not be under the influence of any medication that might impair their ability to provide for the safety of the students. If any staff member suspects another person of being under the influence of alcohol or any substance, they should report it to their program coordinator so that the Director of Child Enrichment and Director of Safety can be contacted to determine next steps. All staff will sign an accountability statement after training on this topic.

**Sexual Harassment:** The Bentonville School District is committed to having an academic and work environment in which all students and employees are treated with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences. It shall be a violation of this policy for any student or employee to be subjected to or to subject another person to, sexual harassment as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to recommendation for disciplinary action up to, and including, termination. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or

other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive so that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment. Within the educational or work environment, sexual harassment is prohibited between students; employees and students; non-employees and students; employees; employees and non-employees. Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities. Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator, who will assist them in the complaint process. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Employees who knowingly fabricate allegations of sexual harassment (or any other type of harassment) shall be subject to disciplinary action up to and including termination. Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination. DEFINITION: The definition of employee(s) includes staff, substitutes and volunteers. Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq. ACA 6-15-1005 (b) (1) ASBA Model 3.26

**Breastfeeding:** Child Enrichment Services supports the health and well-being of employees and their infant children by providing a workplace that supports the decision of an employee to breastfeed. For up to one year after the child's birth, an employee will be provided a clean, private space to utilize for this purpose (a bathroom may not substitute as a location to breastfeed). Employees may use this space to express breastmilk during their scheduled paid breaks and lunch (see Lunch and Paid Breaks). Breaks in excess of 15 minutes in length will be unpaid, and the employee will submit a time change to the Frontline Manager for the additional break time. Employees are responsible for communicating the need for additional time to their Supervisor and these needs will be met if possible.

**Smoking:** Smoking or the use of tobacco products is not permitted on Bentonville Schools property. Staff members may not smoke inside or outside the buildings or in the parking lots, including while in vehicles. This includes the use of e-cigarettes.

**Raptor ID System:** Upon initial hire and annually for staff and upon child enrollment for parents, it is required that all staff and guardians provide a driver's license or approved identification to be scanned into the Raptor ID system. This system identifies anyone who is a registered sex offender.

**Inclement Weather Days:** Any staff not working in the Child Enrichment Services office and contracted for 230 days or more are expected to report to Thomas Jefferson (TJ) Elementary when schools are closed due to inclement

weather. It is the responsibility of staff who are on the snow day list to report at their predetermined time. Snow Day hours are 7:00 a.m. to 5:00 p.m. Contracted staff who do not come to work must enter a personal or non-contract day into Frontline. Otherwise, staff must call Kelly Education with date, reason, and type of day needed (Non-Contract Day, Personal, AC Leave Allotment or Leave Without Pay if all other time has been used). Sick leave cannot be used to cover snow days. In the event that Bentonville Schools has early dismissal due to inclement weather, AC staff will be notified to report to work at the dismissal time which will be earlier than the normally scheduled work hours. Building Bridges will be dismissed at the same time as all other district schools. In addition, the Superintendent of Bentonville Schools or Director of Child Enrichment may delay opening or close the programs earlier than the scheduled start or end times if it is deemed necessary. If schools have a delayed start time, Adventure Club will still be open if notified after the program staff have arrived to work. If the delay is called prior to staff start time, then AC will be closed that morning. This will not impact AC being open that afternoon unless the weather worsens. Building Bridges will have a delayed opening the same as other district schools.

**Employee Complaints and Grievances:** The Bentonville Schools, recognizing the need for close cooperation between professional staff and immediate supervisors, encourage that grievances be resolved informally within each building at the lowest possible administrative level and in a clear and timely manner for both parties. However, employees shall have the right to present grievances formally as well and in doing so shall be assured freedom from restraint, interference, discrimination and reprisal in the preparation and processing of such formal written grievances. The employee has the right to be represented by a person of his or her choosing, but not by a member of the party's immediate family, at any level of the procedure. Employees may follow procedures outlined in Code SAE – Complaint and Grievances Procedure. If the employee's immediate supervisor determines that the employee's concern does not constitute a grievance, the employee may appeal that determination. The process used will be the same as for a grievance. Legal Ref: Arkansas Code Annotated § 6-17-208, 6-17-210

## **Benefits**

**Employee Child Care:** Children of full-time Child Enrichment Services staff (20 or more hours worked weekly) may attend Adventure Club free of charge for up to two children. Staff must pay a \$50 enrollment fee per child for Adventure Club. Staff children will be placed in the care of another teacher and will be expected to follow all program rules. They will be subject to disciplinary action just like any other student. Adventure Club is only licensed for kindergarten through sixth grade students. Staff whose children exceed the 6<sup>th</sup> grade must find alternative childcare. Free AC for Child Enrichment staff children is a valuable benefit and ensures staff children have quality care while the staff work. Since there is no charge for Adventure Club tuition for Child Enrichment staff, AC children of employees may not attend if the staff member is not clocked in unless approved by the Program Coordinator or the Director of Child Enrichment. **Payroll deduction for fees is required.** If an employee leaves the program with a balance due, it will be deducted from the last paycheck. Employees must have custody of children in order to receive the employee tuition discount (i.e.: step-children) (see addendum to parent handbook).

**Lunch and Paid Breaks:** Employees working 20 hours per week will receive two paid 15-minute breaks each day. Staff may not work over 6 hours straight without a lunch break during the course of the day. Staff who work 7.5 hours per day will take a 30-minute lunch in addition to the paid breaks. Employees working a six-hour day may take two 15-minute paid breaks and one 30-minute lunch break during the course of the day. Staff may not leave early at the end of the day as part of the lunch or paid break. It is the staff's responsibility to take these breaks. Staff who have difficulty following this procedure will be assigned am, pm and a lunch break time by their supervisor. Repeat issues regarding taking breaks shall lead to recommendation for disciplinary action.

**Holidays:** Holidays include New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. Child Enrichment staff will not work on these holidays. In the event that a holiday falls on a Saturday, Child Enrichment Services will typically close the Friday before, and if it falls on a Sunday, Child Enrichment Services will typically close the Monday after.

## **Employee Sick Leave and Absences:**

### **Definitions**

“Employee” is an employee of the District working 20 or more hours per week who is not required to have a teaching license as a condition of his employment.

“Sick Leave” is absent from work due to illness, whether by the employee or a member of the employee’s immediate family or due to a death in the family. The Principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.

“Excessive Sick Leave” is absent from work, whether paid or unpaid, that exceeds twelve (12) days in a contract year for an employee and that is not excused pursuant to District policy; the Family Medical Leave Act; a reasonable accommodation of disability under the Americans With Disabilities Act; or due to a compensable Workers’ Compensation claim.

“Grossly Excessive Sick Leave” is absent from work, whether paid or unpaid, that exceeds 10% of the employee’s contract length and that is not excused pursuant to District policy; the Family Medical Leave Act; a reasonable accommodation of disability under the Americans With Disabilities Act; or due to a compensable Workers’ Compensation claim.

“Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per month worked, or major part thereof.

“Accumulated Sick Leave” is the total of unused sick leave accrued from previous contracts, but not used. Accumulated sick leave also includes the sick leave transferred from an employee’s previous public school employment up to a maximum of ninety (90) days.

“Immediate family” means the employee’s spouse, children, parents, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, uncle, aunt, other members of the family living in the same household of the employee or step-parents.

### **Sick Leave**

Upon hire, employee leave balances are put into their absence bank. Staff have sick and personal days. If contracted for 230 days or more, staff have non-contract days and AC hourly staff have AC leave allotment days. Pay for sick leave shall be at the employee’s daily rate of pay, which is that employee’s hourly rate of pay times the number of hours normally worked per day. Absences for illness in excess of the employee’s accumulated and current sick leave shall result in a deduction from the employee’s pay at the daily rate as defined above.

The District may require a written statement from the employee’s physician documenting the employee’s illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

If the employee’s absences are excessive or grossly excessive as defined by this policy, disciplinary action may be taken against the employee, which could include termination or nonrenewal of the contract of employment. The Superintendent shall have the authority when making his/her determination to consider the totality of circumstances surrounding the absences and their impact on District operations or student services. BSD Classified Personnel Policy 6.5

### **Sick Leave and Family Medical Leave Act (FMLA) Leave**

When an employee takes extended sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability determination. If the employee is eligible for FMLA leave and if the leave qualifies under the FMLA, the District will notify the employee in writing of the decision within five (5) workdays. If the circumstances for the leave don’t change, the District is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave within any applicable twelve (12) month period. To the extent the employee has accumulated sick leave, any sick

leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave including, once an employee exhausts his/her accumulated sick leave, vacation or personal leave. BSD Classified Personnel Policy 6.5

**Personal Business Leave:**

Employees are expected to be present on campus for their job duties, except for circumstances where sick leave is appropriate. However, the District recognizes that from time to time, employees may face situations where personal business needs to be attended to during the workday. Accordingly, the District allows an employee to use two (2) of their total allotment of sick leave days as personal business during any one school year. At the beginning of the fifth year, an employee may use one additional sick day in this manner. Use of these days is limited to the employee attending to personal business matters. Personal business days must be approved by the Director.

Personal business days may not be used prior to or following a day where classes are not in session unless approved by the Superintendent or designee. Such approval should be sought in advance where possible. The personal business days allowed per year do not accumulate from year to year but will revert to sick leave days at the end of each school year, if not used. Employees may donate up to three (3) personal business days to another District employee. The receiving employee must have used all their sick and personal business days and any eligible days from the sick leave bank. Sick Leave Bank guidelines will determine eligibility for donated days. Donated days may not exceed the number of days absent. The number of days donated may not exceed the number of days necessary to reach qualification for Long-Term Disability (approximately 45 days). BSD Classified Personnel Policy 6.7

If a staff member leaves employment and has used sick time, they will be required to pay back any unearned days. Employees are responsible for entering their absence into the Frontline Absence Management System prior to the scheduled absence deadline (6:30 a.m. on date of absence) to ensure time (non-contract /sick/personal/AC allotment) will be rolled over into Frontline and added for missed work. Absence reason choices are Sick Leave > Sick Day-110, NCD-120, Personal Leave > Personal Day 115, or AC Leave Allotment>AC Unpaid Leave (Adventure Club staff). If the absence is not scheduled and you determine you cannot come to work after the Frontline Absence Management System cut-off time (6:30 a. m.), then you **MUST** call Kelly Education to enter an absence **on that same day**. In addition, you should continue to contact your immediate supervisor/Program Coordinator of your absence within the required time frame. If Kelly Education is called to enter your time, it is your responsibility to verify that it was entered correctly. If you fail to call Kelly Education on that same day, you must email your Program Coordinator/Team Leader (office staff only will contact Office Manager) for the day to be entered in the Frontline Absence Management System. Your Supervisor will remind you of the above listed procedures and if this happens repeatedly, there will be a recommendation for disciplinary action.

Staff must also check time at the end of each day and report any discrepancy to the time clock manager (CCES Office Manager). Child Enrichment Services will not be responsible for non-contract/sick/personal time not turned in or added prior to time being submitted to the financial department. An employee must provide a doctor's certificate upon return to work for any illness requiring a surgical procedure. However, Child Enrichment Services reserves the right to require a doctor's certificate verifying illness any time sick leave benefits are paid, or if a staff person's schedule is changed to accommodate a doctor appointment. Violation of this policy will result in recommendation for disciplinary action, up to and including termination. These violations may include, but are not limited to:

- Failure to report absence to the supervisor and entering it into Frontline.
- Unexcused absence: Absence without good reason, or approval from Supervisor.
- Excessive absence

**Child Enrichment Services Leave Without Pay (CCES LWOP):** Accumulated non-contract/sick/personal days (and AC leave allotment>AC unpaid leave) must be exhausted prior to using CCES Hourly Leave Without Pay (AC Hourly Staff) and Unpaid Sick or LWOP (Contracted Staff) days.

**Contracted Employees:** Any Unpaid Sick/LWOP use by contracted employees will be considered excessive absence.

**Hourly Employees:** Staff are allowed to miss up to 12 days per year (prorated based on hire date) in addition to their other leave time. This is the AC Leave Allotment>AC Unpaid Leave.

Once ALL days have been used and additional time off is requested, it must be entered as CCES Hourly Leave Without Pay (CCES Hourly LWOP). Staff will contact their Program Coordinator who will allow or deny the request to take a day off and inform them to email the Director if they are allowing the request. Staff will email the Director of their intent to use a LWOP day and the reason why. The Director will either deny or allow the day off. If the Director denies the day off, she will email staff the reason why the request was denied. If she allows the day off, she will respond to the staff's email acknowledging their intent. Staff will then enter the correct LWOP day (as listed above) in the Frontline Absence Management System. Supervisors will **not** approve time in the Frontline System for a LWOP day. Time will roll into the time clock system without approval. The Director will add a memo to the staff's absence notating that the time off requested is in excess of allotted time. The Director will keep a spreadsheet which notates the excessive absences so this can be tracked for future reference when evaluations are completed. If the staff take a LWOP day without prior approval (such as due to illness and cannot come to work), they still must email the Director who will send out an email acknowledgement, put a note in Frontline and add the day off to the spreadsheet.

**Excessive Absence:** Any staff member who has absences beyond their earned non-contract/sick/personal/AC allotted time may be subject to recommendation for disciplinary action.

Disciplinary steps for excessive absences:

1. The employee will receive an update on absences and a verbal warning.
2. The employee will receive an update on absences and a counseling statement.
3. The employee will receive a recommendation for a written district write up.
4. Recommendation for termination.

**Scheduled Absences:** Young children need a secure and familiar environment in order to learn and feel safe, and staff attendance is a crucial element of classroom consistency. Therefore, we must provide the children with caregivers who strive to be present every day. However, we understand that there are times when staff need to request time off. Keep in mind that requests are more likely to get approved if you give substantial advance notice as your immediate supervisor will have more time to plan for your absence and coordinate the assignment of your job duties. There may be instances in which time off requests (other than sick leave) are denied based on staffing and/or other issues. When an employee knows that they will need to utilize a Non-Contract, Personal or AC Leave Allotment day (Hourly Employees Only) he or she must:

1. Have the time, as applicable, in their Frontline account to cover the absence.
2. Check the Site Supervisor's desk or Site's posted calendar to ensure that someone is **NOT** already scheduled off for that day. We cannot cover multiple absences on the same day, as ratios must be maintained according to licensing and/or grant requirements.
3. If another staff member is already scheduled off that day and your need for time off is an emergency, speak with your Site Supervisor (BB), or Team Leader (AC) for approval providing as much advance notice as possible. Advance notice is required and must be requested in Frontline. Days may only be taken in full or half-day increments.
4. BB Staff: Submit a Request for Time Off form (located in the Site Supervisor's office and/or in their designated area). The Site Supervisor will assess whether or not an absence can be covered.
  - If not, the Site Supervisor will return the form to the employee with the reason.
  - If so, Site Supervisor will confirm the approval with the employee, and notate the employee's absence on their desk or posted calendar. The form will then be filed and a calendar request will be sent to their Team Leader and Program Coordinator via Gmail for approval.
5. Log into Frontline and enter the absence that was approved by the Site Supervisor and Program Coordinator/Team Leader. The Program Coordinator/Team Leader will review absence requests and will approve or deny absences (other than sick or CCES Leave Without Pay) in Frontline based on other already approved requests and the ability to cover ratios at the site. Staff will receive email notification from Frontline of absence approval/denial for Personal/Non-Contract or AC Leave Allotment days.

6. Discuss and/or figure time with the Site Supervisor if needed, to ensure that the employee does not go over 40 hours in a week when using time off that has been entered into Frontline.

**Unscheduled Absences (Call-in):** While every effort should be made to anticipate absences in order to ensure consistency for the children, there are times when illness may arise. However, due to ratio and program requirements, staff members will be counseled and/or receive a warning for excessive or improper absences. In order for a staff member to use an unscheduled absence (call-in) he or she must:

1. Have the NCD/Sick/Personal/AC Leave Allotment Time, as applicable in Frontline Absence Balance to cover the absence.
2. Contact the Site Supervisor and/or Team Leader/Program Coordinator a **minimum** of 2 hours **prior** to the employee's scheduled work time (in order to ensure that ratios are covered as required by law) and make them aware of the illness or emergency.
3. Enter the absence into Frontline before the daily cut-off time (6:30 am) and add reason for absence in the notes section.
4. If an employee is not able to enter the absence in Frontline, they must contact Kelly Education (Phone: 1-800-528-0049). Employees must provide Kelly Education with information on the type of leave (NCD/sick/personal/AC Leave Allotment), date of leave, reason for leave and amount of leave (½ am, ½ pm, or full day). This should be done on the day of the absence.

If time off is taken without consistently following the above requirements, the staff member is at risk for recommendation for disciplinary action. Consideration will be taken in cases of extreme hardship or emergency. The decision will be based on the following:

1. Nature of the hardship/emergency.
2. Staff member's past history of absence.
3. Degree of effort made by the staff member to properly notify supervisors of the situation and minimize the effects of the absence on the program.

**How to Check Your Absence Balance in Frontline:**

1. Login to Frontline
2. Select "Absence Management" in the drop-down menu in the upper left corner
3. Select "Account"
4. Select "Absence Reasons Balance"

**No Call/No Show:** Employees must report their absence to a supervisor each day, unless previously approved in order to ensure that ratios are met for the children in our care. Failure to do so is considered a no call/no show. In this instance, the supervisor will attempt to contact the absent employee. If there is no contact from the employee explaining the absence within 24 hours, Child Enrichment Services will assume that the employee has voluntarily resigned their position.

**Using Full or Half Days of Leave:**

1. In order to use ½ day of leave time, you must have missed **over** 25% of your contracted day.
2. In order to use a full day of leave, you must have missed **over** 75% of your contracted day.
3. Hourly staff may not choose the custom time option in Frontline. Only full and half days may be entered.
4. You may **NOT** use any leave that would put you over 40 hours per week. (For example, an 8 hour a day employee who works 5 hours on Monday, then goes home sick and wants to use ½ day of sick time (4 hours) can only do so if they cut the extra hour out during the week with the approval of their supervisor.)

**Leave of Absence:** Employees may be granted a leave of absence for one or two semesters without pay. The leave may be granted for one semester or two semesters between July 1 and June 30 of any school year. A minimum of three years' continuous satisfactory service must have been completed in the district and the employee recommended for employment for the following year. This service must have been under contract as a full-time person. Deadline for Leave of Absence request must be received by the Executive Director of Human Resources no

later than May 1. Applications must be in writing on the appropriate form and state clearly all the details under which the leave is to be granted. When the leave is for medical/health reasons, a doctor's statement is required for documentation and must accompany the application. Applications for leave must be submitted to the principal. S/he will forward the application to the Executive Director of Human Resources, to be forwarded to the Superintendent and the Board for action. BSD Classified Personnel Policy 6.7.1

**Insurance Information:** Staff must work a minimum of 30 hours per week to be eligible for health benefits. All other insurance options are effective the 1<sup>st</sup> of the following month after working 30 days or at open enrollment. There is a Benefits Website that is on the Bentonville Schools website that gives all coverage's available (<http://www.mybentonvillebenefits.com/>). Staff will need to make an appointment to see Jeri Schulz at (479) 254-5024 within 30 days of their start date. Failure to complete all paperwork by this deadline will forfeit the option to participate in benefit plans until the next open enrollment, which will occur in October for medical coverage and November for all other benefits. In addition, failure to meet this deadline also forfeits any guarantee issue privileges available to you within the first 30 days of employment. The Bentonville School District also offers a group life insurance policy at no cost to staff. It is a \$30,000 Group Life and Accidental Death and Dismemberment Insurance Plan. The policy is for full time employees (minimum of 20 hours worked per week).

**Retirement:** See Bentonville Schools Employment Benefits Center.

**Civic Duty:** Employees who are called for jury duty are paid at their regular rate. Jury pay will not be deducted from the regular rate of pay. The employee must present the original (not a copy) of the summons to Jury Duty to his supervisor in order to confirm the reason for the requested absence.

**Employee Rights:** Staff have the right to work in a positive environment that is free from gossip, dissention, discrimination as well as workplace harassment of any type. Staff have the right to work in a safe, clean and organized environment. Staff have a right to confidentiality when discussing concerns with a supervisor and have a right to privacy related to personal items and fair wages for work performed.

## **Operation Policies**

**Work Hours:** Work hours are the same most of the time. You are expected to be flexible and punctual. You may be asked to come to work early or stay late as needed. For Adventure Club, during full days out, you will be expected to work more hours with a different schedule. During AC full day outs and summer, both supervisors and staff are expected to work 8 hours per day unless approved by the Program Coordinator. During the school year, Site Supervisors will also be the first sub in the afternoons unless another sub is available. Staff will also be expected to work around holidays. The typical work hours for AC is 1:30-6:00 p.m. with a planning time of 1:30-2:30 p.m. or 1:30-2:50 p.m. depending on assigned location. Staff will sign a commitment form for the school year designating their assigned work schedule to include modifications if needed. Staff should use this time to work on lesson plans, get art activities ready, get carts ready, set up centers, prepare snacks, put together supply lists, check email, or other duties as assigned by the Site Supervisor. Staff should be actively involved in Child Enrichment Services related business and be ready to work at their scheduled time. Also, AC staff (who work 20 hours or more per week) will take two 15-minute paid breaks daily as determined by the site supervisor. No program employee shall exceed 40 hours per week. No staff member is to clock in early or clock out late unless approved by the Director of Early Childhood. The exception to this is if staff are needed for ratio purposes. In the event overtime is required, it must be approved by the Director of Child Enrichment. The employee must inform their supervisor when they become aware there is a possibility that they may exceed 40 hours during the week. Time should be cut the same day so as not to exceed 8 hours per day whenever possible. The second option would be to come in late the next day. Schedules will be adjusted in advance to prevent overtime if possible. Overtime will not be cut on Friday afternoons except in extreme cases and is approved by the Director of Child Enrichment. Child Enrichment Services reserves the right to consolidate sites during holiday breaks, Bentonville Schools full days out and for any other reason deemed necessary by the administrative team. Staff will be expected to follow any new assignment of site location and any hours/shifts given by their Program Coordinator. AC staff may be offered the opportunity or asked to leave work early on

occasion due to low student attendance or poor weather conditions and can use a personal full or half day. Staff are prohibited from working off the clock and should refrain from doing so. The only exception is for supervisors who must find substitutes which should be minimal. In that instance, their time should be documented on a phone log and submitted to the Frontline time manager weekly.

**Frontline Time Clock:** Federal Wage and Hour law requires staff members who are paid an hourly wage to clock in and out each day as they come and leave work. It is the sole responsibility of the employee to clock in/out at their scheduled arrival time, during their lunch break (if applicable) and at their scheduled departure. Staff members may not clock in/out for other staff members, nor may staff ask to have others clock them in/out. Falsification of time worked can result in recommendation for immediate termination. Employees may not work or be on the clock before or after regular working hours, or on the weekends without approval from the Director of Early Childhood. Employees may not work off the clock. In the event that Frontline is not working, staff must immediately contact the Child Enrichment Services time clock manager via email regarding the time you were supposed to clock in/out, the date, and reason you were not able to clock in/out. Overtime and over regular time outside of scheduled meetings or approved training must be approved by the Director of Child Enrichment.

**Workplace Injury:** Child Enrichment Services strives to provide a safe and secure working environment for all employees. However, when a workplace injury occurs, Child Enrichment Services shall provide appropriate medical care and treatment to the injured employee through its Workers' Compensation program. A workplace injury is one that occurs while an employee is acting within the course and scope of their work duties. Procedures for reporting workplace injuries are as follows:

1. Report all incidents and injuries to your immediate supervisor or nurse at your location immediately and complete Form AR-N, using your full legal name.
2. If the injury requires emergency treatment, contact 911, then notify ASBA after treatment has been administered. As soon as possible, submit a completed Form AR-N to Admin/ Attn.: Jeri Schulz. Nurses should notify Jeri Schulz the day that 911 is called at (479) 254-5024.
3. If 911 is NOT called, the employee will call the Injury Hotline @ 1-855-769-7900 between 7:00 a.m. and 4:00 p.m., Monday through Thursday, between 7:00 a.m. and 3:30 p.m., Friday or online at [www.arsba.org/home/wcform1/](http://www.arsba.org/home/wcform1/) (this will open the WC Claim). Nurse gives employee Form AR-N to complete. Also, give the employee a mileage form.
4. As soon as possible, the nurse submits a completed Form AR-N to Jeri Schulz at the Central Office. Employees must be given a two-sided copy. Employees must sign at bottom that they have received a copy. Nurse keeps a copy of the AR-N form in your files-manila folder labeled "personnel".
5. If employees are injured after hours and/or without a Supervisor being present, they should use the following guidelines:
  - A. Notify a Supervisor, even if it isn't your immediate supervisor.
  - B. If the injury warrants, seek medical attention at the nearest E.R.
  - C. Notify or make sure someone else notifies the Benefits Coordinator (Jeri Schulz) that you have had an injury which required medical attention.
  - D. As soon as practical, complete the Form AR-N and keep a two-sided signed copy.

These reporting procedures are necessary to ensure quick medical attention, provide prompt payment of related medical bills and prescriptions, and to avoid any delay in providing the injured party the workers' compensation benefits they are entitled to. Any medical treatment or services furnished or prescribed by any physician/clinic/hospital other than the Bentonville School District's designated clinics, with the exception of emergency medical services, shall be at the employee's expense.

**Designated Workplace Injury Treatment Clinics:**

Washington Regional Urgent Care 1301 S Walton Blvd. Bentonville, AR 72712 (479) 367-3078	Northwest Medical Center E.R. of Benton County 3000 Medical Center Pkwy. Bentonville, AR 72712 (479) 553-1010
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If you have questions regarding these procedures, call Jeri Shulz at (479) 254-5024, or Janet Schwanhausser at (479) 254-5000.

**Workers' Compensation:** All Employees in the District are covered by Arkansas Workers' Compensation Insurance. A care facility for workers' compensation injuries will be designated by the Bentonville School District. All district employees going to this care facility for treatment of workers' compensation injuries will be subject to a drug and alcohol test. Compensation to the injured employee shall not be allowed for the first seven days of disability resulting from injury, excluding the day of injury. If a disability extends beyond that period, compensation shall commence with the ninth day of disability. If a disability extends for a period of two weeks, compensation shall be allowed beginning the first day of disability, excluding the day of injury (Code: P.1.34, Date Issued: 06-15-98, Date Revised: 10-28-08).

**Staff College Schedules:** Any employee hired by Child Enrichment Services must commit to working their scheduled hours for the entire school year. Any employee attending college must turn in a copy of their class schedule on official college letterhead to the Program Coordinator as soon as it is confirmed by your college/school. It is your responsibility to schedule classes so that they do not interfere with the work schedule. For AC staff in the summer, a college schedule will only be accepted if it fits into the summer staffing schedule. If a college course does interfere with a work schedule, it is at the discretion of the Director of Child Enrichment to accommodate the schedule.

**Dress Code-Dress for Your Day:** A "dress for your day" procedure is a workplace dress code approach that emphasizes flexibility and encourages employees to dress in a manner that is appropriate for their daily tasks and responsibilities. This procedure recognizes that different days may call for different levels of formality or attire based on the nature of the work and any external factors. Our staff members are professionals and this change in procedure allows them to make a professional decision about their dress. Under a "dress for your day" dress code, employees are trusted to use their judgment and discretion when choosing their clothing for the day. This means that if an employee has a day filled with meetings, parent/teacher conferences, presentations, or external events, they will choose to dress more formally in professional business attire. On days with less formal tasks, employees may opt for business casual or even more casual attire, depending on the day. The key idea behind this change in dress code is to promote a comfortable and productive work environment while still maintaining a level of professionalism. It recognizes that employees can make appropriate decisions about their clothing based on their daily schedule and the demands of their job, without imposing strict and rigid dress codes. "Dress for Your Day" guidelines aim to strike a balance between professionalism and flexibility. Here are some common components employees should consider when making decisions about their dress:

**Common Sense and Professionalism:**

- Employees are expected to use common sense and good judgment when selecting their attire.
- The overall appearance should still convey professionalism and be appropriate for a business setting.

**Task-Specific Attire:**

- Employees are encouraged to consider their daily tasks and responsibilities when choosing their clothing.
- Days with meetings, parent/teacher conferences, presentations, or external events may call for more formal attire, such as business suits or business casual.

**Flexibility:**

- Recognizes that different days may require different levels of formality.
- Promotes flexibility and allows employees to make decisions based on their daily schedule.

Respect for Colleagues, Students, and Patrons:

- Employees are encouraged to consider the expectations of students, colleagues, and patrons when selecting their clothing.
- Avoid attire that may be distracting or inappropriate in a professional setting.

So, what determines “your day”? The most common variable tends to be who you will be meeting with. Some Do’s and Don’ts below will help when making your decision.

Dress for Your Day Do’s	Dress for Your Day Do Not’s
Jeans that do not have holes or fraying. Docker-style and Khaki pants are also appropriate. Leggings must be worn with an appropriate-length dress or skirt.	Shorts, skorts, overalls, sweat pants, workout clothes or jogging suits, yoga pants, and leggings worn as pants
Collared button-down shirts, polo shirts, blouses, sweaters, turtlenecks, office-appropriate knit tops When wearing t-shirts must be a district or school shirt.	Hoodies, beachwear, sports jerseys and t-shirts, tank tops, strapless or spaghetti-strap tops & dresses, shirts or tops that have text, inappropriate insignias, illustrations, advertising, or large logos
Dress shoes, loafers, dressy sandals, dress boots, sneakers and clogs	Flip flops, slides

Exceptions: Adventure Club Group Teachers will wear appropriate jeans/shorts and staff shirts so staff can be easily identified. During summer months, Adventure Club and Building Bridges staff may wear appropriate shorts. The final decision regarding dress code will be at the discretion of the Program Coordinator and/or Director of Child Enrichment.

**Pay Period and Payroll Checks:** A schedule of pay period dates will be distributed at the beginning of the school’s fiscal year. Pay dates are normally on the 15<sup>th</sup> and the last day of the month. If these dates fall on a weekend, holiday, or during winter break the pay date will be the preceding work day. Staff members should review their checks upon receipt and notify the Director of Child Enrichment immediately of any errors. New staff must either have payroll direct deposited into a checking/savings account or have payroll put on a check card.

**Salary:** Salary depends on the position staff are hired for and relevant experience. The district salary step schedule for Child Enrichment Services determines the salary. A salary increase is determined only by the school board. There will be no other raises unless an employee changes position. Upon hire, new employees will receive a copy of the salary schedule and it is posted on the district’s website. Each year, staff who have worked for the district for more than 160 days will move up to the next step on the pay schedule.

**Severance Pay:** It is Bentonville Schools’ policy to pay an employee only for time actually worked. No severance pay will be received by an employee who resigns or is terminated.

**Resignation:** An employee who resigns is required to complete an online resignation in Frontline Central two weeks in advance of the effective date. It should give the reason for leaving and date effective. A final paycheck will be issued on the next regularly scheduled payday. Staff will not be paid for any accrued sick, personal or non-contract days unless they are eligible for retirement.

**Family Handbook Requirement:** Staff shall read and be familiar with the applicable Family Handbook.

**Minimum Licensing Requirements for Child Care Centers:** Staff shall read and be familiar with the minimum licensing handbook before the first day of work. Staff is responsible for ensuring they are following all of these guidelines at all times. Staff should review this handbook periodically.

- Out of School Time Regulations: <https://humanservices.arkansas.gov/wp-content/uploads/2020-Out-of-School-Time.pdf>

- Child Care Centers: <https://humanservices.arkansas.gov/wp-content/uploads/2020-Child-Care-centers.pdf>

## Student/Family Procedures

### Family Relations:

- Greet parents warmly each day using the parent's name. Refer parents with problems you are unable to address to the Site Supervisor. Good communication is vital for a successful program. Communication with parents should remain professional at all times. While on the clock, refrain from discussing things that do not pertain to your role as a Child Enrichment Services employee.
- Staff is not authorized to assume personal responsibility for a child while clocked in for the program. **If authorized to pick up a child other than your own, you may not sign the child out until off the clock.**
- Staff is discouraged from babysitting after hours with children in the AC/BB programs.
- Family involvement activities are planned throughout the year and parents are encouraged to participate. We strive to implement procedures to achieve consistency between home and the programs.

**Supervision of Children/Youth:** The safety of the children is our first and most important concern. Staff shall follow all Minimum Licensing Requirements in regard to supervision as this is considered a critical area by the OEC. Supervisors are responsible for knowing facility counts at all times. Staff are considered to be a professional working with young children. The love and care staff provide them will support the supervision of children. **Children shall not be left unattended at any time.** Children are to remain in their appropriate age groups/classrooms and be engaged in appropriately planned activities. Staff may not be engaged in independent activities that do not include children. This includes, but is not limited to, activities such as card games of solitaire, computer games, etc. Children shall never be allowed to enter teachers' workrooms, lounges, the AC office/storage area or any other restricted area - even if accompanied by an adult. Staff should have with them at all times the children's applications that include emergency contact information, non-authorized pick-ups, allergies/medications and special needs. Should a child come to AC and is not on the roll sheet, or staff know the child has been dis-enrolled, the Program Coordinator should be notified immediately. When a child comes to a staff member with a complaint of being hurt or feeling sick, it is the responsibility of staff to ensure that the student's needs are addressed immediately.

### Additional Adventure Club Safety Measures:

- When in doubt of documenting an incident, utilize a duplicate accident/incident form or give the parent a care call.
- Any time a child hits their head, or has a head injury, a care call is made to the parent by the Supervisor.
- A staff member in charge of a child or a group of children shall be responsible for the children's safety.
- Staff are aware of fire, tornado, and other emergency procedures.
- Fire and tornado drills are conducted each month.
- Intruder drills are conducted each quarter.
- All personal belongings of children will be examined upon arrival as outlined by Minimum Licensing Requirements.
- If available there are always 2 staff members responsible for opening the site in the morning.
- If a child needs to use the restroom, the buddy system may be used for children 2<sup>nd</sup> grade and up only.
- If a child needs restroom assistance, it will be provided by 2 staff members.
- For all new staff, a Child Maltreatment, Criminal Record Check and FBI fingerprinting are submitted.
- Enrollment at some Adventure Club locations may be capped until additional staff can be hired. This prevents supervisors from consistently being a group teacher, allowing for better supervision at the site.
- All phones used for parent entry allow for better supervision.
- Staff shall never be alone with 1 child, except in the instance when a child is ill or has behavior concerns and needs to be removed from the group until a parent can arrive for pick-up. Minimum Licensing requires 1 staff per 18 youth. As numbers decrease in the afternoon, groups are combined.
- Child Maltreatment Training is provided at the beginning of each school year. It is also included in New Hire Orientation and Summer Orientation.

- During movie and center time, and while in the computer lab, gym, and other areas, teachers are not to be sitting with the children. They are required to be up, walking around and monitoring the youth's activities. Lights must also remain on during these activities and in these areas.
- Children are not permitted to sit in a staff member's lap. When approached for a hug, staff should give children a "side hug".
- Staff are instructed on how to monitor and interact with their groups to promote interaction and safety in all areas.
- Middle school students who have a signed technology waiver may use their electronics only in designated areas and at designated times. Staff must supervise students' online activities closely and monitor their Wi-Fi access to ensure youth are on the district's BYOD Wi-Fi.

**Ratio:** Staff/child ratio is a critical requirement that staff shall maintain at all times. Children do not realize the danger of being unsupervised. Because of this, it is imperative to have methods and strategies in place for ensuring that all children are accounted for at all times. You are at **all times** responsible for the safety of children in your care. To do so you must:

- Count children by matching the name on the roster to a child's face.
- Count on a scheduled basis at every transition. You shall count children and check your list approximately every 15-30 minutes. When walking somewhere as a group (i.e., to the playground, restroom, etc.) you must stop and count before you leave an area, when you arrive at your destination and when you cross a threshold.
- Be sure you can state the number of children in your care at all times.
- Record the count on an attendance sheet, lanyard, etc.
- Notate any children who leave the group (i.e., go to an extracurricular activity, those who are picked up early).
- Have a system for knowing where children are as they move from room to room or from inside to outside; and have a system for transferring responsibility to another staff member when you go to break, etc. Tell them your count and any applicable information regarding any children in your group/class. Ask the count again when you return.

When children use the restroom facilities, they may not need direct supervision. Your role at this time is to help children use the restroom facilities safely, independently and to supervise hand washing and other sanitation procedures. You should be able to see and hear all children, and be able to enter the restroom quickly if help is needed.

**Transitions:** Transitions are inevitable – so here are some tips that may help:

1. **View transition times as opportunities for learning** - Transitions hold many opportunities for skill-building, problem-solving, listening, following directions, and cooperation.
2. **Make transitions fun** - A good teacher can make wearing two mismatched mittens sound like the most fun and exciting thing in the world just by facial expressions and tone of voice. Utilize your face and voice as teaching tools.
3. **If there are two adults, one adult should stay with the majority of the children who are ready (or not ready) and the other staff member should be facilitating the rest of the group** - Strategically positioning yourself is an invaluable tool during transitions. Do not penalize the children who are ready and doing what they should be doing.
4. **Eliminate 'Lining Up' and minimize waiting** - Lining up lends itself to children being in each other's personal space. This often leads to pushing, shoving, kicking and whining. Movement in small groups is preferable - and much more manageable if there is more than one staff member. Stagger small groups of children. If you must line-up, or there is an unexpected wait for the next activity (example: lunch is late), utilize fingerplays, songs and games that require no props. A good teacher has a repertoire of fun little games and activities they can "pull out of a hat" at any given moment, and also utilizes teachable moments to talk and process the child's experiences of the day, while encouraging cognitive development.

5. **Give children adequate time to prepare for transitions** - We need to be respectful of children and their choices. They need to mentally prepare for changes, and feel that they have some control within their environment and their day. Predictable cues can also be an effective and helpful tool. Children respond to structure and routines, and consistency enables them to feel safe, secure, more in control and competent. Choose children first who are not engaged in any activity, (or who need some redirection), to start moving into that next phase of the day.
6. **Utilize positive reinforcement as a tool** - Children generally strive to please. Reward appropriate behavior with recognition, praise and positive reinforcement. Try to stay away from always relying on external rewards like stickers. This can often backfire, and you may have children who will only do what is expected if they get something in return.
7. **Know who you need to keep an extra close eye on** - Certain children need extra guidance during transition times, or take advantage of the fact that your focus is fragmented. You will want to shadow these children closely - again using positive reinforcement when they display appropriate behaviors.
8. **Some children need specific directions comprised of only one or two commands at a time** - Some children cannot comprehend or process multiple directions given all at one time. Think about this the next time you get that child who just stares at you, whom you think is just being disobedient.

**Movie Time:** Adventure Club does offer students the opportunity to watch a movie but only one day a week including inclement weather days. Movie time will not be offered before 4:30 p.m. with the exception of full days out. Maximum movie time will be 1.5 hours. Additional activities will be available for the youth who choose not to participate. Movies offer both educational and social value, therefore a ratio of 50% educational and 50% social value will be maintained.

**Assignment:** AC/BB staff will be assigned to a group of children or a specific child. All staff are responsible for keeping your area clean at all times and help with cleaning other areas at the Site Supervisors' request or as needed. All staff help with general cleaning tasks. The Site Supervisor will assign specific duties based on need. These may include, but are not limited to:

- Bathroom: flushing toilets at the end of the day and picking up any trash
- Floors: vacuum, sweep and/or mop
- Carts, Cots, Cubbies, Toys and Equipment: clean, disinfect and organize
- Furniture and Walls: keep free of dust, food, glue, sticky-tack, and crayon/marker/pencil marks
- Trash: pick up trash from floors; put trash in hall; replace trash can liner
- Storage Areas: clean, label and organize

**Assigned Area/Location:** Staff are expected to remain in their assigned area, with their assigned children while on the clock, unless they are on their break. Roaming, visiting with other staff in classrooms, etc. will not be tolerated. For Building Bridges staff, nap time is for accomplishing in-classroom tasks such as organizing, paperwork, developmental screenings, portfolios, work sampling, etc. Staff are not to leave the room to get items needed for the day's activities, visit another classroom, etc. Preparation for the day should be done during the prior day's scheduled planning time, and visiting with other staff members should be done while on break.

**Classroom Usage or Borrowed Space During Adventure Club:** Prior to entering the room, staff should note anything that could be damaged and anything that is not picked up or put away. Photos will be taken of the classrooms prior to use. In addition, children should be reminded of the expectations for the classroom usage.

- Staff, nor children may sit at the teacher's desk.
- Staff will actively supervise children.
- Staff will report any damage immediately.
- Students may never be left unattended.
- Staff will use appropriate volume and tone of voice.
- Staff will use positive rewards for good behavior.
- Staff, nor children will touch the classroom students' belongings.

- Treat the classroom with respect and make sure the classroom is kept neat/orderly.
- Pick up/put away anything taken off of the cart and use only supplies that belong to Adventure Club.
- Children will walk in the classroom and building, and will use quiet voices in the hallways.
- Staff and children will stay out of areas blocked off by the classroom teacher.
- Staff will adhere to specific classroom teacher requests.
- Turn off lights and shut the door of the classroom/work space/office when leaving the room. Staff are responsible for cleaning up while using the space and afterwards. The areas used should be left in better condition than upon arrival.

**Guidance/Discipline:** Behavior guidance is considered a critical area by child care licensing. Discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control.

- Physical punishment shall not be administered to children.
- Staff shall not shame, humiliate, frighten, physically or mentally harm children or label children negatively.
- Discipline shall not be associated with food, rest, or illness. During rest time for BB and quiet time for AC, children shall not be forced to remain on a cot or mat if they do not fall asleep, and shall be allowed to participate in a quiet activity that does not disturb the children who are asleep.
- Time out is not used in Adventure Club or Building Bridges due to the fact that it is not considered best practice. Conscious Discipline techniques will be used to support positive behavior guidance. This includes redirection, engagement and reinforcement.
- The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children; these include, but are not limited to: restraints, washing mouth with soap, taping or obstructing a child's mouth, placing unpleasant or painful tasting, substances in mouth, on lips, etc., profane or abusive language, isolation without supervision, placing child in a dark area, inflicting physical pain: hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting, spanking, swatting, etc., forced physical activity, such as running laps, doing push-ups, etc., verbal abuse, yelling, writing sentences, or any form of group punishment.

It is the philosophy of Adventure Club/Building Bridges to provide positive discipline/guidance to children.

- Redirection: Suggest appropriate behavior.
- A Quiet, Private Talk: Show respect for the child's feelings. Get down to the child's level and give the child our complete attention. Be direct and brief.
- Direct Praise: Praise the child that is behaving appropriately. Catch the child being good and comment on that to the child. Avoid always catching the child engaging in inappropriate behavior.
- Indirect Praise: Praise a child who is behaving the way you want the rest of the group to behave.
- Role Model: The staff should always be a role model for children. You should role model behavior such as using a whisper voice when you want them to be quieter.
- Logical Consequences: The outcome is a natural consequence of the misbehavior.
- Arrange Contingencies: For acts of physical aggression or other serious offenses, a "calm down" or supervised separation from the group is appropriate. Give forewarning, then follow through in a firm, fair, and friendly manner with the action announced. When the child is calm enough to listen, explain the reason for the separation, ask what he/she felt, why he/she did it, and how it made the teacher or other children feel. Learn to react positively and consistently to maintain an enjoyable and relaxed learning environment.
- The "Stop and Think" problem solving technique will be taught as well as Conscious Discipline strategies.

Learning to express emotions verbally and honestly is a normal part of childhood. All staff can help by modeling appropriate behavior and by teaching an acceptable vocabulary to express anger, annoyance, sadness, etc. Staff must be aware of possible discipline problems that can be avoided and must always listen to what all children have to say.

**Child Abuse:** Staff are mandated reporters for child abuse and must report suspected child abuse or neglect. The supervisor/Program Coordinator can provide support and direction if staff suspects child abuse with one of the students. Staff must complete the child maltreatment form for documentation and make the call the same day of the suspicion. The Child Abuse Hotline number is 1-800-482-5964. A supervisor/Program Coordinator should be notified after the report is made in order to contact the Child Care Licensing Specialist which must be done any time a hotline call is made. Confidentiality should be maintained to protect everyone involved and only necessary parties should be informed. Staff should be aware of constant bruises or marks on a child as well as be aware of what children say. Staff should not question children regarding suspected abuse. There is a criminal penalty for violation of this report law. As a mandated reporter, it is an obligation of AC/BB staff to report any infractions by other staff of licensing or policy to your Program Coordinator/Team Leader for self-reporting purposes.

**Child Custody:** Each group/classroom must have a current enrollment sheet for each student. It is the staff's responsibility to be familiar with the application of each child. Staff should note who is authorized to pick up each child and the family status. In the event someone who is not authorized to pick up the child comes; the Site Supervisor and staff will call the parent for verification. Staff must be aware if there is a custody situation. This and other information about the family is confidential and should not be discussed with others. Staff are responsible for verifying the identification of a parent or authorized pick up with a state photo ID card or driver's license.

**Health:** Children should not attend Adventure Club or Building Bridges if they are ill. However, children that become ill and have a temperature of 100.4 degrees temporal (forehead) or 99.4 degrees under the arm will have a parent called to pick them up. Staff should complete an Ill Child Form detailing the child's symptoms and what time the parent was contacted. The child should be isolated from the group in an area that can be supervised and provided a cot or mat to rest on. The cot must be sanitized when the child leaves. The Site Supervisor or 2nd in Charge will be in charge of ill or injured children and the dispensing of medication (with the exception of emergency medications such as EpiPen's, rescue inhalers, etc.). Emergency medications shall be kept in a locked box with, and dispensed by, the classroom teacher. When dealing with a child vomiting or bleeding from an injury, staff must wear gloves. Each site has a first aid kit and each group/classroom has a small first aid bag in their group notebook/backpack to be taken outside during playtime. Emergency first aid will be given. If the accident is serious, the Program Coordinator, parents, and doctor should be notified at once. Care should be taken in deciding to move an injured child. For accidents or incidents, an accident/incident form must be completed to be signed by the parent and parent is given a copy. Children who must receive medicine during the hours of Adventure Club or Building Bridges must have a signed medical form from the parent along with the prescription. This medicine must remain in a locked area at all times. When medication is given to a child, the date, time, dosage, and the supervisor's signature are recorded on the medication form. All medication remains in the original container with a child resistant cap, indicating the child's name, type and date of prescribed medication, amount and times of dosage. Over the counter medication may not be given unless it is in an unopened container accompanied by a doctor's note.

## **Facility Procedures**

**Monthly Checklists:** Site Supervisors and staff have monthly checklists to provide checks and balances to ensure all aspects of the program are being implemented as expected and nothing is overlooked in order to ensure the highest level of quality. AC checklists are related to program procedures during staff planning time, the arrival routine, lesson planning, portfolios, outside and gym time, care of the materials carts, licensing requirements, health and playground safety and closing procedures. BB checklists are related to licensing requirements, facility files, sign in/out and roll sheets, lesson planning, organization, food program, behavior guidance, medications, health and playground safety.

**Licensing:** Adventure Club and Building Bridges are licensed by the state and abide by all rules and regulations outlined by the Department of Human Services. Staff members are to follow these rules as stated in the Minimum Licensing handbook. A copy of the Minimum Licensing Requirements is on file at each Adventure Club/Building Bridges site and staff receive a copy upon hire. Staff are provided annual training on these rules and regulations.

**Volunteers or Student Observers:** Anyone who volunteers or observes more than one time in a childcare facility must have a cleared child maltreatment form in order to be present in the facility. This documentation must be verified by staff/supervisor. This also includes therapists or other persons who have routine contact with children. Therapists must also provide a copy of a cleared criminal record check and FBI fingerprinting. Volunteers shall be 18 years of age or older unless under the direct supervision of the Site Supervisor and has been approved by the Child Care Licensing Unit. BHS Service Credit workers must have a record check (must include a parent signature if under the age of 18) along with an alternative compliance approved by Child Care Licensing.

**Risk Management:** Staff will refer to the Emergency Procedures handbook for specific directions and utilize the risk management tub as needed. The supervisor is responsible for accessing the tub for all drills and emergencies. Annual risk management training will be provided.

*Emergency Safety* of the children and staff is of the utmost importance. Staff members should always be alert for dangerous objects or situations that may arise. Staff members are responsible for the safety of the children, as well as, themselves while on duty. Staff should be prepared for any emergency, including remaining calm, sensible, and objective during a crisis situation. We will evacuate the building during a fire, bomb scare, or other threat using proper escape routes. We will also be prepared for a tornado or lock-down following the proper procedures. Staff is instructed in the use of fire extinguishers in the event it is necessary to use them. *The procedure for a fire is:*

- Children are taken out of the building and far enough away from the building to allow safe access by the fire equipment.
- Staff members take their attendance sheets with them when exiting the building and account for all children.
- Fire drill procedures are practiced once monthly on different days and at different times and results documented.
- Exit route diagrams and procedures are posted in the classroom or on the cart. Other emergency procedures are posted also and staff should be familiar with them.

*Bus Safety* is of vital importance to the success of Adventure Club field trips. Transportation is one of the four minimum licensing critical areas. Staff members must explain bus safety rules to students, including the need for quiet voices and loading and unloading procedures. Students must have a permission slip to attend each field trip. Only buses with a child safety alarm device are allowed to be used. Staff will follow protocol to ensure proper buses are being utilized. The following rules apply when using the bus:

- Attendance is taken by counting children and calling them by name. This is done as children get on the bus, while on the field trip, and when loading the bus to return to school. Roll should also be checked again upon arrival into the room. The form is then signed by the Site Supervisor and the bus driver.
- Staff should post themselves in the front, middle, and back of the bus in order to view all children.
- Staff should have children who may have potential behavior problems sitting next to them.
- Staff should monitor children at all times while on the bus.
- Students should never be left on a bus unattended.
- Staff should check the bus before getting off to make sure all children are off the bus.
- Food or drinks are not allowed to be consumed while on the bus.
- Staff is responsible for loading and unloading the bus with lunches, water jugs, and/or coolers.
- Staff is to be friendly and courteous to all Bentonville School District bus drivers.

*Field Trip Safety* is absolutely crucial; parents entrust us to keep their children safe throughout the day. Some Adventure Club field trips, such as bowling, swimming, and roller skating, can be potentially dangerous to participants. Staff members are expected to supervise carefully at all times to minimize the risk of injury. Staff should use good judgment regarding their own, individual abilities and limitations when deciding whether or not to actively participate with the children while on field trips. Participation is at the staff members own risk. A staff member must inform the Site Supervisor if he/she feels uncomfortable or incapable of a field trip supervisory

position. (A non-swimmer, for example, would be safer supervising the snack bar than the deep end of the swimming pool.) Also, the supervisor in charge must check that all staff have their group binder which ensures all emergency information for each child is available if needed.

*Playground Safety* is increased with proper supervision. A playground can be potentially hazardous, but with proper supervision, it can be a fun place for children and staff and the chance of injury can be greatly reduced. The following rules are observed by all staff:

- Staff members must know how many children are in their care at all times. Roll sheet, sign-in/out sheet and all applications must always accompany the group.
  - Children are counted before going outside.
  - Children are counted while they are outside.
  - Children are counted as they come inside.
- Staff must be posted around the playground area staying alert to what is going on around them.
- Children use equipment as it was meant to be used.
- Children are never sent outside a fence to retrieve a ball, etc.
- Children are not allowed to engage in hazardous play at any time.
- Staff is actively supervising any dangerous areas closely, not sitting.
- Children should always be within the sight of staff.
- The number of children and age variation is limited to avoid overcrowding and dangerous situations.
- Children are never left unattended. If a child is injured or sick, the staff member does one of the following:
  - Call for another staff member to assist.
  - Send another staff member to get the Site Supervisor.
- Children may leave with their parents after they have been signed out.
- Staff members give their full attention to the children in their care.

**Conclusion:** It is our hope that this employee handbook is informative and useful. Again, it is a supplement to the Bentonville Schools Classified Personnel Policy Handbook which can be viewed at: <https://go.boarddocs.com/ar/bentonville/Board.nsf/Public>. Staff should keep it handy for quick reference. We welcome you to the staff of Adventure Club and Building Bridges. We are happy you were selected to join our professional team of dedicated people, working to provide a quality childcare environment for the children in the Bentonville School District. Working with children can be a truly rewarding experience, a real '*adventure*' in the lives of children because we are '*building bridges*' to a brighter future for the children that we have the pleasure to work with.