Employee Handbook
2026-2027

Where Excellence Lives

A Message from the Superintendent

Bentonville Schools is where excellence lives and you're important to our success! We value our employees and want to provide the support to help you be your best. We believe you will find transparent guidelines and direction in this employee handbook, so I encourage you to carefully review it.

Our logo represents three tenets by which we strive to operate. The bottom pillar represents *integrity,* because integrity is foundational to everything we do. The middle pillar with its gradient band represents *opportunity*. We provide infinite opportunities to all students. Finally, the top pillar represents *excellence.* Bentonville Schools is where excellence lives.

Only the best teachers are employed in Bentonville, because our students deserve nothing less.

Welcome to the Bentonville family.

Sincerely,
Dr. Debbie Jones

EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information.

Policy 3.19 - Licensed Personnel Employment

Policy 8.13 Classified Employment

District Policies

The personnel policies of the District in effect at the time an Employee's contract is entered into or renewed shall be considered to be incorporated as terms of said contract and shall be binding upon both parties unless changed by mutual consent (Ark Stat. 6-17-204). District Personnel Policies as well as all other District Policies are published on the District's website.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF A TEACHER

- Teachers will teach district approved curriculum based on state frameworks and standards.
- Teachers will prepare assigned classes and show written evidence of preparation upon request of the immediate supervisor.
- Teachers will develop lesson plans and instructional materials and provide individualized, small group, and whole class instruction to differentiate the curriculum to the needs of each student.
- Teachers will translate lesson plans into developmentally appropriate learning experiences.
- Teachers will employ a variety of instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Teachers will effectively evaluate student growth through CFAs, District Summatives, and standardized tests and keep appropriate records.
- Teachers will identify student needs, make appropriate referrals, and develop strategies to support students with IEPs, LPACS, and 504s.
- Teachers will make appropriate accommodations/modifications for G/T, ELL, IEP, 504, and other individual student needs, including learning style.
- Teachers will create a safe and orderly classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

- Teachers will assist the administration in implementing all policies and rules governing student conduct, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
- Teachers will support and enforce state statues including bell to bell no cell in school and classroom environments.
- Teachers will be available to students and parents for education-related purposes during the instructional day and extended hours when necessary.
- Teachers will attend and participate in faculty meetings and professional development activities.
- Teachers will collaborate with other members of the staff in planning instructional goals, objectives, and methods.
- Teachers will communicate regularly with various internal and external publics to develop and maintain a positive school/community relationship.
- Teachers should support and participate in extracurricular activities, such as PTO, sporting and cultural events, graduation, etc. as a professional best practice.

ABSENCES

Absences for school business, professional development, illness, or any reason adversely impact classroom instruction and District operations. District policy defines excessive absenteeism as missing more than 12 days during the school year. Days absent above 10 percent of the employee contract are defined as grossly excessive. Absences which reach these thresholds will generate additional communication and reminders from your principal and HR. See Policy 3.8 Licensed Personnel Sick Leave and Policy 6.5 - Classified Employee Sick Leave

ABSENCES - ILLNESS

If a staff member is out sick, he/she must use a sick day if he/she has one. Leave without pay cannot be taken to "save up" leave days. Descriptions for illness are voluntary in compliance with 1996 HIPPA Act. A doctor's note may be required for your absence.

Should you find it necessary to be absent, enter your absence in Frontline Absence Management system by 6:00 a.m. and then contact your building administrator/supervisor and building substitute coordinator by phone (if needed). If you are unable to enter your absence online, contact Kelly Education Fulfillment Team. Their hours are Monday through Thursday, from 4:30am – 6:00pm and Fridays 4:30am– 5pm and can be reached at 800-528-0049 option 1. If your position does not require a substitute and you are unable to enter your absence, please contact your building/department bookkeeper.

Substitute plans should be emailed to building administrators, attached to your Frontline absence, or be placed on your desk by 7:00 a.m. (6:00 a.m. for HS Zero Hour) on the date of your absence. Lesson plans should be kept up-to-date to enable the substitute to facilitate the class. If you will be absent for an extended period due to illness, please contact your HR assistant to discuss leave options. If you have a concern with a sub, please contact campus sub coordinator as soon as possible.

ABSENCES - JURY DUTY
Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor. The employee must present a copy of the summons to jury duty to his or her supervisor in order to confirm the reason for the requested absence.

ABSENCES - PERSONAL BUSINESS DAYS
Personal business days are to be submitted through Frontline five days before the absence in order to obtain the principal's approval or denial. If the personal business day is denied, a substitute will not be called and your absence will be canceled. Certified personnel wishing to take a personal business day just before or after a holiday must have prior approval from their building principal/supervisor. See Policy 3.10 Licensed Personal Business Leave and Policy 6.7 Classified Personal Business Leave

ABSENCES - PROFESSIONAL DEVELOPMENT
Professional Development that requires an absence while students are in session is limited to three student contact days per year. All professional development days must be approved by building administration two weeks prior to the training date. Absences must be entered into absence management by the employee and include fund code, and name of professional development with brief description.

ABSENCES - SCHOOL BUSINESS
Sports will be coded under the athletics budget. Any other school business absences will be coded using the Principal Operating budget unless otherwise funded by the district. When entering an absence include who, what, where, why, and when in the description. If a staff member teaches Zero Hour, he/she should note the start time in Frontline Absence Management.

ABSENCES - SUBSTITUTE LESSON PLANS
The following should be placed in a folder on the teacher's desk on or before the day of a staff absence:

1. Emergency phone number to contact you during absence
2. Class rosters
3. Class rules
4. Blank attendance sheet available from eSchool for each class period
5. Seating charts to enable sub to know students
6. Daily class schedule
7. Lesson plans
8. Team lead name or other contact if the person absent is the team lead
9. Fire/Tornado/Lockdown drill information
10. Information concerning the location of Emergency Procedures information
11. Student accommodations, via 504, IEP or LPAC

ACCEPTABLE USE OF THE BUILDING

The District has defined acceptable building usage in policy. Should you wish to use the building for personal use (including tutoring, fine arts lessons, clubs, etc.), please visit the policy and see an administrator for the appropriate district forms and approval. Charges and rental fees may apply. Outside groups and individuals need to be directed to an administrator.

ACCESS CONTROL/KEYS

Each staff member will receive an access control key card to enter the building. Please note that the time the cards are active are from 5:00 a.m. - 10:00 p.m. seven days a week for licensed staff, five days a week for classified staff. Employees are responsible for replacement cost of their key cards should it be lost or stolen. Please report lost/stolen key cards immediately. Access cards/keys are non transferable and may only be used by the person to whom it has been authorized.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

The possession, use of, or being under the influence of an alcoholic beverage or an illegal drug on school property or at a school function is prohibited for students and staff and can result in expulsion or loss of employment, respectively.

ASSEMBLIES

During the school year there are scheduled assemblies. These occasions will be announced well in advance, whenever possible. All staff are expected to attend those functions and aid in maintaining proper student behavior.

CARE/MAINTENANCE OF ROOMS

Staff members are responsible for their assigned room. The room should be neatly arranged and free of clutter. Due to fire code, wall hangings should take up no more than 20% of wall space. Items hung on walls should support instructional practices and standards. Report damage to room/furnishings to building administration. Should your room not be cleaned, or not cleaned well, please notify building administration. Permanent classroom pets, with the exception of fish, are not allowed. Any pets brought into the building must be approved by building administration. Repair needs should be reported to designated building personnel. All maintenance requests require a work order which can only be entered by designated building personnel. Maintenance personnel should not be contacted directly. Do not drill, nail, or otherwise put holes in the walls. Use ceiling hooks, tack strips and bulletin boards. Any curtains must be properly fire treated. Permanent Christmas lights and outdoor patio lighting are not permitted per State fire code.

CHILD ABUSE SUSPICIONS/ MANDATORY REPORTING

- When any staff member suspects any form of abuse, the staff member should immediately report that suspicion to the Arkansas Child Abuse Hotline (ACAH) at 1-800-482-5964 or through the Arkansas Department of Human Services online portal at mandatedreporter.arkansas.gov
- After the staff member reports that suspicion to the ACAH they should immediately report the details of the incident to his/her building guidance counselor and campus

principal.

- Maintain a record of your date and time of the call and who you spoke with at ACAH. Sharing this by email with your principal without a student name or confidential details is a best practice as your official, secure, documentation of the call. See grade-level Hub for forms and procedures.
- After reviewing the incident with the reporting staff member, the counselor should also immediately report the details of the incident to his/her building principal and assistant principal(s).
- After reviewing all the information available, the building principal, assistant principal(s), and counselor should develop an action plan on how to proceed. This plan should include confirming that ACAH has been notified, how the investigation will proceed, that the student is safe, etc.
- Within 72 hours of the suspicion being reported to ACAH, the building counselor will file a brief written report/summary of the incident with the building principal and enter into the care log (9-12).
- If at any time in the process you require additional help, input, direction, assistance, etc, please contact the building principal.
- If at any time a staff member believes a student is possibly in danger due to an in-home offender, building personnel need to double report by calling the ACAH as well as the police department jurisdiction for the city in which the student resides.

It is state law that we must file a report with DHS if we suspect that abuse has taken place. We also must be mindful that abuse can take many forms: physical, sexual, psychological, and emotional. It is our primary purpose to protect those most at risk of being subjected to these varying kinds of abuse.

CLASSROOM EXPECTATIONS

All teachers should have Multi-tiered Behavioral Intervention Procedures for their environment. This should be posted, visible, and shared on the website. Rules should be stated positively. Parents should be contacted if behavior is detrimental to learning. See Progressive Discipline Plan. Act 1084 of 2021 or SS 6-18-2404 requires school districts to implement positive behavioral supports.

CODE OF ETHICS

The Code of Ethics for Arkansas Educators defines minimum standards of ethical conduct for all educators. The Code of Ethics page on DESE can be found using this QR Code.

In recognition of the level of trust placed in District employees, the duty of care District employees have towards their charges, and the need for District employees to model appropriate behavior for their charges, the District has, and will continue to hold, its employees to a high standard of

conduct. Policy 3.17 - Licensed Personnel Code of Conduct and Policy 8.45 - Classified Personnel Code of Conduct

COMMUNICATION
Best practices when communicating with parents, colleagues, writing referrals, etc.

1. When sending communications to guardians, please remember to use School Status.
2. Respond to parents initiating correspondence within 24 business hours.
3. When necessary, consult a principal to help you draft an email or make a call in concerning situations.
4. Do not engage in lengthy email trails, stick to the facts. Call instead of emailing for detailed conversation.
5. Describe the behavior and allow the parent to "name" or "label" the behavior. Do not use inflammatory language or generalized words (lie, cheated, rude, disrespectful).
6. Do not depend on emails to deliver negative information, make a phone call.
7. Ask for parent input on the dilemma with their student.
8. Call for good news as well as concerns.
9. Listen. Thank them for their input and concerns.
10. Send an email to document the call and include your resulting "to do" list.
11. Do what you say you are going to do.
12. Know that sometimes you are simply taking information to do research and get back with them later. Not everything needs an immediate answer in the first call.
13. Address concerns with people at the initial level before advancing the conversation up the chain of command (student first then parent; counselor; Asst Principal, then Principal)
14. All communications regarding a student can be part of a student record and can be collected for a file. Personal texts, social media, and emails can be collected under the Freedom of Information Act and deemed unprofessional and potentially unethical if linked to a student, parent, or professional situation.
15. Limit student communication to their school email accounts and professional forums. Do not communicate by phone, text, personal email accounts, social media, etc. Staff communication is limited to the universal communication portals provided by the District.

Bentonville schools is a district of talented staff and leaders. We believe most inquiries or conflicts can be solved through productive professional conversation. Therefore, all employees should address questions/concerns first through the proper chain of command, beginning with one's immediate supervisor.

CONTROVERSIAL TOPICS AND LANGUAGE
All staff members will practice respectful behaviors and strategies. Staff members will refrain from use of demeaning and derogatory language and hold each other and students accountable when events, activities, and behaviors threaten the respectful and welcoming climate we seek to uphold.

We are to address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political or sectarian issues. Students and educators shall ensure that to the extent possible, discussions are conducted fairly and courteously. Please refer to your grade-level hub for more detail regarding your level.

COPYRIGHT COMPLIANCE

Copyright laws should be adhered to at all times in our employment. Consult a principal or librarian with questions and concerns about copyright laws.

COUNSELING DEPARTMENT AND REFERRALS

If a student needs to speak with the counselor for an academic, social/emotional, and/or personal concern, they must fill out a Counselor Request Form (either electronically or pencil/paper). The counselor will immediately receive electronic requests, and pencil/paper requests should be turned into the counselor's mailbox or delivered to the counseling suite the day-of, to ensure student needs are met as quickly as possible. The counselor will schedule a time to meet with the student based on availability and severity of the need. If the student fills out a request form and informs a teacher, the counselor, or other staff member that their concern is an emergency, the counselor will work to meet with the student immediately. A concern is only considered an emergency if harm to self or others is involved, if the student appears to be in a state of crisis/cannot calm down, or if there appears to be any sign of maltreatment that they need to report.
Please see the "Self-Harm Procedure for Teachers and Staff" section below.

Self-Harm Procedure for Teachers and Staff:

At any time a staff member encounters a situation in which a student or staff is contemplating self-harm, the following process must be carefully followed:

- Stabilize the Situation
- Stay calm.
- Never leave the suicidal person alone.
- If possible, escort the person to the counseling office or the school resource officer. If not possible, notify the office immediately.
- Never send emails, texts, or delay the message that a person is in crisis.
- Talk with the person immediately to determine if he/she has any dangerous instrumentalities (weapons, substances, or other material capable of inflicting mortal harm) on or nearby his/her person. If the person allows, immediately remove these instrumentalities from the student and the student's environment.
- Accompany the person to a non-threatening place away from other students/staff, but where there are other adults and phones within proximity.
- Without leaving the person, notify the school counselor and/or administrator as quickly as possible.

CURRICULUM/INSTRUCTION

Arkansas' Learning Standards are defined in the Arkansas Curriculum Frameworks, which are discipline-based and clearly describe what students must know and be able to do in each academic

content area. The rigorous academic content standards and the student learning expectations within each document provide the focus for instruction for each local school district, without rigidly prescribing every element of the local curriculum. As a district, we must ensure that we provide all students a guaranteed and viable curriculum through our adopted high quality instructional materials (HQIM).

BSD Curriculum can be found at the links below:
Elementary Hub
Middle Level Hub
High School Hub

DISCIPLINE APPROACH/PHILOSOPHY
Positive Behavioral Interventions and Supports/Conscious Discipline (Multi-tiered Behavioral Intervention Procedures/CD) Multi-tiered Behavioral Intervention Procedures/CD are frameworks for school and district-wide systems for creating and maintaining safe and effective learning environments. Multi-tiered Behavioral Intervention Procedures/CD are a multi-tiered model of research-based strategies. Using data-based decision-making, these strategies increase the likelihood of appropriate behavior and decrease the likelihood of inappropriate behavior through implementing, teaching, and consistently using the strategies. The teaching of lessons tied to a school's Multi-tiered Behavioral Intervention Procedures Matrix ensures a solid foundation of social/emotional skills for elementary students.

Please see your grade-level hub for procedures and grade-level rubrics.

Employee Participation in Student Disciplinary Proceedings
Employees of the district are not permitted to testify as character witnesses in student suspension or expulsion hearings. Employees may not use district or school letterhead when writing letters of reference or support for any student involved in a disciplinary matter.

DUTIES/RESPONSIBILITIES
Licensed employees are Exempt employees and may have other duties as assigned that reach beyond the standard reporting times. Before or after school events such as tutoring, parent meetings, faculty meetings, 504 meetings, etc. can be expected of salaried employees. Please refer to your grade level and campus Hubs for additional duties and responsibilities.

END OF YEAR CHECKOUT
Teachers will check out at year's end using the checkout sheet provided by the principal's office. This checkout sheet will be provided to each teacher in May.

FACULTY MEETINGS
Faculty meetings will be called as needed at various times during the year. All faculty members are expected to be present. Please plan on attending these meetings and avoid scheduling conflicting appointments during faculty meetings. Those unable to attend because of unavoidable circumstances should notify the principal as soon as possible and plan to attend a make-up

meeting when and if scheduled. All Bentonville Schools will have at least one faculty meeting per month.

FERPA
Details of the Family Educational Rights and Privacy Act (FERPA) can be found at this address. https://www.ed.gov/search?search_api_fulltext=ferpa We do not have permission to disclose student information without a parent's consent. In general, we must have expressed written permission to talk about a student (or share written emails or records) with anyone who does not teach that student, care for that student as an administrator or counselor, and work for Bentonville Schools. Requests for educational records should be addressed within a reasonable time, but no longer than 45 days.

FIELD STUDY/ ACTIVITY TRIPS/COMPETITIVE TRIPS/OFF CAMPUS EDUCATION
The District recognizes the educational and social benefits that students derive from participating in organized, off-campus activities/field trips. These activity trips should be planned as an extension of the classroom curriculum or as part of an ongoing effort to promote positive behavior and citizenship in our students.

Definition: An off-campus activity trip/field trip is defined as any student trip taken during regular school hours, which can be documented as a supplement to the classroom curriculum, or is designed to foster positive behavior and citizenship. An off-campus activity trip/field trip may also include events occurring outside the school day that are associated with athletics and school-sponsored clubs.

No field trip should be announced to parents, students, or the community without all prior approval forms completed with a principal and/or any related District administrators. No funds should be raised without prior approvals for the fundraiser and related trip or activity in place.

Elementary Field Trip Procedures
Middle Level Field Trip Procedures
High School Activity Trips/Competitive Trips/Field Study
Overnight Field Study Travel

FLIERS/SIGNS/POSTINGS
Fliers, signs, and postings throughout buildings must be approved for posting by an administrator in charge of facilities. Drop off posters and signs (one original) to administration for approval. Signs may not be posted on the front doors, glass display cases or offices. All posters and signs must be removed in a timely manner.

FUNDS/FUNDRAISING/TRAVEL/FINANCIAL PROCEDURES
The following procedures are to protect both employees and the District. Failure to follow procedures may result in the employee reimbursing the district for the expense or other disciplinary measures up to and including termination.

Gift Cards
Under no circumstances will any staff members be allowed to purchase gift cards or gift certificates or receive cash back from any purchase. All purchases must be for goods or services received at the time of the purchase. In cases where credit is due, a credit invoice must be Requested.

Spending Public Funds
To insure proper expenditure of public funds, the District requires purchase orders for all purchases. The purchase order shall include a list of specific items to be purchased and be directed to the vendor whenever possible.

Money Collection
Money collection (field trips, fundraisers, t-shirt sales, etc.) should go through My Payments Plus (MPP). In the event cash or checks are accepted, all money must be given to the bookkeeper or put in the safe to be counted daily. It is never to be left unsecured. Teachers who leave money unsecured in the classroom are responsible for missing funds. All money is counted by the teacher who collected the money. The money and a summary of collections (money collection form) is given to the bookkeeper or put in the depository safe. The teacher puts the money in a disposable deposit bag and places the bag in the safe until it is counted the following day. When cash of more than $100 has been collected, it is counted together by the bookkeeper and the teacher who collected the money. The bookkeeper completes a pre-numbered three-part receipt when she verifies the amount. The white copy of the receipt is given to the teacher from whom the money was received. The yellow copy is then scanned to Accounts Receivable along with a copy of the deposit ticket. Deposits are made every Friday and any day on which the cash total in the safe exceeds $300. Deposits are taken to the bank by the school Bookkeeper.

Receipts and Invoices
Keeping up with receipts/invoices - Itemized invoices or receipts, with signatures, must be turned in to the bookkeeper by the end of the next business day.

Visa Cards
When not in use, Visa Cards should be secured in a locked file cabinet. Prior to checking-out Visa Card, a purchase order must be processed and approved for goods and services. When a Visa Card is checked out the bookkeeper will record the appropriate information on a Record Log. Visa Cards may be used only for the specific items listed on the purchase order.
At the time of purchase, the employee must obtain an itemized receipt. The Visa Card must be returned to the bookkeeper with the receipt. The purchase order number should be written on the receipt and/or invoice.
Lodging and hotel receipts should not include telephone charges, movies, or other miscellaneous expenses. Visa Cards may not be used for personal items, alcoholic beverages, or gasoline for personal vehicles.

Out of District Travel

a. The Etrieve travel form is to be used for employee out of district travel.
b. The individual traveling will fill out the form, along with a conference/event agenda. The form will follow a preset route of approvals based on the originators location and specific information listed on the form. Once the form has been fully approved, the form will come to the bookkeeper to request all necessary POs.
c. Once the trip is over, the traveling employee will turn in the Visa card and all receipts and invoices (with signatures) to the bookkeeper.
d. The travel form is also designed for trips with students (K-8). The teacher will need to select the radio button "Are students participating" to expand the form to add the additional information required.
e. Meal amounts should fit the meal per diem breakdowns. Upon return from the trip, those traveling are to email the bookkeeper with the breakdown of meals not covered by the hotel and/or conference for reimbursement.
f. Large groups from the same school can use one form or a reduced number of forms due to the limitation on the comment section. Individual forms will still be needed for meals per diems.

Fundraisers

All fundraisers for the school and PTO must be pre-approved prior to the activity. This pre-approval is obtained by completing the Fundraiser Approval Form in Etrieve.

FURNITURE

Our goal is to make sure that all teachers have a basic set of furniture that is equitable. Furniture must not be moved from room to room without approval from building administration. If you have a need for a classroom item that you do not have (desk, file cabinet, etc), contact building administration. Any furniture brought into the building by a staff member must first be approved by building administration. Please do not send emails sharing, "selling" or exchanging furniture.

GUEST SPEAKERS

All guest speakers must be approved by the building principal at least two weeks in advance of the engagement. The Guest Speaker Google Form can be found in your grade-level hub. The speaker should be informed that they will need a valid driver's license to check in to the main office upon arrival.

Guidelines:

- Must be relevant to the course standards and grade-level
- Teacher and Building Administrator will preview what the speaker will share; talking points, materials, etc.
- Teacher must remain in the classroom during the entire presentation (reference ACT 820)

GRADING PROCEDURES

Scores assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Educational objectives are

those contained in the Arkansas Standards and the Arkansas Curriculum Frameworks. Please refer to Policy 5.15 - Grading for grading procedures.

Artificial intelligence (AI) tools may be used by teachers to support instructional planning and assist in reviewing student work; however, **teachers remain responsible for all grading decisions. AI-generated feedback or scoring should be used only as a support tool and must be reviewed by the teacher prior to assigning grades.**

Please see your grade-level hubs under District Links for grading procedures for your level.

HEALTH OFFICE REFERRALS
Students are to be sent to the Health Office when they are sick, need to take prescribed medications, or are in need of immediate care (open wound, significant bleeding, etc.) When a student is sent to the Health Office, the district Health Pass must accompany them. The school nurse will provide staff with these forms. Students are not to self-medicate with either prescription or non-prescription medications. Nurses, Nursing Assistants, and Health Aides are the only staff members permitted to administer medication of any kind. Calls to parents for student pick-up due to illness or injury will be made by either the nurse or office personnel.

HOMEWORK
Homework is a valuable *extension* of skills students have already learned in the classroom and is expected to support student success. Refer to the Homework section of the Student Handbook.
Policy 5.9 -Homework
Homework Procedures

JOB SHADOWING
All job shadowing to be completed on our campus with our staff should be approved by the principal. All policies and procedures are applicable with visitors who are shadowing as with all students. FERPA regulations apply and should be regarded carefully as they apply to our students while we are being shadowed.

LEAVING THE BUILDING
Staff members must be mindful that leaving the building is an exception not the norm. Due to safety concerns, at no time is a teacher to leave the school building during the day without having first signed out through the sign-in/sign-out book in the office. If an emergency occurs, a teacher is to notify the principal or assistant principal before leaving the school building. Staff members are responsible for signing themselves in and out.

LESSON PLANS
Teachers should prepare daily lesson plans aligned to state standards and district curriculum. Teachers should adhere to the pacing guides provided by Bentonville Schools. To ensure communication of standards, objectives should be posted, and lesson plans should be visible. These plans should be readily available in printed or digital format.

LOST AND FOUND

Items found on school grounds should be turned in to the office. Each school maintains a lost and found. Items that are not recovered are donated to a community organization.

LICENSED PERSONNEL PLANNING TIME

Planning time is for the purpose of collaborative instructional planning, analysis of student data, lesson preparation, working with academic coaches, and conferencing with parents. Each teacher will have the ability to schedule these activities during his/her designated planning time. Teachers may not leave campus during their planning time without prior permission from their building-level supervisor. AR Code 6-17-114

MAIL / EMAIL / PHONE CALLS

Each faculty member has an individual mailbox. Teachers should feel free to use the mailboxes for any correspondence between teachers, departments, etc. It should be checked and emptied before school and after school daily. Please check the area below the mail slots for packages and/or boxes. Teachers are to check and respond to email daily. Please keep email brief. Use email for correspondence instead of paper when possible. Emails and phone calls should be returned within 24 business hours. Cell phones should be silenced during instructional time and meetings.

Electronic mail is provided to assist us in our professional work. Restrict email to professional use. General rules of use include that email should be brief, positive, and use all appropriate language conventions. Messages that are lengthy, controversial, negative, or confidential should be handled in person or on the phone. Use of student names and information in email should be vague and limited (ex. J. Hagget or Jon H. not Jon Terry Hagget ID 3339900). Avoid use of the "reply all" function except in cases that are completely benign or positive. Do not send school-wide or district-wide email without the approval of the campus principal/department supervisor. "All campus emails should be limited to administrator need. Most information should be shared via submissions to staff and student announcements. See also the section on Communication. When sending a mass email to parents, please utilize the blind carbon copy (BCC) option to protect privacy.

Parent requests for meetings should be fulfilled quickly. To avoid multiple phone calls or emails for scheduling, teachers are encouraged to offer 3 possible appointment times that are not all at the same time of day or same date and allow a parent to choose. Those options should all be within 3-5 business days. Teachers may request a principal to attend the appointment.

Email Signature - In order to maintain a professional image and a consistent appearance for all Bentonville School District electronic communication, all employees should have the same signature line format. Email signature lines should be exact and Email Signature Line Instructions must be followed.

All faculty and staff are expected to maintain a working knowledge of the Acceptable Use Policy for staff and students. Please note that all of our email and internet activity is public and subject to review by the administration or the public.

MAINTENANCE/CUSTODIAL CARE

Repair needs should be reported to the administrator/AP in charge of facilities via email. In the event you need to put something on a wall, please try cool glue guns on block walls and 3M Command Strips on painted sheetrock walls. Do not drill, nail or otherwise put holes in the walls. Use ceiling hooks, tack strips, and bulletin boards. Any curtains must be properly fire treated.

MOVIES/VIDEO USAGE IN THE CLASSROOM

Bentonville Schools maintains a district subscription to Swank Motion Pictures. This subscription provides copyright licensing that allows schools and teachers to show films in compliance with copyright law when used for educational purposes. Staff should follow district guidelines and the terms of the Swank license when selecting and showing films in the classroom. Movies and videos should be used primarily as brief instructional segments that support and enhance classroom learning. All videos shown in classrooms must be previewed in full by the teacher prior to use.

In K–6 classrooms, only G-rated film segments may be shown and must directly supplement instructional standards.

At the junior high and high school levels, videos rated PG or higher require parent notification and opt out form prior to viewing. Administrative approval must be obtained before the parent form is distributed. Please see grade level hubs for forms.

K-6 CURRICULAR CLUBS

Bentonville Schools provides opportunities for students in grades K–6 to extend their learning through curricular clubs and academic teams. Curricular clubs may be offered when they are directly connected to a course or class in which students are enrolled and receive a grade in. Schools may also offer academic teams such as Robotics, MathCounts, and other enrichment or competition-based programs. Participation in these teams may include a tryout process or be open to interested students depending on the program and school capacity**.**

SECONDARY ORGANIZATIONS/ CLUBS/ STUDENT GROUPS/ TEAMS

Clubs wishing to organize must first have a sponsor and constitution submitted to the appropriate assistant principal by September 15th. Addition of new clubs or organizations should be done only after much study on the part of the administration, prospective advisors, and students to determine a definite need for them. Some new teams and clubs require board approval. All club applications are reviewed and subsequently approved or disapproved by the appropriate assistant principal. Constitutions should define the purpose of the group, the membership, terms of membership, election of officers, all qualifications/demotions/dismisals, and intended plan of work. Student council, and all existing clubs, and other organizations will continue to submit an updated constitution annually. Clubs and teams requiring travel must hold an annual parent meeting. See Activity Trips/ Competitive Trips/ Field Studies for forms and details.

No clubs of any sort should use our school names or mascots unless they are official approved school clubs led by our faculty sponsors. We should not advertise any clubs or groups that are not ours in student announcements. Peach Jar should only advertise those within parameters set by

the Communications Department and should be scanned for inappropriate use of our school names and mascots.

All club activities should include the presence of our faculty sponsor at all times. Clubs with inherent dangers should operate with specific parent permission forms regarding injury. Faculty who take teams or clubs off campus should have a parent permission form (field trip form) and appropriate medical forms with them or available electronically at all times during the trip. Clubs or teams or groups with an adult volunteer who will spend more than 5 visits with our club/team/group, the principal will need to forward the list to HR for a background check that would cost the adult approx. $50.

Arkansas Act 847 of 2019 clarifies and requires that a student who participates in an extracurricular activity, shall not be required to pay for individual or group instruction in order to participate. This requirement should not be made by the faculty sponsor/coach, related parent leaders, student leaders, booster club, or others. Required payments are unauthorized whether they are paid through the activity fund by the families or directly to a booster club or vendor. Group instruction must be funded communally by fundraiser and paid as contract labor or other appropriate means.

Booster clubs or parent and community support groups by any other name must only be allowed after approval and sanctioning by the school board. See your principal who can arrange this with the CFO. Such groups should not exist and use the District name without this approval.

ORGANIZATIONS – LIMITED OPEN FORUM

Grades 7-12: Bentonville Schools is committed to excellence in all we do through innovative, inspiring learning experiences. The educational experiences extend well beyond the District classrooms into performances, athletic events, community service and club participation. The District has established a limited open forum for grades 7-12 by allowing non-curricular related student groups to meet on school premises during non-instructional time. Examples of non-curricular groups are Fellowship of Christian Athletes and the Democratic/Republican Clubs. There are many others. All non-curricular clubs grades 7-12 may meet at the same time the curricular clubs meet in the school building which includes before school, during the day club meeting time or following school.

Fair opportunity criteria require:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school or its agents or employees;
3. Employees or agents of the school are present at meetings only in a non-participatory capacity;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
5. Non school persons may not direct, conduct, control, or regularly attend activities of student groups.

The District and staff are not authorized:

1. To influence the form or content of any prayer or other religious activity;
2. To require any person to participate in prayer or other religious activity;
3. To expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. To compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. To sanction meetings that are otherwise unlawful;
6. To limit the rights of groups of students which are not of a specified numerical size; or
7. To abridge the constitutional rights of any person.

Please see grade-level hubs for additional guidelines.

PARTIES

Arkansas Law ACT 1220 dictates that each school can use 9 activity days to distribute foods of minimal nutritional value.

Elementary

District policy defines three class parties for elementary schools: fall, winter, and Valentine. The three class parties are part of the 9 food days allowed by ACT 1220. Please make every effort to work cooperatively with your homeroom parent to ensure there are healthy treats available to your students on party days. The treats provided must be in store bought, sealed packages with the ingredients listed on the package. Teachers and staff need to work closely with the school nurse to ensure the safety of all students with health concerns and food allergies. Per District policy, birthday parties and treats are prohibited due to state guidelines as set forth in ACT 1220. The student handbook states that no deliveries will be accepted, including party invitations.

Middle Level

Middle Schools are allowed two parties per year (Winter and End of Year) and must be part of the 9 food days allowed by ACT 1220. All food served must be store bought, sealed packages with the ingredients listed on the package. Teachers and staff need to work closely with the school nurse to ensure the safety of all students with health concerns and food allergies. Per District policy, birthday parties and treats are prohibited due to state guidelines as set forth in ACT 1220.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE/STAR SPANGLED BANNER

The Pledge of Allegiance and Moment of Silence are honored daily. The National Anthem is honored weekly during school hours. Students are not required to say the pledge; however, students are not to be talking except to repeat the pledge during this time. See a principal or assistant principal if you need assistance concerning a particular student. Policy 4.44 - National Anthem and Policy 4.44.1 - Pledge of Allegiance and Moment of Silence

PHONES

The telephones in the office, workroom, and classrooms are available for professional use. Calls for other than school-related business should be made only when necessary. Personal long distance calls should not be made from school telephones. Cell phones should be turned to silent

or off while staff are in the classroom. Staff should refrain from answering a cell phone call, making a cell phone call, using social media, or text messaging during class or duty time - except in the case of a school emergency. Staff members experiencing a family emergency should notify administration. Staff must maintain confidentiality of student information when making phone calls. Calls to discuss student matters should not be placed from the phones in an open area of the building. Staff will not be called from classrooms to answer phone calls except in an emergency. Staff will be notified of messages in the office.

All employees are expected to carry out campus and grade level cell phone expectations with fidelity. See campus procedures for details.To promote the best possible learning and social environment, K-12 students will not access or use their cell phones/air pods/smart watches or any other device outlined Act 122 of 2025 during the school day. Building administration can make exceptions based on the law and Bentonville policy.

- 5th-8th grade students will be provided a locked location/device to store their cell phones in during the school day.
- 9th-12th grade students are expected to store phones in such a manner that they are never seen or heard during the school day.

PROFESSIONAL LEARNING COMMUNITIES (PLC)

Bentonville Schools operates as a professional learning community and values collaboration. A professional learning community or PLC is an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. PLCs operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators. Teams meet a minimum of once per week per district expectation and will utilize data to drive their decisions regarding student achievement and instructional practices.

There are 4 driving questions each PLC should be considering when meeting:

1. What is it we want our students to learn?
2. How will we know they have learned the standards?
3. How will we address students who did not learn the standards?
4. How will we address students who know the standards?

PRINTING AND COPYING PROCEDURES

1. Teachers are expected to use Bentonville Schools Print Services for all copies.
    a. Sending print jobs via email expedites the process.
    b. Otherwise, send the document(s) with the header sheet through Interschool Mail.
    c. Color or cardstock copies must be approved by the principal prior to placing an order.
2. Completed copy orders may be picked up in the workroom or mailroom.
3. In an emergency, the copy machine in the workroom may be used for creating a class

set using the teacher's assigned copy code.
4. The office staff will not make copies.
5. Each staff member will be assigned an individual copy code.
6. Teachers should print directly to the Xerox copy machines rather than a printer when possible. This is done by choosing the closest Xerox as your printer and using your copy code.

RECORDING OF MEETINGS

Arkansas law permits one-party consent for recording conversations. This means that if you are participating in a conversation, you can legally record it without informing the other party. However, if you suspect that someone is recording you during a meeting, you have the right to ask them directly if they are recording.

If it turns out that they are recording, you should record the meeting as well. You may pause the meeting to give yourself time to obtain a recording device or to inform your administrator of the need to record the meeting. This approach ensures that all parties involved are aware of the recording and can take appropriate measures if necessary.

RELIGIOUS RIGHTS AT PUBLIC SCHOOLS ACT OF 2025

At the beginning of each school year, each public school district shall provide each enrolled student and individual employed by the public school district with a copy of Act 400 of 2025. The Act is linked below.

Religious Rights at Public Schools Act of 2025

REPORTING STUDENT ABSENCES

Teachers in grades K-6 are required to submit their daily attendance through TAC within the first 15 minutes of the school day. This information serves as the official record for the Arkansas Department of Education's "Average Daily Membership" count and is directly tied to the educational funding our district receives.

Teachers in grades 7-12 are responsible for daily reporting of all students absent from each class. The faculty electronic grade book is an official state record for determining days missed in each class. Also, at the end of the day, the attendance clerk sets up an automated calling system to the home of all students who have been reported absent one or more periods during the day. Each teacher will report and submit absences through the electronic grade book. Attendance must be submitted during the first 30 minutes of class.

In grades 7-12, if a student (who has been counted absent) enters class within the first 50% of class but after the teacher has submitted attendance, the teacher should change the absence to tardy and resubmit the attendance. Parents do not appreciate a phone call saying their child was absent when the student was not absent.

Teachers failing to follow procedures for entering grades and attendance using the electronic grade book on a daily basis may be written up for insubordination

RESPONSE TO INTERVENTION - (Academic)
Response to Intervention is a tiered approach to the early identification and support of students who are not making adequate progress toward mastery of essential standards in math and/or literacy despite differentiation within Core Instruction - including small group instruction in the literacy and/or math block. Ongoing student assessment (universal screening, diagnostic assessments, and progress monitoring data) provide insight regarding each student's learning rate and level of achievement, both individually and in comparison with their peer group. Throughout the year building teams will meet to discuss individual students who according to multiple data sources are not making adequate progress. During these meetings a determination will be made regarding the best course of action to support the student in closing their learning gaps.
Should the team recommend the student receive RtI support they will once again look at the data to determine the leveled Tier that is most appropriate (Tier II or Tier III), the targeted area to be addressed, the most appropriate intervention, as well as the frequency of the support. A goal will be written and progress monitoring will be appraised frequently to ensure that the intervention is working and that the student is making adequate progress toward their goal. All Tier II and Tier III literacy and math intervention plans will be documented in the ATLAS portal. Elementary RtI Flowcharts and Information links can be accessed here: Math and Literacy.

RESPONSE TO INTERVENTION - (Behavior)
Bentonville Schools utilizes a tiered positive behavioral interventions & supports as a framework to create school & district systems that are designed to promote safe & effective learning environments. Each Campus has an established school matrix which outlines the expectations for behavior in all aspects of a student's school environment. Additionally, each teacher within a school is expected to establish & post classroom expectations, routines, & procedures to ensure a safe & orderly classroom environment.

Teachers are expected to explicitly teach students how to meet the expectations set, both in the classroom & in the larger school environment. The explicit teaching of these expectations should occur weekly throughout the first several weeks of school, with refresher lessons after extended breaks or as a result of data that suggests there may be a concern within a particular classroom or an area of the school.

Bentonville Schools RtI - Behavior Resources

PREPARATION PERIODS/ CONFERENCE PERIODS/ COMMON PLANNING
Professional Learning Communities (PLCs) are our system for providing a guaranteed and viable curriculum and educational experience for students no matter what classroom, teacher, or campus they encounter.

The preparation period(s) should be used as a work period, for collaborative work with other teachers and PLC meetings, for getting the room in order, filing and checking materials, guidance activities, group meetings, and various other details necessary to good teaching. This is an

excellent time during which grades in eSchool and OTUS should be updated. It is not to be considered a "free" period. Teachers who will not be in their room or in the work rooms, except for brief periods, during preparation periods must sign out in the office so that we know the building occupation list for safety at all times.

Teachers are expected to plan and collaborate with other teachers during common planning times. Professional Learning Communities will meet once per week. Planning should support instructional methods. PLC time should include productive work regarding short-term goals, action research, data, common assessments, common grading, and resulting student achievement. Departments should meet a minimum of three times per quarter. Principals and APs should provide an organized system for all department chairs and PLC leads to submit a link to running meeting agendas in one file. Agendas should include attendance and reference to PLC values, driving questions, and solving problems with data.

PLC's should be able to share products such as data from a short-term action research inquiry, common assessment items, or analysis of assessments with administrators and curriculum specialists.

PRESS/ NEWS/ REPORTERS

All employees should consult their supervisor before agreeing to any public interviews or engagements with the press. Supervisors will always consult with the Communications Department and make decisions that will help all parties involved. Additionally press can just be directed to the Bentonville Schools Office of Communications and then notify your supervisor. The local press knows this procedure and may use us to circumvent the process. Be diligent in honoring the system.

RELOCATIONS OF CLASSROOM

When relocating your class to an outside location, another room, a lab, etc., teachers should put a sign on the classroom door of where you are located so that you and your students can be located if necessary. The office must also be notified. Putting a post-it note in front of the receptionist is a great way to do this.

SCHEDULE CHANGES

We welcome all students to our classroom, meet them where they are academically and utilize best practice to help them grow and learn. As educators we do not choose our students. A student should not be dropped from the roll nor should a teacher stop reporting a student absent until the student's name no longer appears on the electronic grade book attendance sheets and/or a drop sheet is received from the counselor's office.

Schedules change requests by students are limited to very specific reasons outlined in the course catalog. "I changed my mind" and "I don't need it for graduation" are not valid change requests. Students should never be in a position to quote a teacher to say, "my teacher said I should drop this course." Changes and drops are made based on rules in the course catalog.

SCHEDULING MEETINGS AND EVENTS

All meetings and events, especially student activities, must be scheduled with the appropriate AP and placed on the building master calendars. An electronic form for all student activities will be maintained. Teachers should check the master calendar for any conflicts.

SCHOOL CLOSING

In the event that our buildings are closed due to weather, infectious disease, or other emergency or exceptional circumstances, any student contact days exceeding those already built into the district calendar will be made up. Teachers will be expected to report according to the Board of Education approved academic calendar.

SCHOOL WORK DAY

Elementary staff with a school start time of 7:30 a.m. are to report to work by 7:15 a.m. and remain until 3:00 p.m.

Elementary and Middle School staff with a school start time of 7:50 a.m. are to report to work by 7:30 a.m. and remain until 3:15 p.m.

Junior High staff are to report at 8:05 - 3:50.

High School staff on a regular bell schedule are to report to school by 8:25 am - 4:10 pm. Zero Hour staff members are to report from 7:00 am - 2:45 pm.

All Faculty and staff assigned duty before or after school may be required to arrive earlier or leave later than the aforementioned times. Licensed employees and Administrators are exempt according to FLSA, therefore their work is not based on an hourly concept.

SECURITY

Faculty security photo ID badges must be visibly worn at all times. Interior classroom doors and exterior doors must be locked. All visitors to the buildings should check in with the Office. Visitors will be asked for a state issued ID and should receive a visitor "ID" badge to wear while in the building. It takes all faculty and staff practicing vigilance to ensure the safety of our buildings. Ask unidentified persons to show ID, ensure outside doors are not propped open and notify the office at once if you see something suspicious. Staff should instruct students to refrain from opening any door for any adult. For parents who do not have a state ID, a photo ID/Consulate ID/passport may be accepted. Simply hand enter their information into the Raptor system to grant them building access.

SEATING CHARTS

Seating charts must be created for each class period before the end of the first week of school and always included in plans for a substitute teacher. Seating charts may be used during an unexpected absence or for contact tracing related to infectious disease protocol.

SEMESTER EXAMS

Semester Exam Schedule: Our high schools do not administer final examinations earlier than the published date. The exam schedule and make-up dates for final examinations are determined by the leadership team in collaboration with other schools in the district. This information will be announced/distributed in advance. An assistant principal will verify a student to be eligible to take a test later than the date for the final examination. Students taking a make-up final examination will report to the appropriate grade level assistant principal to determine the location of the testing center. Students taking a final examination are required to stay in class until the end of the test period. Exam exemption rules are posted in the current course catalog. See Course Catalog.

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. Employees who believe they have been subjected to sexual harassment are encouraged to submit a report to their immediate supervisor, an administrator, or the Title IX coordinator. See link for Policy 3.26 - Licensed Personnel Sexual Harassment & Policy 8.20 - Classified Personnel Sexual Harassment

SOCIAL MEDIA

Social media access and interaction with students is hazardous. Multiple policies, rules, and laws apply. The best practice is to have no social media interaction with students from your personal social media accounts, including posting students/classes on your personal social media sites. It is also best practice to ensure that your accounts are in no way accessible to students or disreputable to the District. It is best practice not to take photos of other people's children and post them on professional social media without making sure all permissions have been granted on annual parent forms signed in HAC. See an eSchool clerk for details. More information can be found on the district website: Staff Resources: Social Media Contributor Guidelines: Resources:Bentonville Schools Employee Guidelines and Social Media Contributor Guidelines.

Social Media for groups, clubs, teams, etc. should not exist except as within the District guidelines and policies. Faculty sponsors, coaches, etc. must maintain the group site and make all posts. Parents, contract labor, vendors, students, etc. should not have password protected access to the site. Faculty hosting a social media account for a Bentonville Schools team, club, campus, extracurricular activity, performing group, etc. should complete the social media declaration form specific to your grade level annually to notify the administration of your advertising presence in the name of the school or campus organization.

See your grade-level Hub for the appropriate Social Media Declaration Form.

SPECIAL NEEDS OF STUDENTS – 504 AND SPECIAL EDUCATION

504 - A student with a physical or mental impairment that substantially limits one or more major

life activities (e.g., speaking, learning, reading, concentrating, thinking, and communicating) impacting his/her education may qualify for accommodations under Section 504 of federal law. Bentonville Schools has a process in place to determine if the mental or physical impairment significantly interferes with the student's ability to succeed in the same manner as his/her non-disabled peers. When a teacher, counselor or administrator receives a request for 504 services, that information should be forwarded to the respective AP.

In most cases the respective administrator, counselor and teachers of the student will be asked to attend meetings to learn about the student's difficulties from the parent, student, or other informant. The committee will develop interventions to support the student. The committee will generally reconvene in 30 days to determine if the interventions were successful, review any additional documentation of a mental or physical condition, and decide on next steps. Intervention Team Planning could be continued, a 504 Plan could be developed, or the whole process could be discontinued.

Special Education - A student with a disability as defined by the Individuals with Disabilities Education Act (IDEA) is eligible for special education and related services. The disability must affect the child's educational performance and/or ability to learn and benefit from the general education curriculum and as a result, the student must be in need of specialized instruction to make progress in school. Bentonville Schools follows state and federal guidelines to determine if a student is eligible and in need of special education and related services.

When a referral for a special education evaluation is received, a referral conference must be held within 21 days. Special education referrals may be made for a variety of reasons, including, but not limited to, academic and/or behavioral concerns. Based on the information reviewed at the referral conference, a decision is made as to whether the child will be evaluated for eligibility for special education and related services under IDEA. Response to Intervention (RtI) strategies may not delay or deny a timely initial evaluation of a student that has, or is suspected of having, a disability.

Providing accommodations/modifications that are outlined in a student's 504 plan or IEP is a mandatory requirement of Federal Law. Teachers who choose to disregard 504 or IEP accommodations/modifications will not have the backing of Bentonville Schools should legal action be forthcoming.

When students have a current 504 Plan or IEP:

- The student's IEP, including any accommodations or modifications, are available via EdPlan prior to the beginning of the school year.
- If any changes to the plan occur during the school year, the updated plan is accessible via EdPlan.
- The receiving teachers must acknowledge receipt of the accommodations/modifications. Failure to do so results in an administrator intervening with the teacher.
- Teachers are required to review the accommodations/modifications and be prepared to

provide the accommodations as written in the plan. If teachers have questions about any accommodation/modification, they must contact the respective AP for 504's or appropriate special education staff.

- Teachers are strongly encouraged to retain the accommodations page either in electronic format or hard copy. This information is confidential and the privacy of the student must be protected.
- Teachers should document how they are providing the accommodations/modifications in a student's plan. Please note, students sometimes refuse an accommodation or just don't show evidence of the need for the accommodation. Example scenario - a student has an accommodation allowing extra time for testing. The teacher explains to the student the method for obtaining extended time on tests. The student always finishes within the allotted time and never seems to need extra time. The teacher should note this in his or her records and the 504 or IEP may need to be reviewed or revised to reflect any needed changes. The information documented in the teacher's records will contribute to the annual review.
- For students with IEPs, caseload teachers must ensure that general education teachers are not only aware of accommodations, but also familiar with IEP goals, any associated behavior plans, supplementary aids and services needs, and other supports outlined in the IEP. The IEP must be implemented as written.

IEP/504 Conferences - All plans are reviewed/revised at least once annually.

- Required committee members will receive notification of conferences.
- If a conflict exists that prevents attendance, committee members must confer with the student's respective AP for 504's or appropriate special education staff. Failure to attend a conference as scheduled and/or failure to confer with the appropriate administrator will result in administrative intervention.

SPIRIT WEAR

All school spirit wear, club shirts, etc., should be approved by the principal prior to production. Please seek prior approval and have options. Use appropriate school logos and branding specifications.

STAFF DEVELOPMENT REQUIREMENTS

All certified staff must earn forty-two (42) hours of staff development each school year. District and school officials coordinate staff development sessions that align with building and district goals, while keeping in mind that staff development should ultimately lead to improved student growth/achievement. The staff development year runs from June 1st through May 31st. Any staff development taken outside of the district requires prior approval of the building principal. The prior approval must be submitted via KALPA before attending the staff development session. Staff attending professional development at the Education Cooperative in Farmington (or any Educational Cooperative within the state) must secure a PO before registering for the course, and during registration enter a valid PO number. Entering an invalid PO number will indicate that the staff member intends to pay for the PD session with personal funds. Staff members are responsible for payment of classes if they are a "no-show" for the class.

STATE AGENCIES

Department of Human Services: AR Code § 12-18-1005 (2020)

- Department of Human Services Employees must identify themselves with an ID and a copy of the ID should be made.
- Employees of the district shall not notify a parent or guardian when an employee of the Department of Human Services talks with a student if DHS requests such.
- The DHS Investigator will have the discretion, in the child's best interest, to limit the persons allowed to be present when a child is being interviewed concerning an allegation of child maltreatment.
- A Department of Human Services employee may remove a student from campus without a court order signed by a judge.

Police Department/Sheriff's Department:

- Police Department/Sheriff Department officers must identify themselves with an ID or badge. If the officer is not in uniform, a copy of the ID will be made. In case of an emergency, this practice will not be followed. In case of an emergency, the Superintendent of Schools will be contacted by the Police Department.
- After completing the school procedures and in the event that a student code of conduct may also constitute a criminal law violation, the administrator will contact the law enforcement officials, School Resource Officer designated to the campus, or call 911. Once the law enforcement officer has cause to believe that a criminal offense has been committed, the officer will take charge of any interview or investigation. During the investigation the student may be interviewed by law enforcement agencies without notifying parents and without one or both parents being present. However, every effort should be made to contact the parent regarding the ongoing investigation.
- Law enforcement officers may arrest a student and remove the student from campus without parent permission. Every effort should be made to contact the parents and make them aware of the situation.

STUDENT INJURY

Any time a student is injured on or off campus at any time in a school-related activity, the procedure is to

- Notify your principal.
- Notify the school nurse. Determine who will notify the parent.
- Write your report of the incident if you were present. Write your record of initial information received if you were not present. This information is needed for documentation purposes.
- Await other direction as needed in various situations

SUPPLIES

Teaching supplies are available through the principal's office. Special requests for supplies must be discussed with principal/assistant principal/department chairs. Any additional solicitation of

supplies should be cleared with your campus administration.

STUDENT INTERNET SAFETY
Student internet safety and appropriate use is outlined in Policy 4.31 and in Acceptable Use Policies (AUP) posted at BentonvilleK12.org> Menu> Departments> Technology> Documents. Teachers and all District staff are responsible for ensuring the appropriate implementation of all related policies and AUPs. If teachers want to use an online resource with students that is not listed in our curriculum documents they can vet that source with curriculum specialists, a principal, and ultimately a technology Help Desk ticket to request the appropriate approvals and clearances.

STUDENT RESTRAINT
Student restraint is a very rare occurrence and can only be done by Crisis Response Teams who have been trained in the District crisis protocol. Restraint will only be used in emergency situations where there is a risk of injury to self or others, and only after less intrusive options have failed.

SUPERVISION OF STUDENTS
All staff are expected to be at school on time and at their classroom door to greet students when they enter the classroom. The practice of requesting other teachers to look after your class is not approved by administration. If an emergency exists, please notify your building administration so appropriate coverage can be secured for your students. Should anything of a serious nature occur while students are unsupervised, Arkansas Law holds the individual teacher liable.

TEACHER DRESS
Staff shall ensure that their dress and appearance is professional and appropriate to their positions. Bentonville Schools has moved to a "Dress for Your Day" dress code.
Dress for Your Day
Faculty security photo ID badges must be visibly worn at all times with your campus lanyard.

TEACHER-STUDENT INTERACTIONS
The fraternizing of teachers and students is not appropriate. Undue familiarity between students by teachers may result in suspension or a recommendation for termination. Teachers should not place themselves or students into situations that would be deemed inappropriate by parents, peers, administration, and/or the general public. Kissing or massaging shoulders of students are but a few examples of inappropriate behavior that will be avoided. This includes texting or calling. Students should never be transported in any vehicle other than a school vehicle. Students should never be alone with a teacher (utilize line of sight with other teachers, open doors, etc.).

TECHNOLOGY USE
District technology resources are provided to support your work and ensure everyone can be productive. To keep our network secure and efficient, please follow these important guidelines:

- Focus on Work: Please use district technology for work-related tasks only. This helps us avoid distractions and keeps sensitive information protected.
- Beware of Phishing: Malicious emails can contain links that compromise our systems. Think twice before clicking on unfamiliar links, even in work emails.

- Minimize Personal Use: Avoid sending personal messages, subscribing to mailing lists, or storing personal photos on work devices. These activities can introduce security risks and impact overall network performance.
- Respect Boundaries: Using company resources for personal gain, like working on side businesses, is not appropriate. Proper workplace etiquette is important and it is not our job to help you save or transfer any of your personal digital information like photos stored on Google Drive.

By working together, we can maintain a secure and productive work environment.

TOBACCO POLICY
Bentonville Schools is a tobacco free environment. No tobacco products will be used or brought onto campus by students or staff. Use of tobacco products on campus or in vehicles on campus is not allowed. Tobacco products include vaping, dipping, e-cigarettes, etc.

TRAINING AND KNOWLEDGE
Faculty and staff are responsible for a basic body of knowledge established in your prerequisite degrees, certifications, and or experience. Annual training will also be required. Should you encounter work for which you do not think you are trained it is your responsibility to discuss the matter with a principal first and arrange for additional training. Example: I am not trained to deal with this child's disability.

TREC DAYS (K-6)
Identified Gifted and Talented students in grades 2-5 spend one day per week at the TREC Center located at RE Baker in order to receive specific GT services. Please avoid scheduling grade-level specific activities on TREC days.

- Tuesday - 2nd grade
- Wednesday - 3rd grade
- Thursday - 4th grade
- Friday - 5th grade

TUTORING/ TRAINING
Teachers are expected to assist our students before and after school for free. No private tutoring or training of students for pay is to take place on any campus. It is a conflict of interest for us to charge a student we currently teach/coach for academic tutoring or coaching. It can be a conflict of interest for us to charge a student who will be trying out for our selective programs in the near future.

UTILITIES
Due to the high cost of utilities, faculty members are asked to conserve when at all possible. One way to do this is to turn the lights off when the room is not in use. Be sure to turn the lights off when you leave the room at the end of the day.

VISITOR PROCEDURE
All visitors to the buildings and persons wishing to talk with a student, regardless of the reason,

should check in at the Main Office before going to the classroom or elsewhere in the buildings. Visitors will be asked for a state issued ID and should receive a visitor "ID" badge to wear while in the building. We are all responsible for building safety. We are all responsible to ask unidentified persons to show ID. We are all responsible for making sure doors are not propped open.

WEBSITE

High School teachers are required to maintain a website. Expectations vary by grade band. Further information may be found in the Shared Drive: BSD Teacher Website Templates.

WORKER'S COMPENSATION

Injuries to staff during work hours (or in the extension of your duties working for the district; including traffic accidents during the course of your work in a district vehicle or otherwise) on or off campus should be immediately reported to the campus principal and nurse who will offer the appropriate paperwork and notify the District Benefits Coordinator and the Executive Director for each level. You will be advised by the District Benefits Coordinator should any further action be needed.All injuries should be reported and documented even if you do not immediately think medical attention will be needed.

Worker's Compensation Procedures