TABLE OF CONTENTS

Section 4 – CORRECTIONS SPECIFIC

4.1 – BUSINESS AND INDUSTRY INVOLVEMENT

4.2 – STAFF INVOLVEMENT IN DECISION MAKING

4.3 – PROFESSIONAL DEVELOPMENT OPPORTUNITIES

4.4 – FAMILIARITY WITH INMATES

4.5 – STAFF, STUDENT, AND ADMINISTRATION RELATIONSHIPS

4.6 – GIVING INFORMATION

4.7 – POST SECONDARY PROGRAMS

4.8 – PROFESSIONAL STAFF (PHILOSOPHY CONCERNING STAFFING)

4.9 – PROGRAM APPROVALS

4.10 – PAY DATES

4.11 – SALARY SCHEDULES

4.12 – HOLIDAY PAY FOR CENTRAL OFFICE PERSONNEL

4.13 – SECURITY MANAGEMENT

4.14 – ACCEPTABLE USE POLICY FOR TECHNOLOGY

4.15 – INVENTORY DISPOSAL

4.16 – PROCUREMENT AND DISPOSAL

4.17 – NEW EMPLOYEE ORIENTATION

4.18 – STUDENT DISCIPLINE

4.19 – PROMOTION

4.20 – EMPLOYEE DISCIPLINE OF CONTRACT

4.21 – COMPLYING WITH DIRECTIVES, RULES AND REGULATIONS AND POLICIES AND PROCEDURES

4.22 – TIME SCHEDULES

4.23 – DAILY SCHEDULES

4.24 – INCLEMENT WEATHER POLICY

4.25 – GRADE/LEVEL PLACEMENT

4.26 – CURRICULUM

4.27 – HOMEWORK POLICY

4.28 – GRADING POLICY

4.29 – EDUCATIONAL INCENTIVES

4.30 – COMMUNITY AND TRANSITION SERVICES

4.31 – EDUCATION FOR SEGREGATED, RESTRICTED, OR SUSPENDED STUDENTS

4.32 – RECORD KEEPING AND REPORTING

4.33 – MAINTENANCE OF STUDENT RECORDS

4.34 – COMPENSATORY LEAVE

4.35 – PLANNING AND LESSON PLANS

4.36 – TESTING

4.37 – ASSIGNMENT

4.38 – CODE OF ETHICS FOR TEACHERS

4.39 – STAFF JOB ACTIONS

4.40 – PROGRAM EVALUATIONS

4.41 – SICK LEAVE COMPENSATION

4.42 – EMPLOYEE TRAVEL APPROVAL AND REIMBURSEMENT

4.70 – JOB DESCRIPTION – INSTRUCTIONAL STAFF

4.71 – JOB DESCRIPTION – DIRECTOR OF FINANCE

4.72 – JOB DISCRIPTION – DEPUTY SUPERINTENDENT

4.73 – JOB DESCRIPTION – PRINCIPAL OR EDUCATION & INSTRUCTION MANAGER

4.74 – JOB DESCRIPTION – CTE MANAGER OR CTE SUPERVISOR

4.75 – JOB DESCRIPTION – TECHNOLOGY COORDINATOR

4.76 – JOB DESCRIPTION – STUDENT RECORDS/GED COORDINATOR

4.77 – JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT/AIDE

CORRECTIONS SPECIFIC

4.1—BUSINESS AND INDUSTRY INVOLVEMENT

A formal education and business/industry committee will meet regularly and review and make recommendations on current and proposed educational programs. The educational program administrators shall consider the advice offered by the committee

Date Adopted: 2/17/2012
Last Revised:

4.2—STAFF INVOLVEMENT IN DECISION MAKING

The Board considers it part of a teacher's and administrator's professional responsibility to attend staff meetings as may be required for the proper functioning of the schools and to serve on committees involved in curriculum development and textbook selection.

School administrators will seek to give sufficient notice of staff meetings, hold them to reasonable frequency and length, and make committee assignments equitably. Staff meetings will be held at the unit level at least quarterly. Administration staff education meetings will be held at least semi-annually for the system-wide organization.

Members of the faculty shall participate in the decision-making process by working on various committees, participating in faculty meetings, and by communicating personally with their immediate supervisor and/or any of the administrators of the District.

Teacher evaluations will follow Arkansas Department of Education guidelines under the Teacher Excellence and Support System. Teachers will work with evaluators in developing appropriate professional learning plans aimed at providing teachers with support necessary to improve professional growth, and thereby, student outcomes.

Date Adopted: 2/17/2012
Last Revised

4.3—PROFESSIONAL DEVELOPMENT OPPORTUNITIES

It shall be the policy of the Board of Education that the District shall:

1. Develop and implement a plan for professional staff development and in-service training based on local educational needs and state educational goals. The administration and the faculty will make a concerted effort to discover means of defining school problems and working toward solutions of such problems to provide the most effective in-service education. The plan shall be subject to review by the State Department of Education. The plan shall provide education and training for School Board members, school and district administrators, teachers, and support staff on a continuing and regular basis throughout the school year. Teachers and other affected participants shall be involved in the development of the plan for their own in-service education. District programs for staff development and in-service training shall be evaluated by the participants in the regular staff development program.

2. Have flexibility in establishing plans for staff development and in-service training, provided the plans meet the standards for in-service education as developed by the State Department of Education. The professional staff is directed to complete, initiate, and maintain documentation of this policy's implementation.

3. State guidelines regarding professional development will be followed and will include a minimum of forty hours training per year for all educational staff.

The School District may permit a teacher the opportunity to attend instructional staff development sessions of a professional education association. Other activities which will contribute toward in-service education will be regular faculty meetings, class visitation, workshops, consultation service, conferences, and attendance at professional meetings. Whenever possible, in-service workshops will be held on contract.

Date Adopted:2/17/2012
Last Revised:4/15/2025

4.4—FAMILIARITY WITH INMATES

FAMILIARITY WITH INMATES

Employees will refrain from being overly familiar or personal with inmates, parolees, or any inmates under release supervision. An employee can be courteous, firm, and fair without being too familiar. One can be concerned, interested and helpful without being emotionally involved. Undue familiarity decreases the effectiveness of an employee and sometimes places the employee in a compromising position.

RELATIONS WITH INMATES AND PAROLEES

In order to command the respect of those persons entrusted to the Department of Correction, all employees shall conduct themselves in a proper manner. Employees are to be firm but fair and have a genuine interest in the welfare of all inmates, persons under release supervision and parolees, treating them with dignity and respect.

COMMITMENT OF RELATIVE OR CLOSE FRIEND

If any employee becomes aware that any relative or close friend has been committed or transferred to the institution of their employment, the employee shall report it to the Principal, Education & Instruction Manager, or CTE Manager and the Unit Warden.

Date Adopted: 2/17/2012
Last Revised:

4.5—STAFF, STUDENT, AND ADMINISTRATION RELATIONSHIPS

School District Personnel are considered employees of the Arkansas Department of Correction and must abide by their regulations as outlined in the Arkansas Department of Correction Administrative Regulations and Administrative Directives.

IT IS THE DUTY OF EACH TEACHER TO MAINTAIN A HARMONIOUS RELATIONSHIP WITH STUDENTS, STAFF, AND ADMINISTRATION. THIS INCLUDES BOTH SCHOOL DISTRICT AND DEPARTMENT OF CORRECTION ADMINISTRATION AND UNIT PERSONNEL.

No district employee shall knowingly accept any gratuities or gift(s) from inmate(s)/parolee(s), their relatives, or friends for preferential treatment from district employees while under district supervision. This rule can be superseded only by written permission from the Director or Unit Warden.

No district employee shall receive compensation from any firm, person, or corporation conducting business with the district in exchange for advantage in securing commerce with the district.

Any correspondence received by employees from inmates or family members other than in the course of assigned duties shall be immediately reported to the unit warden or center administrator.

Employees shall not trade or traffic with inmates; neither shall they convey any message, written or verbal, from one inmate to another or to any person outside the institution. Trading or trafficking shall be defined as giving, securing, buying, selling, receiving, or trading anything not authorized by the institution.

Date Adopted: 2/17/2012
Last Revised:

4.6—GIVING INFORMATION

INFORMATION

Employees are specifically prohibited from giving any information or discussing with the public or friends any matter pertaining to an inmate, person under supervised release, or parolee except as authorized by the Unit Warden or Administrator. Employees shall refrain from openly discussing the manner in which any other employees perform their duties and from making any remarks which tend to reflect upon the character or performance of such employees. They shall refrain from discussing in the presence of inmates, persons under supervised release, or parolees matters relating to the discipline or management of any institution or the administration of the Department. Also, personal matters of employees, including phone numbers and home addresses, should not be discussed in the presence of inmates, persons under supervised release, or parolees of the Department.

In order to assure that the public's right to information is protected, the Department has established procedures for providing information to the media and other interested groups. Representatives of the news media will be treated cordially and respectfully when they are present at the institutions. Photographs of and interviews with inmates in the institution must be arranged through the Director or the Unit Warden/Center supervisor. A release must be signed by the inmate.

CONFIDENTIAL NATURE OF RECORDS

The records or files of an inmate, relative to medical reports, psychiatrist reports, working documents, educational records etc., are highly confidential and may not be released or discussed except as provided in Administrative Regulation. Reasonable requests from relatives, attorneys, law enforcement officers, and news persons for other information may be granted. Files are not to be removed from institutions without the permission of the Warden/Center Supervisor. When in doubt about the confidentiality of a document, consult the Unit Warden/Center Supervisor or the department's Public Information Officer.

Date Adopted: 2/17/2012
Last Revised:

4.7—POST SECONDARY PROGRAMS

Unit educational administrators will provide support for post-secondary programs. Support may be in the form of providing classroom space when the space is not being used by the District and assisting community college employees in organizing post-secondary programs when time allows. Unit Principals may act as proctors for correspondence course tests if time allows.

Date Adopted: 2/17/2012
Last Revised:

4.8—PROFESSIONAL STAFF (PHILOSOPHY CONCERNING STAFFING)

In order to achieve the learning objectives established by the Board, the classrooms must be staffed by competent, professional teachers. All other elements of learning -- materials, buildings, administrators, organization, and procedures -- though important, are secondary to the caliber of teacher assigned to the classroom. The recruitment, appointment, motivation, and retention of good teachers take priority in the allocation of administrative energy.

All licensed staff positions are created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the School District's goals and objectives.

Before any new position is established, the Superintendent will present for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Board also instructs the Superintendent to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

We believe that the following characteristics describe the type of teacher wanted in the District schools:

1. Teachers prepared to meet the licensure specifications and prescriptions, preferably beyond, and who recognize that learning is an ever-continuing process.
2. A staff diversified in methodology so that inmates can profit from the challenges of a variety of teaching techniques in keeping with accepted learning principles.
3. Teachers who recognize that inmates differ in their capacities for mastering the various subject matters and that each pupil in this District is entitled to discover and perform to his/her intellectual capacity.
4. Teachers who recognize that motivation for learning is the primary task of a teacher.
5. Teachers who recognize that learning takes place in a variety of ways and stems from numerous sources, of which the school is just one important source.

Date Adopted: 2/17/2012
Last Revised:

4.9—PROGRAM APPROVAL

Additional educational programs are proposed by the Chief Educational Officer as needed, usually concurrently with the opening of new prison facilities. Approval will be granted by the Board of Education

Date Adopted: 2/17/2012
Last Revised:

4.10—PAY DATES

Monthly pay will be by direct deposit no later than the 15th of each month. August's pay will be issued on the 15th of August if funds are available. All personnel will supply the necessary documentation from their bank in order for the finance department to execute direct deposit of monthly pay. If an employee changes banks during the course of a contract year, it is the responsibility of the employee to immediately notify the finance department of the school.

Date Adopted: 2/17/2012
Last Revised: April 13, 2026

4.11—SALARY SCHEDULES

Teachers will be paid in accordance with the current salary schedule adopted by the Board. Teachers with out-of-state experience will receive one-half credit for each year up to a total of 10 years of experience.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.12—HOLIDAY PAY FOR CENTRAL OFFICE PERSONNEL

The Arkansas Correctional School observes the following holidays:

New Year's Day	January 1
Martin Luther King	Third Monday in January
George Washington's Birthday/Daisy Gaston Bates Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

Employee's Birthday – Employee is granted one holiday to observe his/her birthday.

The Governor, by Executive Proclamation, may proclaim additional days in observance of special events, or for other reasons at his/her discretion.

EXCEPTION 1: Except for the employees birth date listed above, all department offices will be closed on all other legal holidays. However, those closings do not apply to those state offices and employees who are essential to the preservation and protection of the public peace, health and safety.

EXCEPTION 2: When a legal holiday falls during a general or special session of the Legislature, the department offices shall remain open and maintain on duty only the minimum number of employees necessary to carry on the business of the office, unless these offices are permitted to close by Resolution of the General Assembly.

ELIGIBILITY FOR HOLIDAY PAY AND/OR EQUIVALENT TIME OFF

A. HOLIDAY PAY - To be eligible for holiday pay, the employee must be in pay status on the last scheduled work day before the holiday and on the first scheduled work day after the holiday.

B. HOLIDAY DURING LEAVE - When a holiday falls while an employee is on annual (vacation) or sick leave, that day will be charged as a holiday and will not be charged against the employee's annual (vacation) or sick leave.

Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the succeeding Monday, or as announced by Governor's Proclamation

Date Adopted: 2/17/2012
Last Revised:

4.13—SECURITY MANAGEMENT

SECURITY MANAGEMENT

The district Technology Coordinator shall be designated the IT Security Officer and will oversee district wide security and will ensure adherence to all district and state policies. District employees who have access to sensitive information will receive annual training regarding their responsibility for protecting information.

PHYSICAL SECURITY

Workstations will not be left unattended when logged on to sensitive data, including student or employee information. Computers with internet access will be kept in a locked, secure area in the schools. Inmate students will never be allowed in the rooms with internet access. Principals will access student data through a password protected website. Computers that provide access to sensitive data shall be configured to automatically lock the system after a maximum of 15 minutes of inactivity.

NETWORK SECURITY

The district will utilize the Arkansas Department of Correction (ADC) system to access the internet. The Department's filter system will be utilized.

ACCESS CONTROL

All staff who has access to district computers and internet will be issued a password. The password will be changed every 90 days. Students will utilize a login for access to their educational software.

APPLICATION DEVELOPMENT & MAINTENANCE

The district will utilize APSCN for financial management and the ADC eOMIS for student records.

INCIDENT MANAGEMENT

The ADC IT staff is responsible for addressing any incidents that occur on the network.

BUSINESS CONTINUITY

The district has a continuity plan in place and is updated annually.

MALICIOUS SOFTWARE
The ADC system has virus protection in place.

Date Adopted: 4/25/2019
Last Revised:

4.14—ACCEPTABLE USE POLICY FOR TECHNOLOGY

Arkansas Correctional School District employees are subject to all ADC rules, regulations, and directives. Current ADC policy shall supersede this policy should there be a conflict.

Security for access to the Internet will be of the utmost concern. No minors will have access to the Internet. No inmate will be allowed access to an online computer. Educational information will be dispersed according to applicable laws.

A computer room will be provided to allow Arkansas Correctional School teachers access to the Internet. The location of the room and the locking system will be approved by ADC security and IT personnel. The computer room will be locked except when teachers are present. The computers and data cables used in this area will be approved by ADC IT personnel. Computers in the room will be secured by passwords assigned to each teacher. Every teacher will log on and off the computers to ensure Internet security.

The Internet will be used for educational purposes only. Instructors will be able to download material for use in class. Instructors will also be able to use the Internet for professional development activities and research. Teachers will be aware of laws regarding the use of material that is protected by copyright. Teachers will communicate only in ways that are kind and respectful.

Arkansas Department of Correction and Arkansas Correctional School equipment and software will only be used for educational purposes. Employees will not utilize Department of Correction or district equipment for personal use. Cellular telephones purchased by the district will only be used for official district business.

Assistive technology devices and assistive technology services will be provided for students with identified special needs.

Date Adopted: 4/18/2016
Last Revised:

4.15—INVENTORY DISPOSAL

Fixed assets that are no longer operable may be disposed of only after the unit Principal/ Education and Instruction Manager has received approval from a minimum of 2 (two) central office administrators.

Date Adopted: 2/17/2012
Last Revised:

4.16—PROCUREMENT AND DISPOSAL

Purchasing
The district will purchase needed equipment and supplies in the most efficient manner available. State law will be followed for items above the cost threshold for requiring taking bids. Purchasing from state contracts will be utilized when possible and financially feasible. Purchasing through consortiums will be used when this method offers the most cost efficient purchasing. Purchases of educational equipment and supplies will require the approval of the Deputy Superintendent or the Superintendent.

Disposal
A bidding process will be used to dispose of equipment with a fair market value of $2000 or more and determined to be of no further use to the district. Obsolete items may be donated to non-profit organizations. Equipment of no use will be disposed of properly.

Date Adopted: 2/25/2013
Last Revised:

4.17—NEW EMPLOYEE ORIENTATION

New full-time employees will receive a minimum of 40 hours of pre-service training including but not limited to the following:

1. Personnel policies and procedures
2. Orientation to the mission, goals, policies and procedures of the education department, institution, and parent agency
3. Overview of the corrections field
4. Basic security training
5. Emergency plans, procedures and responsibilities
6. Teaching the correctional student

Part time staff will participate in a structured institutional orientation program that covers the above-mentioned topics.

Date Adopted: 2/17/2012
Last Revised:

4.18—STUDENT DISCIPLINE

A. DISCIPLINE

The problems of discipline are, in most cases, symptomatic of fundamental deficiencies in the teacher. When the right classroom conditions exist, there are few opportunities for inattention and misbehavior. It is commonly recognized that GOOD DISCIPLINE IS A PRODUCT OF GOOD TEACHING.

1. The teacher should have but few regulations. These regulations should be so obvious in intent that no student can plead ignorance of them.
2. Teachers are to handle discipline problems according to unit regulations. In cases where help is needed the teacher should consult the Principal.
3. In maintaining discipline, the teacher should manifest a spirit of self-control, kindness, and determination.
4. Teachers are not security personnel, but must constantly "think" security. Teachers must try to secure good inmate conduct by kind and judicious means, and expertise in teaching methods and techniques. The teacher must demonstrate self-control in the presence of inmates and avoid nagging, sarcasm, and use of harsh, abusive, or violent language. A good example set by the teacher may be of more value than any amount of talking about good conduct. Reasonable classroom behavior is the target, keeping in mind that noise levels should be kept to the level that will not unduly disturb fellow teachers and their classrooms.

B. FORMS OF DISCIPLINE MEASURES

1. Minor Disciplinary:

A minor disciplinary may be written for such things as sleeping in class, unnecessary noise, horseplay, refusing to obey an order, etc.

2. Major Disciplinary:

A major disciplinary may be written for more serious offenses or when an inmate continues to commit an offense for which he/she has already received a minor disciplinary.

In most cases, an inmate should be warned that he/she is in danger of having a disciplinary written on him/her. If a disciplinary is written, care should be taken to make sure all events of the incident are clearly written in the disciplinary. The disciplinary must include the Rule number and all other required information.

C. IN A TENSE SITUATION:

In case of extremely disruptive behavior in the classroom or school area (such as fighting, making violent threats on the teacher or other persons in the class, etc.) the objective is to remove the disruptive inmate(s) from the classroom or school area and get them to the office as quickly and calmly as possible. Do not hesitate to seek the assistance of a nearby colleague, Principal, or other department employee. NEVER argue with an inmate who is exhibiting extremely disruptive behavior. If there are no supervisory personnel in the school or the situation warrants such action, call security and request assistance.

D. SELF DEFENSE

Self-defense or use of force must be in compliance with AR 409.

Date Adopted: 2/17/2012
Last Revised:

4.19— PROMOTION

The Board of Education shall consider and determine all promotions of employees based upon the recommendations of the Superintendent. All employees considered for promotion must possess the appropriate license issued by the State Board of Education for said position.

Date Adopted: 2/17/2012
Last Revised:

4.20—EMPLOYEE DISCIPLINE OF CONTRACT

Disciplinary action may be initiated against an employee by the designated administrator for failure to follow the policies, rules and regulations of Arkansas Correctional School District or Arkansas Department of Corrections. Such action may include one or more of the following: verbal or written reprimand, probation, demotion, suspension or termination.

Date Adopted: 2/17/2012
Last Revised:

4.21—COMPLYING WITH DIRECTIVES, RULES AND REGULATIONS, AND POLICIES AND PROCEDURES

In order for all employees to function efficiently and properly, district rules are established as a guideline. These procedures and regulations are written for the protection and benefit of employees. Violation of departmental rules and regulations may result in disciplinary action up to and including termination. Wardens and Division Administrators will have the authority to promulgate specific rules and regulations pertaining to their employees consistent with the guidelines and philosophy of the Department and District. In the event of a conflict with Administrative Regulations and any other published rules or regulation, the Administrative Regulation will take precedence. It is the employee's responsibility to read and understand each Administrative Regulation, policy and procedure of the Department. Copies of Administrative Regulations and Administrative Directives are available online.

Date Adopted: 2/17/2012
Last Revised:

4.22—TIME SCHEDULES

Prior to the beginning of the school year, a time schedule for each school will be submitted to the Superintendent of Schools. These schedules will meet all requirements of the Arkansas Department of Education and accrediting agencies.

In order to provide guidance to all instructional personnel, the following time schedule will be followed:

Teachers/Instructors: All teachers and instructors in the District are expected to arrive at their individual school as scheduled by each school Principal/Education and Instruction Manager/CTE Manager or Supervisor. Teachers who must leave during the day will have the approval of the Principal/Education and Instruction Manager/CTE Manager or Supervisor. of the building. Teachers/instructors will remain after school as scheduled by each Principal/Education and Instruction Manager/CTE Manager or Supervisor.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.23—DAILY SCHEDULE

THE SCHOOL DAY – TEACHER/INSTRUCTOR

The school day will vary from unit to unit but shall consist of 30 student contact hours per week with additional time for lunch and teacher preparation. School schedules are to be approved by the Superintendent.

1. Arrival Time: To be announced by the Principal//Education & Instruction Manager/ CTE Manager. It is the duty of the teacher/instructor to be prompt. Excessive tardiness will subject the teacher/instructor to disciplinary action up to and including termination.
2. Inmate Counts: To be conducted as the individual unit requires.
3. Check district email at least twice weekly

Date Adopted: 4/29/2014
Last Revised:

4.24—INCLEMENT WEATHER POLICY

The unit Principal/Education and Instruction Manager will follow the direction of the Arkansas Department of Corrections when making the decision to cancel school due to inclement weather. The Department of Corrections will issue a statement instructing staff to follow inclement weather protocols, the unit Principal/Education and Instruction Manager will notify their staff and the unit warden that school is canceled for the day. The determination to cancel school will be made one day at a time. Any school days missed due to inclement weather will be made up at a time determined by the unit Principal/Education and Instruction Manager with the approval of the Superintendent.

Date Adopted: 4/25/2023
Last Revised:

4.25—GRADE/LEVEL PLACEMENT

Inmates are placed in class according to educational ability.

Date Adopted: 2/17/2012
Last Revised:

4.26—CURRICULUM

There is an adopted curriculum for each educational course that was developed or selected by a district curriculum committee. The curricula will be maintained in the central office. Teachers will be given preparation time as required by law.

Date Adopted: 2/17/2012
Last Revised:

4.27—HOMEWORK POLICY

Arkansas Correctional School District teachers/instructors do not generally assign homework to students assigned to their class. Students do not have a suitable place in the living area to complete homework assignments. Teachers/instructors allow ample time for guided practice in class. Teachers/instructors may provide extra work to be completed in the living area if a student requests.

Date Adopted: 2/17/2017
Last Revised:

4.28—GRADING POLICY

The Arkansas Correctional School does not assign grades in the traditional sense. The district is an open entry, open exit system allowing inmates to be placed in school at any time during the school year based on standardized achievement test scores. Students are retested quarterly and placed in the most appropriate class based on test scores.

Date Adopted: 2/17/2012
Last Revised:

4.29—EDUCATIONAL INCENTIVES

The Arkansas Correctional School will hold a graduation ceremony yearly for the GED graduates. Other incentives for academic achievement will be available as specified by law

Date Adopted: 2/17/2012
Last Revised:

4.30—COMMUNITY TRANSITION SERVICES

The educational programs will coordinate with other institutional programs and community agencies to provide students with assistance in preparation for returning to the community

Date Adopted: 2/17/2012
Last Revised:

4.31—EDUCATION FOR SEGREGATED, RESTRICTED, OR SUSPENDED STUDENTS

Students who are placed on segregated status may receive homebound educational services. Students may be enrolled in school upon their release from segregation. Educational work done while receiving homebound educational services will be recorded in the student's cumulative record.

Date Adopted: 2/17/2012
Last Revised:

4.32—RECORD KEEPING AND REPORTING

The Principal/Education and Instruction Manager/CTE Manager/CTE Supervisor must compile monthly attendance reports and send them to the Superintendent of Schools on the approved forms. Students less than 21 years of age will be identified on the reports as required.

The importance of accurate records cannot be overemphasized. Each teacher will keep an accurate up-to-date roster of his/her students. A record of the number of hours spent in class must be maintained.

Attendance in each class period must be recorded accurately in eOMIS and on the proper forms.

Date Adopted: 2/17/2012
Last Revised:

4.33—MAINTENANCE OF STUDENT RECORDS

Student records documenting progress will be maintained in eOMIS and will be accessible by the Principal/Education and Instruction Manager at each facility. The records will be cumulative and will contain all relevant educational information

Date Adopted: 2/17/2012
Last Revised:

4.34—COMPENSATORY LEAVE

Compensatory leave will be allowed for employees who perform necessary district tasks while off contract. Employees will receive approval from the Superintendent or his/her designee before working off contract. A leave form will be used to document the date the compensatory time was taken.

Date Adopted: 2/17/2012
Last Revised:

4.35—PLANNING AND LESSON PLANS

Teachers will develop lesson plans for group and/or individualized instruction. Each teacher may be required to submit to the Principal/Education and Instruction Manger plans for each week's work. The daily schedule includes a minimum of 40 minutes of uninterrupted preparation time for activities such as planning lessons.

Date Adopted: 2/17/2012
Last Revised:

4.36—TESTING

Inmates will be tested and/or interviewed upon commitment to determine their educational level. Students are to be tested periodically following a designated number of class meetings. Testing will vary at units due to the number of times an inmate attends class and the school schedule.

Date Adopted: 2/17/2012
Last Revised:

4.37— ASSIGNMENT

Individuals accepting employment with Arkansas Correctional School District agree to accept the position assigned by the Principal or Superintendent. The administration will make teaching assignments based on what is in the best interest of the District. The teacher understands and agrees that his/her teaching assignment under contract (regarding subject areas, grade levels, and campus unit locations) is subject to change at the discretion of the Superintendent or designated supervisor of said school district.

Transfers in assignment may be granted by the Superintendent after written request has been filed, approved by the receiving Principal, and determined to be in the best interest of the School District. The primary criterion for consideration of a request for transfer is whether or not the request will result in the best educational program for the School District. The best educational program results from selection of a school faculty which is well balanced in terms of teacher's experience, general background, and competence. A request for transfer will not be granted if the teacher does not qualify for the existing vacancy.

Extra-curricular duties are considered a normal part of teachers' work; therefore, it will be necessary for all teachers to share in these assignments. The Principal/Education & Instruction Manager of each school shall have the responsibility of assigning extra-curricular duties.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.38—CODE OF ETHICS FOR TEACHERS

PREAMBLE

We, the teachers of the Arkansas Correctional School, believe that the objective of education is service to mankind. When we pledge ourselves to give first place to the wellbeing of inmates, the aims of democratic education will be more fully realized. We propose for ourselves certain standards of conduct in order to be more worthy examples to our students, and to improve our relations with the public. We believe that this will maintain harmony among ourselves and enable us to serve the students of this district more effectively.

A. ARTICLE I. RELATIONS TO THE INMATE

Section I. As an individual, that teacher should respect the inmate as a person and be aware of his/her needs and rights.

Section II. (a). The teacher should cultivate and maintain both by precept and example, worthy citizenship and should make democratic ideals attractive to inmates. He/she should help to create in his/her students democratic responsibilities in respect to making and enforcing laws.

(b). The teacher should help new students make a good adjustment to the school by welcoming them with unaffected friendliness.

Section III. The teacher should at all times be just and fair to students regardless of their social status.

B. ARTICLE II. RELATIONS TO THE COMMUNITY

Section I. The teacher should recognize and perform the duties of citizenship to the community and should participate in civil affairs.

Section II. The teacher should acquaint the community with the important role of education in an enlightened community.

Section III. The teacher should demonstrate in his/her personal life that education makes better citizens.

C. ARTICLE III. RELATIONS TO THE PROFESSION

Section I. The teacher should manifest genuine pride in the profession and should believe in its dignity and worth. He/she should dignify the profession on all occasions by being courteous, just, and professional in all relationships. The teacher should not take advantage of position to further his/her welfare in or outside of the school.

Section II. The teacher should assist in raising the standards of the teaching profession by encouraging only those of high moral standards and scholastic attainment to enter the profession.

Section III. The teacher should insure personal growth and the progress of his/her profession by joining and participating actively in local, state and national professional organizations.

Section IV. The teacher should work actively through professional organizations for security of position and reasonable retirement allowances.

Section V. The teacher, upon accepting a position, should notify other school boards to whom he/she has applied.

Section VI. A contract, once signed, should be faithfully adhered to until it is dissolved by mutual consent. Ample notification should be given by both school officials and by teachers in case a change of position is to be made. In case of an emergency, the thoughtful consideration which business sanction demands should be given by both parties to the contract.

Section VII. The teacher should be a progressive student of education. He/she should maintain his/her own efficiency and keep an open mind toward all forms of professional progress. The teacher's professional life should be one of continuous growth by study, travel, research, and broad interests.

Section VIII. The teacher should support associates in conversation with others, both inside and outside the system, by emphasizing the good things they are doing and by defending colleagues against unjust accusations. The teacher should not interfere in the classroom affairs of an associate in such matters of discipline or grades.

Section IX. The teacher is to handle all business matters according to the established procedures of the system and transact all official business through the proper line of authority and responsibility.

Section X. The teachers within the school district shall be held accountable for all rules and regulations authorized by the Director of the Arkansas Department of Correction.

Date Adopted: 2/17/2012
Last Revised:

4.39—STAFF JOB ACTIONS

It is the intent of the Board to ensure that district education programs function without interruption. For this reason it will seek to ensure that contracts which are in force with the district are fulfilled. As much or as little recourse will be entered into as is necessary for the Board to fulfill its obligations and responsibilities to district citizens.

Any employee who conducts himself in a manner which is disruptive to district educational programs and/or violates the provisions of his/her contract with the district subjects himself willfully to the possibility of legal action by the Board. An employee who breaches his/her individual contract has, in essence, terminated his/her employment with the district. It is the responsibility of every administrator to ensure that the obligations and responsibilities of the Board are fulfilled as the Board directs.

In the event of any disruptive actions by staff groups, emergency personnel regulations will go into effect.

Date Adopted: 2/17/2012
Last Revised:

4.40—PROGRAM EVALUATIONS

The educational system shall be evaluated by district staff on both an institutional and system – wide basis annually. External program evaluations will be conducted on a three–year cycle by a recognized accrediting organization. The evaluation will consider such things as student academic performance, enrollment, and student attendance. The results of the statistical analysis and evaluations will be used for program planning, improvements, and accountability purposes

Date Adopted: 2/17/2012
Last Revised:

4.41—SICK LEAVE COMPENSATION

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment except the following:

A. Upon retirement or entry into the Teacher Deferred Retirement Option Plan (T-Drop), any employee of the Arkansas Department of Correction School District shall receive compensation for accumulated unused sick leave as follows:

1. If the employe has accumulated up to twenty-nine (29) days of sick leave, the employee shall receive an amount equal to the number of sick days times thirty percent (30%) of the employee's daily salary up to five thousand dollars ($5,000).
2. If the employe has accumulated at least thirty (30) days of sick leave, but no more than fifty-nine (59) days of sick leave, the employee shall receive an amount equal to the number of sick days times thirty- two & a half percent (32.5%) of the employee's daily salary up to ten thousand dollars ($10,000).
3. If the employe has accumulated sixty (60) or more days of sick leave, the employee shall receive an amount equal to the number of sick days times thirty-five percent (35%) of the employee's daily salary up to fifteen thousand dollars ($15,000).
4. If an employee has a sick leave balance more than ninety (90) days on the last day of the contract, the employee shall receive payment for days in excess at a rate of thirty-five percent (35%) of the employee's daily salary up to two thousand five hundred dollars ($2,500).

B. For purposes of this section, the employee's daily salary shall be determined by dividing the annual salary by the number of contract days.

C. In no event shall an employee receive an amount that exceeds fifteen thousand dollars ($15,000) upon retirement due to the provisions of this section. Other than an employee's yearly compensation for unused sick leave in excess of ninety (90) days, employees shall receive compensation for unused sick leave one time during their tenure with Arkansas Correctional School District.

D. Staff members may only receive sick leave compensation for days accrued with the District. Example: A staff member who has been teaching for the District for 5 years may only receive sick leave compensation for the 50 days earned while working for the District.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.42—Employee Travel Approval and Reimbursement

The Board of Education recognizes the necessity of occasional staff travel. Employees of Arkansas Correctional School District will be reimbursed for allowable expenses incurred as a result of district-required travel.

Allowable expenses incurred as a result of travel that is not district-required may or may not be fully reimbursed. Prior to engaging in travel that is not district-required, it is the staff member's responsibility to obtain approval from the superintendent or his/her designee. Once approved, the superintendent or designee will determine the maximum reimbursement amount for transportation, lodging, meals, registration, and other expenses.

Date Adopted: April 13, 2026
Last Revised:

4.70—JOB DESCRIPTION – INSTRUCTIONAL STAFF

Instructional staff shall be employed by the Arkansas Correctional School District and shall be directly responsible to the Principal, Education and Instruction Manager, CTE Manager, or CTE Supervisor. Teachers and instructors shall be accountable for certain functions, procedures and activities of the school.

DUTIES AND RESPONSIBILITIES

1. Work in close harmony with unit personnel.
2. Plan and direct learning activities of inmate students in the classroom and laboratory.
3. Assist in the selection of laboratory materials and textbooks for the classroom.
4. Assist in the movement of students to and from the school.
5. Monitors student behavior.
6. Recommend student advancement.
7. Maintain applicable records.
8. Perform other job related duties as required.

QUALIFICATIONS

1. The individual holding the position of **TEACHER** shall be licensed by the State Department of Education.
2. Individuals holding the position of **CTE INSTRUCTOR** shall have previous experience in the appropriate field and possess the required theoretical knowledge and practical skills.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.71—JOB DESCRIPTION – DIRECTOR OF FINANCE

The Director of Finance shall be directly responsible to the Superintendent of the Arkansas Correctional School District. He/she shall ensure that all financial transactions are in accordance with state law. He/she shall work with district personnel to provide financial support for the district's educational activities.

DUTIES AND RESPONSIBILITIES

1. Supervises the management of the financial affairs of the school.
2. Assumes responsibility for budget development and long-range financial planning
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as payroll officer for the district.
6. Manages the district's real estate and insurance programs.
7. Administers a budget control program for the district.
8. Arranges for the internal auditing of school accounts.
9. Purchases by competitive bidding, informal quotations, and negotiation, items of supply and equipment necessary for the operation of the school.
10. Assists in hiring personnel.
11. Performs various and other job related duties as required.

QUALIFICATIONS

The individual holding this position shall have a Bachelor's Degree in business, accounting, or related field, be licensed by the State Department of Education, or have extensive experience in school finance.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.72—JOB DESCRIPTION – DEPUTY SUPERINTENDENT

The Deputy Superintendent shall be directly responsible to the Superintendent of the Arkansas Correctional School District. He/she shall work with the Superintendent to provide supervision for the educational programs.

DUTIES AND RESPONSIBILITIES

1. Assists in coordinating and supervising the total educational program.
2. Prepares drafts of needed Board policies, administrative rules, and status reports for the superintendent's review and action.
3. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
4. Remains abreast of developments and innovations in the field by reading current literature, attending professional meetings and conferences, and discussions with others in the field.
5. Conducts research on correctional education and related fields.
6. Assists in planning appropriate professional development activities for the district.
7. Works with ADC staff to maintain coordination with correctional and educational staff.
8. The Deputy Superintendent must be trained and certified to meet evaluator requirements set forth by the Arkansas Department of Education. Novice Assistant/Deputy Superintendents will be trained and certified as evaluators by the end of the first semester of employment.
9. Performs various and other job duties as required.

QUALIFICATIONS

The individual holding this position shall be licensed by the State Department of Education. Some additional experience is required.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.73—JOB DESCRIPTION PRINCIPAL OR EDUCATION & INSTRUCTION MANAGER

The Principal or Education & Instruction Manager shall be directly responsible to the Superintendent. The Principal or Education & Instruction Manager shall have administrative and supervisory duties and responsibilities, and is accountable for certain functions, procedures, and activities of the School District.

DUTIES AND RESPONSIBILITIES

PRINCIPAL or EDUCATION & INSTRUCTION MANAGER

1. Works in close harmony with unit personnel.
2. Plans and directs learning activities of inmate students in the non-graded curriculum.
3. Adheres to testing protocol.
4. Administers school attendance, maintains proper records, and files necessary school district reports.
5. Coordinates development of course of study outlines and lesson plans for instructional purposes.
6. Recommends various teaching materials and media.
7. Assists in selection of necessary textbooks and related materials.
8. Assists in developing budgets and requests supplies, materials, and instructional aids.
9. Assists in maintaining and gathering various statistical information.
10. Recommends student placement and advancement.
11. Perform various and other job-related duties as required.
12. The Principal/Education & Instruction Manager is the teachers' immediate supervisor and is responsible for teacher evaluation.

    As evaluators, principals/education and instruction managers must be trained and certified to meet requirements set forth by the Arkansas Department of Education. Novice Principals will be trained and certified as evaluators by the end of their first semester of employment.

13. The Principal/Education & Instruction Manager assists teachers in developing professional growth plans as required by the Teacher Excellence and Support System.

QUALIFICATIONS

The individual holding the position of Principal or Education & Instruction Manager shall be licensed by the Department of Education.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.74—JOB DESCRIPTION CTE MANAGER OR CTE SUPERVISOR

The CTE Manager shall be directly responsible to the Superintendent. The CTE Supervisor shall be directly responsible to the Unit Principal. The CTE Manager and the CTE Supervisor shall have administrative and supervisory duties and responsibilities, and shall be accountable for certain functions, procedures, and activities of the School District.

DUTIES AND RESPONSIBILITIES

CTE MANAGER & CTE SUPERVISOR

1. Works in close harmony with unit personnel.
2. Adheres to testing protocol.
3. Administers school attendance, maintains proper records, and files necessary school district reports.
4. Assists in developing budgets and requests supplies, materials, and instructional aids
5. Perform various and other job-related duties as required.
6. The CTE Manager/Supervisor is the instructor's immediate supervisor and is responsible instructor performance evaluations.

QUALIFICATIONS

The individual holding the position of CTE Manager/Supervisor shall have an extensive background in career and technical education in a correctional setting.

Date Adopted: 4/15/2025
Last Revised:

4.75—JOB DESCRIPTION – TECHNOLOGY COORDINATOR

The Technology Coordinator shall be directly responsible to the Superintendent of the Arkansas Correctional School District.

DUTIES AND RESPONSIBILITIES

1. Works with GED examiners to trouble shoot computer-based testing activities.
2. Maintains status as a certified computer-based testing examiner.
3. Maintains computer lab compatibility with computer-based testing.
4. Works with staff to find solutions to technology issues.
5. Provide staff development on technology.
6. Modifies the offender database as needed.
7. Creates statistical reports from the existing database and assists in research projects as needed.
8. Modifies and updates the district website per state department of education requirements.
9. Supervise other information technology related staff.
10. Other duties as assigned.

QUALIFICATIONS

The individual holding this position will possess the experience and skill necessary to work with the district's existing technology and adapt to future challenges in this rapidly evolving field and must have experience in relational database management systems.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.76—JOB DESCRIPTION – STUDENT RECORDS/GED COORDINATOR

The Student Records/GED Coordinator shall be directly responsible to the Superintendent of the Arkansas Correctional School District.

DUTIES AND RESPONSIBILITIES

1. Inputs educational records and GED scores into the ADC database
2. Maintains status as a certified computerized testing examiner
3. Administers the GED test at the units when needed.
4. Works with the ACSD finance department to reconcile financial statements associated with testing
5. Works with Principals as needed
6. Compiles and maintains (GED) graduate information
7. Creates GED graduation ceremony program
8. Assumes other duties as assigned by the Superintendent

QUALIFICATIONS

The individual holding this position shall have an Associate's degree or experience in a related field.

Date Adopted: 2/17/2012
Last Revised: 4/15/2025

4.77—JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT/AIDE

Administrative Assistants/Aides employed by the Arkansas Correctional School District and working at a unit or center shall be directly responsible to the Principal, Education and Instruction Manager, CTE Manager, or CTE Supervisor. Administrative Assistants working at the Central Office shall be directly responsible to the Superintendent. Administrative Assistants/Aides shall be accountable for certain functions, procedures and activities of the school.

DUTIES AND RESPONSIBILITIES

1. Work in close harmony with unit/office personnel.
2. If applicable, plan and direct learning activities of inmate students in the classroom and laboratory.
3. Monitor student behavior, if applicable.
4. Maintain applicable records.
5. Perform other job-related duties as required.

Date Adopted: April 13, 2026
Last Revised: