

Fayetteville (AR) Public School

Non-Discrimination Policy

The Fayetteville School District is committed to providing an inclusive and welcoming environment for all staff, patrons and members of our community and ensuring that employment decisions are based on an individual's abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the District's policy not to discriminate in offering access to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

Adopted: 6/28/2012

Effective: 7/1/2012

FAYETTEVILLE (AR) PUBLIC SCHOOLS

POLICY FOR HANDLING PERSONNEL PROBLEMS

The Board of Education recognizes the need to implement an orderly process for the early resolution of differences concerning the implementation of established rules and policies and to provide for an orderly settlement in a manner fair and equitable to all employees.

The Board of Education urges all employees to communicate observations and concerns which could ensure and improve the efficient operation of the District.

DEFINITIONS AND PROCEDURES

Definitions

Teacher - any person employed by the Fayetteville Board of Education in a capacity for which a certificate issued by the Arkansas State Education Department is required as a condition of employment.

Grievance - a disagreement between two or more teachers concerning the interpretation of existing laws, contracts, policies of the Board of Education, or established rules.

Workday - any Monday through Friday, inclusive, except for those holidays listed on the approved school calendar.

Professional communication-communications which give appropriate attention to matters of mutual professional concern. They should be in writing and given prompt attention.

Professional Communications Procedures

All employees should communicate their observations and concerns which would ensure and improve efficient operations of the District. Any employee may file a Professional Communication using form 4102.1.

The receiver of the Professional Communication will reply in writing within 10 days if so requested. If the sender is not satisfied with the reply, the sender may continue with the full grievance process using form 4102.2.

Grievance Procedures

All teachers in the school district shall have the right to challenge the application and/or interpretation of rules, regulations, or policies affecting teachers through recognized administrative channels. Each teacher or group of teachers who have a grievance may process it by giving written notice of the grievance to their immediate supervisor. At each administrative level the teacher has the right to a face-to-face presentation of his/her grievance and the right to have a representative present to assist in that presentation. If necessary or desired, the decision rendered at that level may be appealed to the next person in line as defined by the school district's organizational chart, until reaching the final staff appeal to the superintendent of schools. Should the teacher filing a grievance under this policy elect to seek court action, the processing of the grievance under this policy shall be closed.

Grievances that involve an administrator other than the building principals should be filed directly with that administrator or the superintendent.

If the grievance is not resolved after reaching the superintendent of schools, it may be appealed to the Board of Education.

Each administrator will deal with a grievance as quickly as possible but will have a maximum of seven workdays after a grievance is filed in which to investigate and render a decision. The decision will be delivered in writing to the teacher(s) who filed the grievance. If no decision is delivered within the seven-day limit, the grievance may be advanced to the next level. If the teacher(s) decides to appeal this decision, copies of the decision and the original grievance should be forwarded to the next appropriate administrator, along with notice of appeal. Such an appeal must be made, in writing, within seven days of the announced decision.

If a teacher has exhausted all previous steps, the teacher may appeal to the Board of Education. Appeals made to the Board of Education shall be delivered to the President of the Board within seven workdays of the delivery of the superintendent's response to the grievance and should include all documentation (the original grievance, appeals, responses, statements from witnesses, etc.) assembled in regard to the grievance. The appellant should include a statement indicating the reason(s) for appealing the superintendent's decision and a rationale for asking the Board to reverse or alter that decision. Copies of the appeal shall be delivered to the superintendent of schools and to the other party to the grievance within one day of delivery to the Board President. When an appeal to the Board of Education is filed, consideration of that appeal will be placed on the agenda for the next regularly scheduled Board meeting. If the appeal states a grievance within the definition of this policy, the Board shall grant a hearing to the grievant at that meeting or at some later time mutually agreed to by the Board and the grievant, unless the grievant requests that the appeal decision be made on the basis of the

written record.

If the Board determines that a grievance exists within the definition of this policy, and if the grievant requests that no hearing be held, the Board will report its final decision regarding the grievance to the parties to the grievance, in writing, within seven workdays after the Board meeting at which the appeal is considered.

When a hearing is held, the following conditions will apply:

1. The hearing will be open to the public unless the employee requests a private hearing.
2. If the hearing is closed (conducted in executive session), no record of the hearing will be made. If the hearing is open, a record of the hearing will be made by the Board, and a copy will be provided to either party to the grievance, upon request and payment of copying costs.
3. When a public hearing is held, the Board of Education can be represented by one person, and each of the two parties to the grievance can be represented by one person. Each party to the grievance, or the representative of that party, shall have an opportunity to make a statement to the Board and shall, at the discretion of the Board, have an opportunity to question the other party.
4. When a public hearing is held, the Board reserves the right to call and question witnesses, including those suggested by either party to the grievance.
5. The President of the Board, or some other Board member appointed by the President, shall conduct the hearing before the Board as a whole.
6. The Board will report its final decision, in writing, to both parties to the grievance no later than seven workdays after its next scheduled meeting.

The Board's written response to a grievance will include the reason(s) for supporting or denying the grievance or for effecting a compromise between the parties to the grievance.

Forms for filing grievances shall be furnished by the school district Human Resources Office and made available to each building.

Approved: 6-28-72
Revised: 5-13-77
Revised: 12-19-78
Revised: 5-27-80
Revised: 2-23-81
Revised: 5-26-81
Renumbered: 6-22-84

Revised: 9-24-91
Revised: 5-12-94
Revised: 5-27-04

PROFESSIONAL COMMUNICATIONS

1. All employees should communicate their observations and concerns which could ensure and improve efficient operation of the District.
2. Responsible public service often requires written professional communications and prompt replies.
3. Employees may use the following form to give appropriate attention to matters of mutual professional concern in the District.

PROFESSIONAL COMMUNICATION

TO: _____ DATE _____

The nature of this communication suggests a need for

A reply in 10 days or less No reply, FYI.

MESSAGE:

FROM: _____

REPLY:

SIGNED: _____ DATE: _____

White-return to sender Yellow-for person addressed Pink-retained by sender
2410-ES-a

REQUEST FOR CONSIDERATION OF GRIEVANCE

Name(s) of Grievant(s) _____

Date of Grievance _____

Description of the Grievance(Indicate names; dates, and specific policy, law, contract, or rule on question.):

Signed _____
Attach additional pages, if necessary)

Received by _____ Date _____

Action:

- #1 returned to grievant after action
- #2 retained by administrator after action
- #3 retained by grievant when grievance is field

Signed _____ Date _____

STAFF EMPLOYMENT POLICIES

1. The Fayetteville Board of Education will make every effort to employ the best qualified individuals for positions requiring a certificate issued by the State Department of Education.
2. Each vacancy will be filled from candidates who apply, including any who request to transfer. Building principals will assign staff members appropriately within their area(s) of certification. (See Policy No. 4112 and No. 4115)
3. In an effort to insure the best possible candidate for school district positions, all positions will be posted at the local school buildings and advertised when practical.
4. Fayetteville School District No. 1 is an equal opportunity employer.

STAFF EMPLOYMENT PROCEDURES

5. The superintendent's contract shall be considered annually by the Board of Education for a period of three years or they will advise the superintendent that his tenure is in question and take no action to extend his contract.
6. The Fayetteville School District will follow Arkansas Code Section 6-17-1506 for contract renewal. (See Appendix -- State Laws: Arkansas Code Section 6-17-1506).

EMPLOYING TEACHERS

7. An applicant for a teaching position must meet the following minimum standards in order to be employed or re-employed in the Fayetteville School District.
 - (a) The staff member must qualify for a certificate issued by the Arkansas State Department of Education in his/her teaching field. (See Appendix -- State Laws: Arkansas Code Section 6-17-401)
 - (b) The staff member must comply with any health regulations determined by the Board of Education or the State of Arkansas. (See Appendix -- State Laws: Arkansas Code Section 6-17-101)
 - (c) The staff member must comply with the provisions of the local Professional Development. Policy (No. 4131).
 - (d) The staff member could be assigned to a different grade level, subject, or building, as long as appropriate certification was held for the assignment (Policy No. 4115). Failure to accept an assignment would subject the teacher to termination or nonrenewal. Appeals of such assignments could be made through the provisions of Policy No. 4102. (See Appendix -- State Laws: Arkansas Code Section 6-17-303)
 - (e) A staff member who is assigned to work extra days beyond the normal teaching contract will be notified in writing one week before the April board meeting if the number of contracted days for the succeeding year is to be reduced. (See Appendix -- State Laws: Arkansas Code Section 6-17-1506)
 - (f) A staff member who receives a stipend annually will be notified in writing one week before the April board meeting if the staff member's extra duty assignment for the succeeding year is to be reduced. (See Policy No. 4115 and Appendix -- State Laws: Arkansas Code Section 6-17-1506)

FAYETTEVILLE (AR) PUBLIC SCHOOLS
EMPLOYMENT OF PART-TIME TEACHERS

In some cases it is necessary for the Fayetteville School District to employ part-time staff members. Part-time staff members shall be fully qualified.

A part-time teacher teaching up to and including one-half time will be entitled to one-half of the fringe benefits earned by full-time teachers. A part-time teacher teaching more than one-half time will be entitled to all fringe benefits and will earn a full salary increment.

The teacher at the time of employment will be furnished a detailed description of the weights assigned to his/her duties used in determining the equivalent part of the full-time salary, including a copy of this policy.

PROCEDURES

Administrators and the teacher involved shall make provisions for adjusting salaries and duties in special cases.

Fractional Time of Employment. The following guidelines will be used in computing part-time teachers' salaries and in determining responsibilities for those teachers.

1. In a secondary school with a six-period day:

Teachers employed in such schools will be paid based on the number of periods taught per day, divided by five. (This method provides some compensation for preparation time, but allows the preparation time to be scheduled at the convenience of the teacher involved.) If, in order to accommodate scheduling requirements, it is necessary to assign a part-time teacher to non-consecutive teaching periods (exclusive of lunch), the teacher may elect to be paid based on the number of periods taught per day plus one and divided by six. In this event, the teacher will have the same responsibilities during the preparation period as a full-time teacher.

2. In a secondary school with a seven-period day:

Teachers employed in such schools will be paid based on the number of periods taught per day, divided by six. (This method provides some compensation for preparation time but allows the

preparation time to be scheduled at the convenience of the teacher involved.) If, in order to accommodate scheduling requirements, it is necessary to assign a part-time teacher to non-consecutive teaching periods (exclusive of lunch), the teacher may elect to be paid on the number of periods taught per day plus one divided by seven. In this event, the teacher will have the same responsibilities during the preparation period as a full-time teacher.

3. In an elementary school:

“Regular” elementary positions are considered full-time positions. Such positions will be filled by full-time teachers except in an unusual or emergency situation. Elementary specialists are considered full-time positions unless part-time positions in some instances are in the best interest of all concerned. Elementary teachers may be employed to teach on a part-time basis in elementary schools.

Two-fifths time	(Two full days per week)
One-half time	(Five one-half days or two full days and one-half day per week)
Three-fifths time	(Three full days per week)

A part-time teacher scheduled for full-days assignments in an elementary school shall be on duty for the full day as defined for “regular” elementary teachers. A part-time teacher scheduled for part-time daily assignment in an elementary school shall be paid the equivalent amount in salary as the time required is equivalent to the elementary teaching day.

4. Optional employment arrangements in the event of scheduling difficulties

If a principal and a teacher agree that the teacher will regularly be assigned extra teaching time, the teacher will be paid for the extra time as an appropriate proportion of the teacher’s base pay.

5. Faculty and other professional meetings for part-time teachers:

A part-time teacher shall be encouraged to attend all faculty and other professional meetings and shall be responsible for attending such meetings on a basis at least equal to the teacher’s percentage

of full-time employment. The principal shall schedule regular and special faculty meetings in the best interest of all concerned.

6. Duties for part-time teachers:

A part-time teacher will be expected to perform regular faculty duties (homeroom supervision, bus duty, activity supervision, etc.) on a basis approximately equal to the teacher's percentage of full-time employment.

Opportunities for full-time employment: All part-time certified staff members will be notified, by written notice mailed to their most current address on file in the superintendent's office, of any full-time position that becomes open. The staff member will be guaranteed an interview providing that they meet the certification requirements for that position. If the part-time staff member is not hired, for that full-time position, the staff member may request an employment conference.

Adopted: 4-29-75
Amended: 5-13-77
Amended: 12-19-78
Amended: 3-27-84
Amended: 5-22-86
Amended: 9-24-91

School Board President

FAYETTEVILLE (AR) PUBLIC SCHOOLS

LICENSED PERSONNEL CONTRACT RETURN

When considering the next year's employment contract, an employee shall have thirty (30) days from the date of the receipt of the contract to return the contract, signed, to the Human Resources office or designated school or department official. Depending on the method of delivery, the date of receipt of the contract shall be:

- the postmark date if mailed
- the time stamp date of electronic delivery to the employee if emailed
- the date on which the school official notifies the employee the contract is available for pick up
- the date on which the school official hands the contract to the employee

Failure of an employee to return the signed contract to the Human Resources office or designated school or department official within thirty (30) days of the receipt of the contract shall be considered a resignation by the employee. The date of return is considered the date on which the contract is physically received in the Human Resources office or by the designated school or department official. No further action on the part of the employee, the Superintendent, or the School Board shall be required in order to make the employee's resignation final. The employee's last day will be the end of the contract currently in force.

Legal Reference: A.C.A. § 6-17-1506(c)(1)

Adopted: 3-28-2013
Effective: 7-1-2013

FAYETTEVILLE (AR) PUBLIC SCHOOLS

TRANSFER POLICY

GENERAL PRINCIPLES:

A change in teaching position may be requested by the teacher, by the principal of the teacher's school, or may be initiated by the superintendent and his staff.

It shall be the responsibility of the superintendent to effect transfers in full cooperation with all parties affected. Reasons for transfer shall be reasonable to and expressly understood by those concerned. No transfer shall be made arbitrarily or vindictively.

The principle 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 teachers' experience, general background, and competence. A request for transfer will not be granted if the teacher does not qualify for the existing vacancy.

Transfers are not made during a school year except for an emergency or if unusual circumstances exist.

Transfer - Request by Teacher:

In considering a request for transfer, the convenience and wishes of the incoming teacher will be honored to the extent that they do not conflict with the instructional requirements and best interests of the school district.

Principals reserve the right to refuse a teacher by transfer when they feel it would be disruptive to a faculty.

If more than one teacher has applied for the same position, the teacher best qualified for that position shall be appointed by the building principal and the administration. If qualifications are substantially equal, seniority in the school district shall be the determining factor.

Transfer - Requested by Administration:

Such changes will be voluntary on the part of the affected teacher provided that the overall, legitimate objectives of the school administration are satisfied and the overall, legitimate needs of the school district are not impaired or adversely affected.

When a reduction in the number of teachers in a school is necessary, volunteers shall be transferred first.

When involuntary transfers are necessary, length of service in the Fayetteville School System shall be a factor in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred to as nearly comparable a position as possible. Notice of transfer will be given the teacher as soon as practicable.

An involuntary transfer shall be made only after a meeting between the teacher involved and the superintendent (or personnel director), at which time the teacher shall be notified of the reasons for the transfer. In the event that a teacher objects to the transfer at this meeting, the teacher may follow procedures outlined in Policy No. 4102.

A list of open positions in the school district shall be made available to any teacher upon request. Any newly created positions shall be announced to all teachers.

Adopted: 6-28-72
Amended: 4-17-73
Amended: 2-26-80
Amended: 10-10-89
Amended: 9-24-91

TRANSFER PROCEDURES

The term "teacher," as used in the Transfer Policy shall mean and include any person employed by the Fayetteville Board of Education in a teaching, instructional, administrative, or supervisory capacity for which a certificate issued by the Arkansas State Department of Education is required as a condition of employment in such position.

A teacher desiring to make a request for a transfer shall file a written request with the superintendent (personnel director) not later than March 1 of each year. This request should include the grade and/or subject to which the teacher desires to be assigned or the school or schools, in order of preference, to which he desires to be transferred. If an opening occurs after March 1, any teacher qualified for the position may apply.

When the request form is completed by the teacher, (form to be supplied by the superintendent's office), it must be acknowledged by the present principal's signature (not as a sign of approval or disapproval). It will then be sent to the superintendent (personnel director) to be placed in the file of applicants for positions in that grade, subject, or field and will be available to principals seeking applicants. The superintendent (personnel director) shall acknowledge receipt of each request for transfer in writing.

No assignment of a new teacher to a position involved in transfer requests shall be made until all pending requests have been considered.

The superintendent (personnel director) shall inform in writing each applicant for a transfer what disposition is made of the request as soon as the decision is made.

If a transfer is to be made, the teacher and administrators concerned will be notified. except in unusual cases, before April 15. If a teacher does not wish to be considered for vacancies which occur in the summer, the teacher must cancel his request for transfer in writing.

Requests for consideration for specific openings shall supersede and cancel any previous transfer requests made to unspecified locations.

Approved: 6-28-72
Amended: 4-17-73
Amended: 2-26-80
Amended: 10-10-89
Amended: 9-24-91

President, Board of Education

REQUEST FOR TRANSFER

TEACHER'S NAME _____

PRESENT POSITION _____
Grade or Subject School

POSITION DESIRED: Indicate the grade and/or subject desired and school or schools in order of preference:

Teacher's Signature Date

*Present Principal's Signature Date

*Central Office Administrator's Signature Date

*Signature acknowledges receipt of request; is not a sign of approval or disapprovals.

COMMENTS: _____

Please complete this form and send to appropriate Central Office Administrator in charge of personnel who will sign. One copy to be placed in applicant's file for position in grade or subject desired. Second copy to be returned to teacher to acknowledge receipt of request.

Fayetteville (AR) Public Schools

EVALUATION OF TEACHERS/CERTIFIED STAFF

The Arkansas Teacher Excellence and Support System (TESS) is the statewide teacher evaluation system that provides support, collaboration, feedback and targeted professional development opportunities aimed at ensuring effective teaching and improving student learning.

In accordance with the Arkansas Laws and Arkansas Department of Education Rules, each teacher employed by the Fayetteville School District shall be evaluated, at least annually, in writing, under TESS.

The Board of Education of the Fayetteville Public School System hereby authorizes the Administration to adopt Administrative Regulations, which define procedures, to carry out this policy.

- Definition: As stated in ADE Rules Governing the Teacher Excellence and Support System, Teacher means a person who is:
- Required to hold and holds a teaching license from the State Board of Education as a condition of employment; and
 - Employed in a public school as a:
 - Classroom teacher engaged directly in instruction with students in a classroom setting;
 - Guidance counselor;
 - Library media specialist;
 - Special education teacher; or
 - The following teachers who instruct public school students:
 - Distance learning teachers
 - Virtual charter school teachers
 - Teachers at the Arkansas School for the Deaf
 - Teachers at the Arkansas Correctional School
 - Instructional facilitators and instructional coaches; and
 - Teachers employed by education service cooperatives who instruct public school students.

References: Act 1209 of 2011, codified as ACA 6-17-2801, et seq., and all amendments thereto
ADE Rules Governing the Teacher Excellence and Support System #005.16, and all amendments thereto

Adopted: 6-27-2013
Effective: 7-1-2013

Administrative Regulation to Evaluation of Teachers/Certified Staff

1. Purpose

Certified employee evaluation in the Fayetteville School District is based on the premise that professional growth is essential for the improvement of employee performance and instruction. Evaluation should be continuous and constructive and should take place in an atmosphere of mutual trust, support, and respect. The process is a cooperative effort designed to encourage productive dialogue and action between and among staff and supervisors. This evaluation program recognizes the individual differences of each person and utilizes an approach that provides maximum opportunities for improvement and growth. Its purpose is to:

- a. improve delivery of instruction for optimal student achievement.
- b. develop and maintain a climate conducive to learning, and
- c. guide the professional development of each employee.

2. Notification

By August 31 of each school year, or within one month of later employment, the supervisor will inform each employee in writing of his/her evaluator and Evaluation Track (see section 5) for that particular school year. Additionally, the evaluator will inform the employee of the details of the evaluation process including but not limited to forms to be used and number of observations. The district Notice of Evaluation form will be used for documentation. The evaluator shall be the supervisor of the employee. The supervisor may appoint an alternative evaluator with the approval of the employee.

3. Observations

Observations may occur at any time after notification of evaluation. However, the first formal observation should be completed by the end of the fall semester and all observations will be completed by March 1. Formal classroom observations will be for no less than 45 minutes and informal classroom observations will be for no less than 15 minutes.

4. Evaluation Plans

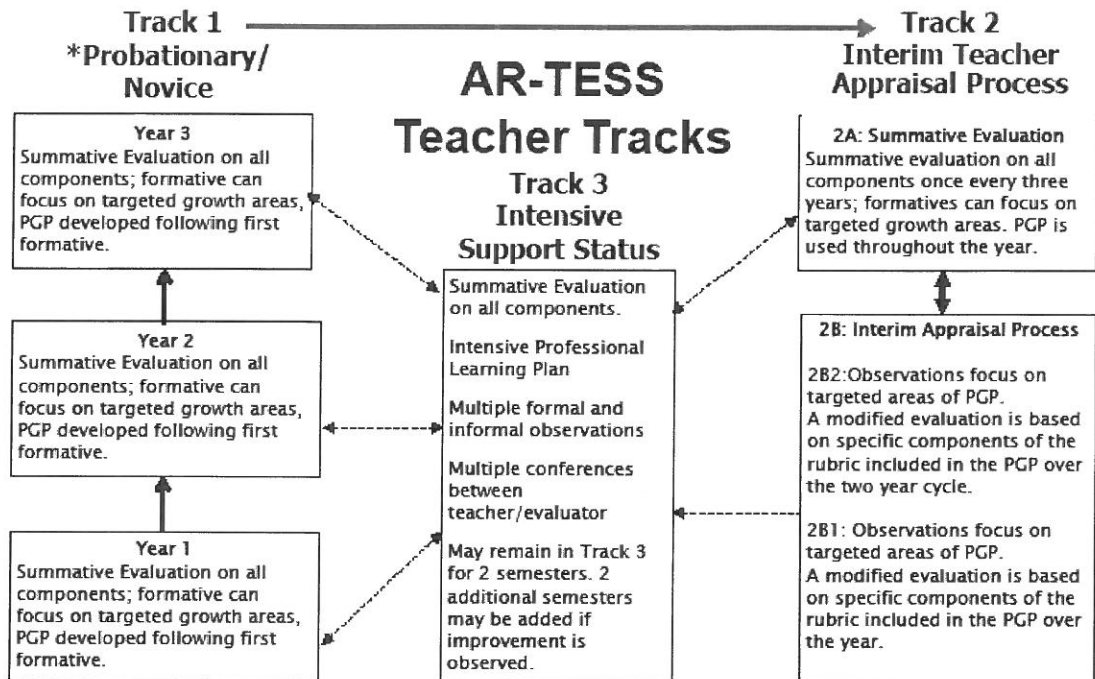
The district will conduct a summative evaluation for every teacher who is a probationary teacher, a novice teacher, or a teacher who successfully completed intensive support status within the current or immediately preceding school year. For those teachers on a summative evaluation, there must be at least one (1) formal observation and two (2) informal observations.

Once the above requirements have been satisfied, a summative evaluation shall only be required one (1) time every three (3) school years. Nothing shall prevent

an evaluator from conducting a summative evaluation of a teacher more often than one time every three (3) school years. In a school year in which a summative evaluation is not required for a teacher, the teacher shall focus on elements of the teacher’s professional growth plan (PGP), as approved by the evaluator, that are designed to help the teacher improve his or her teaching practices.

5. Evaluation Tracks

The following diagram outlines the evaluation cycle for teachers:



***"Probationary teacher" means a teacher who has not completed three (3) successive years of employment in the school district in which the teacher is currently employed. A teacher employed in a school district in Arkansas for three (3) years will complete the probationary period.

*An employing school district may, by a majority vote of its directors, provide for one (1) additional year of probationary status – District Policy is required to place all new employees incoming to the district from another district /state on a one-year probationary status.

*A first year teacher will be considered both a novice and probationary teacher.

Revised 3/13/13



6. Process Timelines

The following diagram indicates timelines for the evaluation process:

a. Summative Evaluation Plan

Notification of Evaluation by August 31	First formal evaluation completed by end of Fall Semester	All observations completed by March 1. Including at least 1 formal (45 min.) and 2 informal (15 min.).	Summative Conferences by March 30	To Central Office by April 1
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b. Professional Growth Plan & Intensive Growth Plan

Notification of Evaluation by August 31	First formal evaluation completed by end of Fall Semester	All observations completed by March 1. Including at least 1 formal (45 min.) and 2 informal (15 min.).	Final Report Conference by March 30	To Central Office by April 1
Work through timeline as indicated in the PGP or IGP				

c. Administrator Evaluation Plan

By August 31, Pre-evaluation conference with supervisor to set goals	By September 30, Administrator communicates goals and evaluation process with staff	September - March Gathering feedback and documentation for portfolio	Final Report Conference by March 30	To Central Office by April 1
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7. Evaluation Forms

Each certified employee shall be evaluated annually using the appropriate form(s).

Notice of Evaluation

Certified Employee _____

In accordance with District Policy No. 4117, _____ has been selected to conduct your evaluation for the current school year. If an alternative evaluator is preferred, please notify your supervisor, in writing, within five working days after receipt of this notice.

Additionally, for this current _____ school year, you will be evaluated in accordance with the Teacher Evaluation Track indicated below and all forms relevant to such evaluation.

_____ Teacher Evaluation Track 1

_____ Teacher Evaluation Track 2 _____ 2A _____ 2B2 _____ 2B1

_____ Teacher Evaluation Track 3

Please sign below indicating that you have received this Notice of Evaluation.

Evaluator Signature Date

Certified Employee Signature Date

FAYETTEVILLE (AR) PUBLIC SCHOOLS

POLICY ON DISMISSAL AND NON-RENEWAL OF CONTRACT

Refer to the The Arkansas Teacher Fair Dismissal Act, codified as Arkansas Code Annotated 6-17-1501, et seq., and all amendments thereto.

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Amended: 6-28-72
Amended: 4-17-73
Amended: 5-13-77
Amended: 5-8-80
Amended: 2-23-81
Amended: 6-25-85
Amended: 6-3-86
Amended: 7-7-87
Amended: 3-28-93
Amended: 2-28-02

**FAYETTEVILLE (AR) PUBLIC SCHOOLS
REDUCTION IN FORCE**

The Board of Education recognizes that a decrease in student enrollment, district-wide or within a particular program, school district reorganization, the financial condition of the school district, or other factors may make it necessary to place some staff members on involuntary leaves of absence, without pay or other benefits. Recognizing that such action is potentially disruptive to school programs and individual staff members, the Board agrees that such a reduction will be made only after school employees and the Board of Education have given due consideration to alternatives to such a reduction. When such an occasion arises, procedures will be followed to accomplish two purposes:

1. Maintenance of education of the highest possible quality for the students of the Fayetteville Public Schools
2. Fair and equitable treatment for all employees of the school district.

It is understood that this policy will not be used to dismiss any individual employee. Such dismissal will take place only through the provisions of Policy No. 4119.

PROCEDURES

I. General Guidelines

When a reduction in the number of certificated staff members becomes necessary, the following general guidelines will be followed:

- A. A balance will be sought in the reduction of teaching, supervisory, and administrative positions within the accreditation standards of the state.
- B. Efforts will be made to accomplish the reduction through attrition and reassignment before using any other method of staff reduction.
- C. Written notification to affected staff members will be provided as early as possible but no later than April 15 of the current contract year.
- D. A staff member whose position is eliminated the provisions of this policy will be considered to be on extended leave(involuntary). Such status will be maintained for a period of two years (unless re-employed by the Fayetteville Schools) and will

not be affected by employment in another school district or in another occupation.

- E. The administration will inform all affected staff members regarding how insurance and retirement benefits are affected by such a reduction.
- F. The administration will provide reasonable assistance to affected employees who wish to seek employment in surrounding school districts. Affected employees who are not employed elsewhere will be encouraged to make themselves available for substitute teaching in the Fayetteville Schools; such teachers will be given priority when substitute assignments are made.
- G. Staff reductions will be made on a district-wide basis (elementary K-5 secondary 6-12) rather than by building. Staff members will be considered for reduction on the basis of their current assignment; those on leave of absence will be considered as though they were employed in their most recent assignment.
- H. In the event of state action, such as annexation, years of employment in Fayetteville Public Schools will supersede total years of experience of newly acquired employees from other district(s).

II. **Specific Procedures**

When a staff reduction becomes necessary, the following specific procedures will be followed:

- A. The administration - based on current and projected enrollments, district financial projections, etc. - will determine the total number of staff reductions to be made for the district and for each building for the succeeding year.
- B. The administration will determine the number of personnel to be reduced in each of the following categories:
 - 1. Classroom teachers and reading teachers in grades K-5.
 - 2. Teachers in grades K-5, by areas of specialization (music teachers, librarians, special education teachers, etc.).
 - 3. Teachers in grades 6-12, by areas of specialization (includes all non-administrative personnel).

4. Administrators and supervisors.

C. Staff reductions in categories B. 1-4 (above) will be completed in the following order:

Step 1: Natural attrition

Step 2: Employees with provisional licenses, waivers, and additional licensure plans.

Step 3: Part-time employees, if their area of specialization is identified for reduction in B, above.

Step 4: Employees who are assigned to an area of specialization being eliminated from the curriculum (as identified in B. 2-4, above).

Step 5: If sufficient staff members are not reduced through these four means, consideration will be given to the following items, taken as a whole:

- a. Commitment to professional development, as indicated by a review of the staff member's total staff development record. Specific consideration will be given to the appropriateness and magnitude of job targets/improvement goals undertaken and completed by the employee through the staff evaluation program and to the appropriateness and magnitude of advanced training completed through college/university courses and/or the local staff development program.
- b. Areas of specialization and multiple certification areas.
- c. Recommendation of the employees' immediate supervisor, as reflected in the employee's annual evaluation and through the supervisor's review of that appraisal.
- d. Experience in the Fayetteville Public Schools.
- e. Experience in the field of education.

Where necessary and appropriate, the superintendent's office will be responsible for evaluating employees on a district-wide basis on criteria a-e.

- D. After reductions are made, necessary transfers within the district will be governed by the district's transfer policy (No. 4115).

III. Recall

If, after a reduction has been made, the need for the total reduction in force is diminished, personnel reduced under the provisions of this policy will be offered employment before employment is offered to any other applicant, provided such employees are fully certified for the available position (even if the vacancy is in a teaching specialty different from that previously held by the affected employee) and that they have notified the Superintendent of Schools of these teaching areas for which they wish to be considered for employment.

When positions are to be filled through the recall process, eligible personnel (those on involuntary leave) will be recalled on the basis of their possession of criteria a-e in Step 5, above, at the time of the original reduction. When a selection is made, the person being recalled will be offered employment by certified mail (deliverable to the employee only) from the superintendent's office. (If a person affected by staff reduction fails to keep the superintendent's office notified of current address, or other proper means of contacting when a vacancy occurs, that person waives the opportunity for recall.) Within seven calendar days of receipt of the offer of employment, the recalled person must accept the offer by replying by certified mail or in person to the superintendent's office. Rejection of such an offer, or failure to respond within seven days, removes the recalled person's right to any further employment consideration under the provisions of this policy.

Upon accepting a position through the recall procedure, the affected staff member will have previously existing benefits (seniority, accumulated leave, etc.) reinstated. No benefits will be accrued during the time the staff member is not employed by the school district, except for the following provisions:

1. A year's experience credit will be awarded for each year (or major portion thereof) of teaching service rendered by an employee on involuntary leave of absence in a school system accredited by a state department of education or similar accrediting agency.
2. A year's experience credit will be awarded for any academic

year in which an employee on involuntary leave of absence serves as a substitute teacher for at least 120 days in the Fayetteville Public Schools.

A person will be eligible for recall for a period of two calendar years, beginning with the last day of the contract year during which notice of reduction is received by the person. Any person not recalled within two years will no longer be considered on leave of absence status and must re-apply to the school district to be considered for employment.

Approved: 4-28-81
Revised: 3-27-84
Revised: 6-23-87
Revised: 6-25-09 Effective: 7-1-09

FAYETTEVILLE (AR) PUBLIC SCHOOLS

RETIREMENT POLICY

The Fayetteville School District encourages staff members who perform satisfactorily to continue working until they qualify for retirement benefits through the Arkansas Teacher Retirement program and the Social Security program.

The school district's business office will assist employees in selecting from the various contribution programs available and will assist eligible employees in completing the necessary forms required to qualify for retirement benefits. Employees considering retirement should contact the district's business office for assistance at least six months prior to the anticipated date of retirement.

Continuing employment for those who desire to work beyond normal retirement age will comply with all regulations established by the state and federal governments.

The Fayetteville School District will provide appropriate public recognition to current employees who meet both of the following conditions.

1. Teach at least 10 years in the Fayetteville Schools.
2. Qualify for and apply for benefits through the Arkansas Teachers Retirement program.

Adopted: 10-10-89

President, Board of Education

SCHOOL CALENDAR

The Fayetteville School District #1 will annually develop a school calendar in accordance with Arkansas Codes Annotated 6-17-201 and 6-17-2301, and all amendments thereto.

Approved: 6-25-09 Effective: 7-1-09

The Board of Education of the Fayetteville Public Schools believes schools are learning communities where teachers and students are continually engaged in inquiry and stimulating discourse. The Board considers professional development an integral part of the school district's program and intends to budget funds accordingly.

a) **Professional Development Hour Requirements**

In accordance with state law, the Fayetteville School District will provide a minimum of 60 hours of professional development activities within the regular school calendar based on local educational needs and state educational goals. In addition, the district will provide other PD opportunities outside of school contract hours. If the state mandates new requirements or regulations which are more stringent than local policies, the state-mandated change will go into effect. The district will ensure that all state required specific professional development activities are offered and monitored.

b) **Staff Member's Individual Professional Development Record**

The district will maintain a copy of the individual staff member's completed professional development activities. The professional development record will be monitored by the appropriate supervising personnel.

c) **District Professional Development Steering Committee**

The District Professional Development Steering Committee (DPDSC) will annually review the district's professional development plan and activities by assisting the Director of Professional Development in coordinating and evaluating the district's professional development program. The DPDSC will also annually review the Administrative Guidelines and Frequently Asked Question documents.

d) **Timeline:** Certified staff will receive credit for professional development activities beginning June 1 of each contract year and must complete the state required 60 hours by May 31 of that school year.

e) **Flex Days:** Certified staff who attend Professional Development sessions outside of their contracted time may substitute up to 12 pre-approved hours to replace two designated FlexPD Days. *The District Calendar Committee* will designate annually the two days which will be district-wide FlexPD Days. District leadership staff and principals have the option of requiring certified staff to attend specific sessions aligned to student need and district focus. If required on a non-contract day, additional opportunities to complete the required sessions will be offered.

f) **Salary Credit:** Professional development hours earned above the required sixty (60) may be submitted for salary credit in accordance with Board Document 4131-ESD.

g) **Contract / Licensure:** Certified staff are required to attend professional development sessions on district in-service days in order to fulfill contractual obligations. Certified staff who miss any part of regularly scheduled professional development activities, for any reason (such as sickness), must make up that time in other approved professional development activities so that the 60 required hours of professional development are earned during the approved timeline. Failure to meet these requirements may result in non-renewal of a teaching license.

Legal References: Arkansas State Board of Education: Standards of Accreditation 15.04 ADE Rules Governing the ACTAAP and the Academic Distress Program 5.0-5.07.1 A.C.A 6-15-404(f)(2), A.C.A 6-17-704, A.C.A 6-15-1703, A.C.A 6-20-2303(17) and ADE 207-12

Approved: 6-23-77

Revised: 2-26-80

Revised: 4-28-80

Revised: 8-10-82

Revised: 5-24-83

Revised: 3-27-84

Revised: 6-25-85

Revised: 6-23-87

Revised: 10-10-89

Revised: 5-12-94

Revised: 6-24-99

Revised: 2-22-01

Revised 10-28-04

Revised 7-28-05

Revised 6-22-06

Revised 1-24-08

Revised: 6-28-12

Effective: 7-1-13

Revised 5-23-13

Salary Credit Guidelines for 4131-ESD

From Board Policy No. 4131

Salary Credit: Professional development hours earned above the required sixty (60) may be submitted for salary credit in a concentrated area. Fifteen clock hours of approved professional development is equal to one salary credit. Salary credit cannot be received if a stipend has been paid (regardless of the stipend source). The completed salary credit form (Form 4131- ESD) and appropriate documentation must have Principal approval and then be submitted to Human Resources prior to August 31. Documentation of credit received after this date will be applied to the next school year.

Specifics:

- 1) Obtain the Salary Request form from either the PD website or the Board Policies webpage.
- 2) Print out your current year Professional Development record and highlight the course(s) which satisfy one of these two requirement:
 - a. Graduate level college course(s). Official college transcript must be attached. The courses applying for the salary credit must be highlighted.
 - b. Professional Development hours earned above the required 60 and **in a concentrated area**. PD record for the current year must be attached. The hours to be used for salary credit must be highlighted.
- 3) Determine if PD hours were in a concentrated area of study. A few examples of a concentrated area would be Literacy Lab, Instructional Technology, Arkansas History, Total Instructional Alignment or ELLA training.
- 4) Attached a copy of your work calendar IF you are on an extended contract (over 190 days.)
- 5) Determine if you have met all of the following requirements:
 - PD hours highlighted were NOT used to meet the minimum 60 hour and other state requirements.
 - PD hours highlighted were NOT used for a “Swap Day.”
 - Stipend was NOT received for attendance at PD highlighted.
 - PD hours highlighted were NOT a requirement of initial licensure.
 - PD hours highlighted were scheduled during non-student contract day/time.
 - PD hours highlighted were scheduled during non-contract day/time.
- 6) Submit the form with attachments to Human Resources prior to August 31st.

Notes:

You must earn the Professional Development hours in one school year – in other words, you can not combine years.

Salary Credit can only be given for Professional Development hours in increments of 15 – in other words, if you submit a request for a 27 hour PD undertaking, the most that would be awarded is 1 Salary Credit.

SALARY CREDIT REQUEST FOR PROFESSIONAL DEVELOPMENT

STEP 1: To be completed by certified employee	<p>Name: _____ Soc. Sec. #: _____ Location: _____ <small>(Last Four Digits)</small></p> <p>Requesting Salary Credit for one of the following:</p> <p><input type="checkbox"/> Graduate or college level courses Official college transcript must be attached. The courses applying for the salary credit must be highlighted.</p> <p style="padding-left: 40px;">Number of salary credit hours requested _____ (One semester hour = one salary credit)</p> <p style="text-align: center;">----- OR -----</p> <p><input type="checkbox"/> Professional Development hours earned above the required 60 and in a concentrated area. Print out of PD record for the current year must be attached. The hours to be used for salary credit must be highlighted.</p> <p style="padding-left: 40px;">Number of salary credit hours requested _____ (15 hours of approved PD hours = 1 salary credit)</p> <p style="padding-left: 40px;">Concentrated area of Study _____</p> <p>_____ <small>Teacher Signature Date</small></p>
STEP 2: Principal	<p>Approved for submission: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 100px;">_____ <small>Building Administrator Date</small></p>
<p><i>FPS Work Calendar must be attached if on extended contract (over 190 days)</i></p>	
STEP 3: PD Office	<p><input type="checkbox"/> PD hours highlighted were NOT used to meet the 60 PD hours and other state requirements.</p> <p><input type="checkbox"/> PD hours highlighted were NOT used for a "swap day".</p> <p><input type="checkbox"/> Stipend was NOT received for attendance at PD highlighted.</p> <p><input type="checkbox"/> Comments _____</p> <p>_____ <small>Professional Development Coordinator Date</small></p>
STEP 4: HR Office	<p><input type="checkbox"/> PD hours highlighted were NOT a requirement of initial licensure.</p> <p><input type="checkbox"/> PD hours highlighted were in a concentrated area.</p> <p><input type="checkbox"/> PD hours highlighted were scheduled during non-student contract day/time.</p> <p><input type="checkbox"/> PD hours highlighted were scheduled during non-contract day/time.</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Comments: _____</p> <p><input type="checkbox"/> Approved</p> <p>_____ <small>Human Resources Administrator Date</small></p>

FAYETTEVILLE (AR) SCHOOL DISTRICT NO. 1

TRAVEL POLICY

1. The Board of Education, recognizing the necessity for school personnel and students to travel within the district or make out-of-district trips on school business, hereby establishes the following policies with respect to school travel.
2. In order to accomplish recognized school purposes while prudently administering district funds, the Superintendent shall sanction and regulate all school sponsored travel by students and personnel through clear written procedures which address permission, reimbursement, and funding.
3. In addition to securing permission to travel, personnel shall also comply with all applicable leave policies.

Approved: 2-23-81
Revised: 3-31-81
Revised: 5-24-83
Revised: 6-23-87
Revised: 10-10-89
Revised: 2-25-97

President, Fayetteville Board of Education

7-1-97
Effective Date

COMPENSATION

1. **Salary Determination.** All wages and salaries shall be calculated in accordance with this policy and its attached schedules, all of which begin with the numbers 4141.
2. **Fringe Benefits.** These provisions apply to all contracted employees.
 - a) The District shall administer a payroll deduction program that enables employees to redirect a portion of their salaries or wages and avoid taxation on certain insurance premiums and investments.
 - b) The District shall pay the health insurance contribution rate established by the State Board of Education for each eligible employee electing to participate in the public school employee health insurance program.
 - c) Each employee is insured in the amount of \$250,000 for each incident by the Department of Education against civil liability for acts or omissions in the performance of official duties as a school employee.
 - d) The District shall pay the teacher retirement employer contribution rate for any eligible employee in accordance with rules and regulations established by the Board of Trustees of the Arkansas Retirement System.
3. **Certified Salary Schedule Placement.** A certified employee's allowable experience shall determine the row, and allowable training shall determine the column, of the certified salary schedule from which the proper salary is calculated.
 - a) If years of experience exceed the number of steps on the schedule, the highest scheduled salary for the employee's level of training shall be proper.
 - b) Experience in teaching or administration shall be calculated at the rate of one half year's credit for working the major portion of a school semester, regardless of whether the employment was for a full day of work.
 - c) All years of teaching or administrative experience in a certified position with Fayetteville School District shall be allowed.
 - d) Certified employees shall receive credit for all teaching or administrative experience.
 - e) In addition to any other experience, up to three years credit shall be allowed for active military service.
 - f) Training credit shall not be allowed for degrees from educational institutions that are not accredited.
 - g) Training credit shall be allowed for an employee's highest college degree.
 - h) Additional training credit shall be allowed for graduate level college credit hours related to an area of certification.

- i) Graduate level college credit hours may have been earned prior to the latest degree, but they may not have been used to satisfy any prior degree in order to count for additional hours.
- j) If a master's degree program requires more than 36 hours credit, hours in excess of 36 shall be counted as additional training credit hours beyond the master's.
- k) Professional development hours for salary credit shall be allowed pursuant to Policy No. 4131.
- l) If a certified employee works more or less than 190 days, the employee's salary shall be adjusted by multiplying the 190-day salary by a fraction composed with the number of days worked as its numerator and 190 as its denominator; the result shall be rounded to the nearest dollar.
- m) If a certified employee works shorter workdays or teaches more classes, the employee's salary shall be adjusted to the nearest dollar, using the appropriate fractional full time equivalent rounded to hundredths.

4. **Support Staff Salary Schedule Placement.** The grade assigned to a support staff position shall determine the column of the support staff salary schedule from which the proper salary is calculated, and a support staff employee's relevant experience (plus one) shall determine the row.

- a) Grade is recommended by the Superintendent and established by contract after Board approval.
- b) Allowable years of experience shall be work or training considered relevant to school district employment by the employee's supervisor.
- c) In addition to any other experience, up to three years credit shall be allowed for active military service, even if that experience would not be considered relevant otherwise.
- d) Credit for relevant experience working for school districts shall be calculated at the rate of one year's credit for working the major portion of a school year (178 days).
- e) Annual salary or hourly wages shall be calculated on the basis of actual hours worked, rounded to cents.

Approved: 6-24-99
 Ratified: 8-24-00
 Amended 6-28-01
 Amended 6-24-04

Effective Date: 7-1-04

Fayetteville Public Schools
 Certified Salary Schedule
 2014-2015

Policy 4141.1

YEARS EXP.	BS	BS + 12	BS + 24	BS + 36	Master's	MS + 12	MS + 24	Specialist's	Doctor's
0	\$41,310	\$42,177	\$ 43,044	\$ 43,911	\$44,778	\$45,645	\$ 46,512	\$ 47,379	\$ 48,246
1	\$42,075	\$42,942	\$ 43,809	\$ 44,676	\$45,543	\$46,410	\$ 47,277	\$ 48,144	\$ 49,011
2	\$42,738	\$43,605	\$ 44,472	\$ 45,339	\$46,308	\$47,175	\$ 48,042	\$ 48,909	\$ 49,776
3	\$43,401	\$44,268	\$ 45,135	\$ 46,002	\$47,073	\$47,940	\$ 48,807	\$ 49,674	\$ 50,541
4	\$44,064	\$44,931	\$ 45,798	\$ 46,665	\$47,838	\$48,705	\$ 49,572	\$ 50,439	\$ 51,306
5	\$44,625	\$45,492	\$ 46,359	\$ 47,226	\$48,603	\$49,470	\$ 50,337	\$ 51,204	\$ 52,071
6	\$45,186	\$46,053	\$ 46,920	\$ 47,787	\$49,368	\$50,235	\$ 51,102	\$ 51,969	\$ 52,836
7	\$45,747	\$46,614	\$ 47,481	\$ 48,348	\$50,133	\$51,000	\$ 51,867	\$ 52,734	\$ 53,601
8	\$46,308	\$47,175	\$ 48,042	\$ 48,909	\$50,898	\$51,765	\$ 52,632	\$ 53,499	\$ 54,366
9	\$46,869	\$47,736	\$ 48,603	\$ 49,470	\$51,663	\$52,530	\$ 53,397	\$ 54,264	\$ 55,131
10	\$47,430	\$48,297	\$ 49,164	\$ 50,031	\$52,428	\$53,295	\$ 54,162	\$ 55,029	\$ 55,896
11	\$47,991	\$48,858	\$ 49,725	\$ 50,592	\$53,193	\$54,060	\$ 54,927	\$ 55,794	\$ 56,661
12	\$48,552	\$49,419	\$ 50,286	\$ 51,153	\$53,958	\$54,825	\$ 55,692	\$ 56,559	\$ 57,426
13	\$49,113	\$49,980	\$ 50,847	\$ 51,714	\$54,723	\$55,590	\$ 56,457	\$ 57,324	\$ 58,191
14	\$49,674	\$50,541	\$ 51,408	\$ 52,275	\$55,488	\$56,355	\$ 57,222	\$ 58,089	\$ 58,956
15	\$50,235	\$51,102	\$ 51,969	\$ 52,836	\$56,253	\$57,120	\$ 57,987	\$ 58,854	\$ 59,721
16	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$57,018	\$57,885	\$ 58,752	\$ 59,619	\$ 60,486
17	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$57,783	\$58,650	\$ 59,517	\$ 60,384	\$ 61,251
18	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$58,548	\$59,415	\$ 60,282	\$ 61,149	\$ 62,016
19	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$59,313	\$60,180	\$ 61,047	\$ 61,914	\$ 62,781
20	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$60,078	\$60,945	\$ 61,812	\$ 62,679	\$ 63,546
21	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$60,741	\$61,608	\$ 62,475	\$ 63,342	\$ 64,209
22	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$61,404	\$62,271	\$ 63,138	\$ 64,005	\$ 64,872
23	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$62,067	\$62,934	\$ 63,801	\$ 64,668	\$ 65,535
24	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$62,730	\$63,597	\$ 64,464	\$ 65,331	\$ 66,198
25	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$63,393	\$64,260	\$ 65,127	\$ 65,994	\$ 66,861
26	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$64,056	\$64,923	\$ 65,790	\$ 66,657	\$ 67,524
27	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$64,719	\$65,586	\$ 66,453	\$ 67,320	\$ 68,187
28	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$65,382	\$66,249	\$ 67,116	\$ 67,983	\$ 68,850
29	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$66,045	\$66,912	\$ 67,779	\$ 68,646	\$ 69,513
30	\$50,796	\$51,663	\$ 52,530	\$ 53,397	\$66,708	\$67,575	\$ 68,442	\$ 69,309	\$ 70,176

1. Employees performing the duties listed below in addition to their regular duties shall be compensated by adding the listed stipend to their regular salaries:		
Duty	Stipend	
Auditorium Manager	\$ 3,500	
Band Coordinator	\$ 900	
Choir Coordinator	\$ 900	
Community Education Director	\$ 2,800	
District Assistant Athletic Director	\$ 2,300	
Elementary ACSIP Chair	\$ 750	
Elementary ACSIP Co-Chair	\$ 750	
Elementary Odyssey of the Mind Sponsor	\$ 750	
Elementary Quiz Bowl	\$ 500	
Football Defensive Coordinator	\$ 2,350	
Football Offensive Coordinator	\$ 2,350	
Gay/Straight Student Alliance	\$ 250	
Junior ACSIP Chair	\$ 750	
Junior ACSIP Co-Chair	\$ 750	
Junior Bank Board Sponsor	\$ 250	
Senior High Junior Class Sponsor (prom sponsor)	\$ 600	
Junior High Assistant Boys Basketball Coach	\$ 1,450	
Junior High Assistant Football Coach	\$ 1,450	
Junior High Assistant Girls Basketball Coach	\$ 1,450	
Junior High Assistant Track Coach	\$ 600	
Junior High Assistant Volleyball Coach	\$ 900	
Junior High Athletic Aide	\$ 600	
Junior High Band Director	\$ 2,000	
Junior High Cheerleading Coach	\$ 1,450	
Junior High Choir Director	\$ 1,400	
Junior High Cross Country Coach - Boys & Girls	\$ 900	
Junior High Department Head	\$ 1,000	
Junior High FBLA	\$ 250	
Junior High FCCLA	\$ 250	
Junior High Foreign Language	\$ 450	
Junior High Head Boys Basketball Coach	\$ 2,350	
Junior High Head Football Coach	\$ 2,350	
Junior High Head Girls Basketball Coach	\$ 2,350	
Junior High Head Track Coach	\$ 1,450	
Junior High Head Volleyball Coach	\$ 1,450	
Junior High Math Counts	\$ 500	
Junior High Newspaper	\$ 600	
Junior High Odyssey of the Mind	\$ 750	
Junior High Off-Season	\$ 1,450	
Junior High Pom Pon Coach	\$ 1,450	
Junior High Quiz Bowl	\$ 750	
Junior High Social Networking Club Sponsor	\$ 500	
Junior High Student Council	\$ 600	
Junior High Video Club Sponsor	\$ 500	
Junior High Yearbook	\$ 600	
Middle School Foreign Language	\$ 250	
Middle School ACSIP Chair	\$ 750	
Middle School ACSIP Co-Chair	\$ 750	
Middle School Choir Director	\$ 1,400	

Middle School Class Sponsor	\$ 450
Middle School Department Head	\$ 1,000
Middle School Intramurals	\$ 3,000
Middle School Math Counts	\$ 350
Middle School Newspaper	\$ 450
Middle School Odyssey of the Mind	\$ 750
Middle School Quiz Bowl	\$ 500
Middle School Social Networking Club Sponsor	\$ 500
Middle School Student Council	\$ 450
Middle School Video Club Sponsor	\$ 500
Middle School Yearbook	\$ 450
**National Teacher Certification - One time payment	\$ 2,500
Senior ACSIP Chair	\$ 750
Senior ACSIP Co-Chair	\$ 750
Senior High Senior Class Sponsor (project graduation)	\$ 600
Senior High "26" Club	\$ 250
Senior High Art Club	\$ 250
Senior High Assistant Band Director	\$ 2,000
Senior High Assistant Baseball Coach	\$ 1,450
Senior High Assistant Boys Basketball Coach	\$ 2,350
Senior High Assistant Cheerleading Coach	\$ 1,450
Senior High Assistant Choir Director	\$ 2,000
Senior High Assistant Cross Country Coach	\$ 900
Senior High Assistant Football Coach	\$ 2,350
Senior High Assistant Girls Basketball Coach	\$ 2,350
Senior High Assistant Soccer Coach	\$ 1,450
Senior High Assistant Softball Coach	\$ 1,450
Senior High Assistant Track Coach	\$ 1,450
Senior High Assistant Volleyball Coach	\$ 1,450
Senior High Assistant Wrestling Coach	\$ 1,450
Senior High Athletic Aide	\$ 1,000
Senior High Band Director	\$ 3,600
Senior High Choir Director	\$ 3,600
Senior High DECA	\$ 500
Senior High Department Head	\$ 1,750
Senior High Drama Instructor	\$ 2,000
Senior High FBLA	\$ 250
Senior High FCCLA	\$ 250
Senior High Film Production	\$ 1,000
Senior High FFA	\$ 700
Senior High FHA	\$ 450
Senior High Foreign Language	\$ 550
Senior High Golf Coach - Boys & Girls	\$ 1,450
Senior High Head Baseball Coach	\$ 2,200
Senior High Head Bowling Coach	\$ 2,200
Senior High Head Boys Basketball Coach	\$ 3,500
Senior High Head Boys Soccer Coach	\$ 2,200
Senior High Head Boys Tennis Coach	\$ 2,000
Senior High Head Cheerleading Coach	\$ 2,200
Senior High Head Cross Country Coach - Boys & Girls	\$ 1,450
Senior High Head Football Coach	\$ 3,500
Senior High Head Girls Basketball Coach	\$ 3,500
Senior High Head Girls Soccer Coach	\$ 2,200

Senior High Head Girls Tennis Coach	\$ 2,000	
Senior High Head Soccer Coach - Boys & Girls (if only one soccer coach is assigned)	\$ 3,500	
Senior High Head Softball Coach	\$ 2,200	
Senior High Head Track Coach	\$ 2,200	
Senior High Head Volleyball Coach	\$ 2,200	
Senior High Head Wrestling Coach	\$ 2,200	
Senior High Literary Magazine	\$ 500	
Senior High Math Club	\$ 250	
Senior High National Honor Society	\$ 350	
Senior High National Technical Honor Society	\$ 250	
Senior High Newspaper	\$ 1,200	
Senior High Odyssey of the Mind	\$ 750	
Senior High Off-Season	\$ 1,450	
Senior High Pom Pon Coach	\$ 2,200	
Senior High Quiz Bowl	\$ 750	
Senior High School Band Aide	\$ 500	
Senior High Social Networking Club Sponsor	\$ 500	
Senior High Speech and Debate	\$ 2,000	
Senior High Student Council	\$ 600	
Senior High Students Against Drunk Driving	\$ 250	
Senior High Swimming Coach - Boys & Girls	\$ 2,200	
Senior High VICA	\$ 250	
Senior High Video Club Sponsor	\$ 500	
Senior High Yearbook	\$ 1,200	
Sophomore Class Sponsor	\$ 350	
Sports Information Director	\$ 675	
Team Leader	\$ 125	
Senior High Television Production Team	\$ 2,000	
2. Whenever employees are paid under the terms of grant-funded programs, the terms of those grants are incorporated into this salary schedule by reference and determine the amount of compensation paid those employees.		
** Payment will begin the contract year following certification. The District will follow certification guidelines outlined by the Arkansas Department of Education and the National Board for Professional Teaching Standards.		

Substitute Salary Schedule Certified and Classified

Substitute Teachers:	
High School Diploma	\$60 per day
College Degree, Not Certified Teacher	\$70 per day
Certified (in Arkansas)	\$80 per day
15 or more consecutive days in the same position with any Arkansas teaching certification (retroactive to the first day)	\$105 per day
31 or more consecutive days in the same position (retroactive to the first day) and the substitute is fully certified to teach in the position	\$130 per day
Half Day Substitute will be paid at half of the daily rate	½ Daily Rate
Substitute Support Staff:	
Pay rate is paid at an hourly rate (Aides/Paraprofessionals)	\$8.00 per hour

WHEN DO I GET PAID?

Payroll checks are issued on the last day of each month.

Substitutes with direct deposit* will receive their pay on the day before the regular substitute paychecks are issued.

*After signing up for direct deposit, please allow two months for the change to be in effect.

Substitutes are paid according to the time that is turned in. All time turned in at the 15th of the month is paid on the last work day of that month. For example, if an employee works Sept. 16th through Oct. 15th, then they are paid on October 31st.

POLICY ON SURETY BONDS FOR SCHOOL PERSONNEL

All school personnel are to be bonded for the protection of the school district and the individuals concerned and all costs of such bonding coverage shall be paid by the Fayetteville School District, coverage for the various positions shall be as follows:

<u>Type of Employees</u>	<u>Positions Covered</u>	<u>Amount of Coverage</u>
A	Superintendent	\$25,000
	Purchasing Agent	10,000
	Curriculum Coordinator	10,000
	Bookkeeper	10,000
	Lunchroom Supervisor	10,000
	Senior High Principal	10,000
	Senior High Assistant Principal	10,000
	Junior High Principals	10,000
	Elementary Principals	10,000
	School Secretaries	10,000
B	Other office personnel and custodians	2,500
C	All other personnel	2,500

FAYETTEVILLE (AR) PUBLIC SCHOOLS LEAVE POLICY

The Fayetteville Board of Education recognizes the need for employees to be protected from loss of salary during temporary absences from work caused by personal illness or disability, illness, or bereavement in the immediate family, and other reasons of an emergency or personal nature.

The Board of Education also agrees to protect the security of the teacher who requests leave of absence for an extended period by guaranteeing the individual to return to a teaching position, provided conditions outlined in the procedures governing this policy are met.

School Board Policy
Revised: 5-10-78

TEACHER LEAVE PROCEDURES

I. Sick Leave

Sick leave shall be defined as leave granted because of physical, mental, or emotional illness of the employee, or illness or death in the immediate family. Immediate family shall include the teacher's spouse, children, parents, grandparents, grandchildren, siblings and any other relatives living in the same household.

- A. Teachers shall be granted a total of one day per contracted month of sick leave per year for which there shall be no deduction from the teacher's salary.
- B. A teacher who does not use all days allotted for sick leave in any school year shall accumulate all unused leave to a limit of 120 days. After 120 days are accrued, unused sick leave shall accrue at 3 days per year thereafter.
- C. Sick leave may be used for any medical disability connected with or resulting from pregnancy. A teacher who is pregnant may continue in active employment as late into her pregnancy as she desires provided such employment does not impair her health as determined by a qualified medical doctor of her choice. All or any portion of a leave taken by a teacher because of medical disability connected with or resulting from pregnancy shall, at the teacher's option, be charged to available sick leave. (The teacher shall notify the principal as soon as possible of the time the teacher needs to be relieved of duty and also the time the teacher expects to return to duty.)

- D. Any teacher whose need for sick leave extends beyond accumulated sick leave shall be eligible for extended leave under provisions of Section VI.
- E. Any teacher who is absent from his or her duties as a result of personal injury caused by either an assault or other violent criminal act committed against the school employee in the course of her or her employment, shall be granted a leave of absence from school with full pay for up to one year from the date of the injury and such leave shall not be charged against the teacher's accumulated sick leave.
- F. Upon retirement, certified employees who qualify for benefits of the state teacher retirement system will be reimbursed for unused sick leave in excess of 45 days at the then current beginning daily rate for substitute teachers.

II. Sick Leave Bank

A. Participation

Participation in the Sick Leave Bank (SLB) is available to all certified employees who are eligible for sick leave, and is on a voluntary basis.

An employee becomes a member of the SLB by contributing one (1) sick day to the bank. New staff members and others not contributing previously will be given an opportunity to join each September.

Such declaration and contribution shall be made on a Sick Leave Bank Election Form distributed and collected by the District's Human Resources Office. The SLB Form is due in the Human Resources Office no later than September 15.

After a SLB member withdraws days from the bank, they must contribute one (1) day of their sick leave allowance at the beginning of the next school year to reestablish membership in the sick leave bank.

If, during the course of a school year, the Sick Leave Bank balance of contributed days is reduced to fifty (50), the District's Human Resources Office will notify teachers of this occurrence and will request the immediate completion of another Sick Leave Bank form. A teacher's failure to contribute another one day of accumulated sick leave will terminate that teacher's participation in the Sick Leave Bank until the next opportunity to contribute arises.

B. Governance

A seven-member committee shall oversee the administration of the Sick Leave Bank. The committee shall be comprised of the Superintendent (or designee), the FEA President (or designee), three teachers elected by a majority of certified staff in an election directed and certified by the PPC, and two non-certified employees elected in an election directed and certified by the classified PPC. The committee shall decide on requests based on the committee's rules of operation. Requests for leave from the Sick Leave Bank should be routed to the Human Resources Office.

C. Rules of Operation

1. Only those teachers who have made contributions to the Bank may make requests for grants from the bank.
2. Sick Leave Bank days will be granted only in cases of serious physical, mental, or emotional illness of the employee or serious illness or death in the immediate family, and with the written approval of the sick leave bank committee. Immediate family shall include the teacher's spouse, children, parents, grandparents, siblings, grandchildren and any other relatives living in the same household.

The Sick Leave Bank days may be used only upon exhaustion of a member's accumulated sick leave, personal leave, non-contract leave (if applicable), and vacation (if applicable). Days used from the Sick Leave Bank are grants and do not require repayments. However, they must contribute one (1) day of their sick leave allowance at the beginning of the next school year to reestablish membership in the sick leave bank.

3. Therefore, the committee expects teachers to use discretion in making requests for days from the Sick Leave Bank. Before approving a request for Sick Leave Bank days, the Sick Leave Bank Committee will review sick leave records and require appropriate documentation. (Including doctor's note verifying disability and/or expected duration.)
4. Request for Sick Leave Bank days will be made on a Sick Leave Bank request form submitted to the chairperson of the Sick Leave Bank Committee. Request forms may be obtained from the Human Resources Office.

5. Sick Leave Bank days will not be granted if an applicant is eligible for or is receiving income from an income protection insurance policy or similar coverage (For example Short-Term Disability, Arkansas Teacher Retirement Disability, etc.....).
6. Sick leave grants made from the bank shall be for no more than fifteen days for an individual applicant per year. Teachers in need of more than fifteen days may apply for an additional fifteen days, which if approved, will result in the deduction from the teacher's salary an amount equal to the standard daily cost of a substitute teacher for each additional day taken. Any unused sick leave bank days granted may not carry forward to any subsequent year and shall be returned to the Sick Leave Bank.
7. Unused days contributed to the Sick Leave Bank will accumulate and carry forward (in total--not by individual).
8. When applicable, days granted from the Sick Leave Bank will run concurrent with FMLA.

III. Personal Leave

- A. A teacher may apply for personal leave when the reason for the requested leave does not fall within any of the other leave categories. If possible, application should be requested five working days in advance of the leave and will be approved by the principal, provided that a registered substitute can be obtained. For the first two days of personal leave approved during an academic year, there will be no deduction of salary. Once these two days have been utilized, the employee may request up to four days of personal leave for which a substitute's pay will be deducted. The Business Office will deduct from the teacher's salary an amount equal to the standard daily cost of a substitute teacher for these four days of personal leave. It is strongly recommended that personal leave not be requested during the first and last weeks of school or in conjunction with school holidays.
- B. If an employee does not use all of his/her personal days for which the district pays the substitute teacher, those days may carry over to the following school year. The employee may not accrue more than four days
- C. The amount of personal leave for which the employee must pay the substitute teacher cannot be accrued.

- D. Up to ten days of military leave may be granted per school year, for which an amount equal to the lesser of the teacher's military pay or daily teaching pay will be deducted from the teacher's salary provided the teacher submits evidence that the assignment is mandatory and the teacher has no option to the assignment other than on contracted school time.
- E. If approved, additional leave days may be taken without pay. Each additional day taken will result in the deduction of a full day's pay from the next salary check.

IV. Professional Leave

A. Categories of Professional Leave

There will be three categories of Professional Leave:

1. Professional Development Leave
 2. Professional Business Leave
 3. Civic Leave
- B. Professional Development Leave related to an individual school's ACSIP Plan will be granted when a teacher justifies, in writing, the direct subject matter or improvement needs to be met. Additionally, Professional Development Leave should only be granted when the District did not provide the development needed in the normal Professional Development offerings during the year.
 - C. Professional Business leave may be granted on approval of the Principal and the superintendent (or his designee) following the guidelines in Section VI--E for participation in any of the following activities:
 1. Education/Work-related meetings and conferences
 2. School visitations
 3. Field trips and other activities where students are being chaperoned/supervised
 4. Participation in Professional Organizations
 - D. Civic Leave may be granted for the following the guidelines in Section VI--E of Professional Leave. Civic Leave falls under the following activities.

1. Jury Duty
2. Other civic responsibilities and activities
3. Political activity affecting education

E. Approval/Disapproval of Professional Leave

In all categories above, the superintendent (or his designee) will have three options related to disposition of the leave request:

1. Disapprove the request.
2. Approve the request, and agree that the school will accept responsibility for some or all of the expenses related to the leave, including the cost of a substitute teacher.
3. Approve the request, and charge the teacher with accepting the responsibility for any expenses related to the leave, including the cost of the substitute teacher. (If this option is exercised by the superintendent, the affected teacher will have the cost of a substitute teacher deducted from the next salary check, unless the FEA or some other recognized agency has agreed to reimburse the District for the cost of a substitute.

In deciding which option to exercise, the superintendent (or designee) will consider the benefit likely to accrue to the Fayetteville Schools; the availability of budgeted funds; whether the request for leave was initiated by the teacher, the school, or some other agency; recommendations of the FEA or its Executive Board; etc. Travel procedures outlined in Policy No. 4133 will be followed at all times.

- F. Any teacher wishing to attend the instructional staff development sessions of the annual AEA Convention will not be denied that leave and will be able to count the specific session as staff development credit if the proper SDI forms have been completed.

These days will not be counted against a building's professional leave budget.

V. Extended Leave

Extended leave is a leave of absence without pay and benefits, but with the privilege of returning to the same or as nearly comparable assignment as possible and may be granted upon approval by the Board of Education under the following conditions:

- A. An extended leave may be granted for not less than one semester nor more than two semesters unless otherwise specified in this policy or the Communicable Disease Policy No. 4170. Extended leave less than one semester but a minimum of nine weeks may be approved if recommended by the Superintendent.
- B. The teacher on extended leave must notify the superintendent by April 1 of his intention to resume his work at the beginning of the next scholastic year or December 1, if he is to resume his work the second semester.
- C. Failure to notify the superintendent of intention to resume work as indicated, or failure to report for duty at the expiration of an extended leave shall be considered a resignation.
- D. Application for extended leave, except in emergencies such as ill health, must be filed with the principal and the superintendent in writing at least one month before leave shall take effect. Written response to each application is required.

In determining whether to approve or deny an application, the administrators and the Board of Education will consider the teacher's request, the potential effect on the students involved, the teacher's length of service in the District, and other appropriate factors.

- E. All benefits to which a teacher was entitled at the time his extended leave commenced will be restored to him upon his return. Unless otherwise specified, a returning teacher will be placed on the salary schedule at the level achieved prior to his leave.
- F. All teachers are eligible to apply for extended leave in the following categories:
 - 1. Physical, mental, or emotional illness of the employee which extends beyond accumulated sick leave.

2. Military induction or enlistment for active military service in time of war or other national emergency in accordance with the provisions of the Act of Congress requiring universal military service for meeting such emergency. Leave will be granted to any teacher who is a member of a Guard or Reserve Unit ordered to active duty by a proper authority in accordance with current law.
3. Illness or injury of a member of the teacher's immediate family or any other family catastrophe requiring the teacher to be absent from work.
4. Advanced study in the teacher's major field.
5. Educational travel, if it can be shown that such activity will contribute to the effectiveness of the teacher.
6. Child bearing. A teacher may apply for such leave to be effective beginning at any time between the commencement of pregnancy and the semester following the birth of the child. (Note--Sick leave may be used for child bearing, but should not exceed eight weeks unless a medical complication exists.)
7. Child rearing. A teacher may apply for such leave to be effective at any time during which the teacher has a child living at home. (A teacher adopting a child may apply for such leave to be effective prior to receiving custody, if necessary to fulfill the requirements for adoption.)
8. Becoming a candidate for, or serving in, a public office, unless there is a specific legal prohibition.
9. Enlistment in the Peace Corps or other such federal program. Such enlistment shall not exceed three years. If verifiable teaching experience is gained, the teacher will be awarded appropriate experience on the salary schedule, even if the allowable out-of-district credit limitation has been reached.
10. Absence from the area due to the temporary transfer or sabbatical assignment of a spouse.
11. Consideration of teaching as a continued career. Such leave will be approved for one full year and will generally not be approved unless the teacher has a minimum of ten years' experience in the District.

VI. Sabbatical Leave

A sabbatical is a leave of absence without pay which is taken by a faculty member who has been continuously employed by the District for 10 or more years and which is taken for educational purposes. A faculty member on sabbatical has the privilege of returning to the same building and the same general teaching assignment and to be considered equally with the rest of the staff for specific assignments. The Board of Education may grant approval of sabbatical leave using the applicable conditions and timelines of the extended leave section.

VII. Limitations and Conditions

If an administrator has reason to believe that the requirements for any type of leave as described in Sections I-V of this policy have not been correctly applied, verification may be required of the employee. The administrator will notify the employee in writing of why verification is required.

Revised:	5-22-79		
Revised:	3-25-82		
Revised:	5-24-83		
Revised:	4-24-84		
Revised:	6-22-84		
Revised:	8-22-85		
Revised:	6-03-86		
Revised:	6-23-87		
Revised:	10-10-89		
Revised:	9-24-91		
Revised:	5-12-94		
Revised:	6-22-00		
Revised:	6-27-02		
Revised:	6-24-04		
Revised:	6-22-06		
Revised:	6-28-07		
Revised:	6-25-09		
Revised:	6-24-10		
Revised:	3-28-13	Effective:	7-1-13

Certified Staff Vacation Policy #4153

Full time Certified Staff employed on a twelve (12) month contract, shall receive vacation days.

A full time 12 month employee is defined as personnel that work 230 days or more with a FTE of 1.00. The number of vacation days to be received will be calculated as follows:

2– 5 years of completed full-time service	2 days per year
6 - 10 years of completed full-time service	5 days per year
11 - 15 years of completed full-time service	7 days per year
16 or more years of completed full-time service	10 days per year

Example: Someone hired on July 1, 2007 would become eligible for two days of vacation on July 1, 2009. Someone hired July 2, 2007, or after, would become eligible for two days of vacation on July 1, 2010.

Vacation leave must be approved 10 work days in advance by the immediate supervisor. Leave may be granted or denied consistent with the operational needs of the District, as determined by the immediate supervisor.

Fayetteville School District urges all eligible employees to take their allotted vacation time during the year it is earned. However, the nature of some positions may make this difficult to accomplish. Unused vacation days may be carried over to the next year at a maximum of ten (10) days. All employees who terminate service from the district shall be compensated up to 10 days of unused vacation time at their daily rate of pay at the time of termination (the number of days to be compensated will be prorated if termination occurs prior to the end of the contract).

This leave must be exhausted prior to being granted days from the sick leave bank.

Adopted: 6.28.07

Revised: 6-24-10 Effective: 7-1-10

CERTIFIED ALTERNATIVE WORK SCHEDULE
Policy #4155

Fayetteville Public School District endorses the concept and use of Alternative Work Scheduling:

- To promote employee morale
- To maximize employee performance
- To minimize employee tardiness and short term absences
- To increase flexibility in meeting irregular scheduling needs

In establishing an Alternative Work Schedule, however, both managers/supervisors and employees recognize that the use of an alternative work schedule can not prevent or interfere with the accomplishment of the mission, goals, and tasks of the Fayetteville Public School District. Also, the Fayetteville Public School District recognizes that an Alternative Work Schedule may not work for every position and in every work environment. Therefore, managers/supervisors of the Fayetteville Public School District will be responsible for deciding on whether an Alternative Work Environment is appropriate for their department.

Adopted Date: 6-28-07

Effective Date: 7-1-07

FAYETTEVILLE (AR) PUBLIC SCHOOLS

POLICY ON CONFIDENTIALITY OF PERSONNEL FILES

The Fayetteville Board of Education maintains personnel files for each certified employee in compliance with the provisions of Act 936 of 1983. The confidentiality of all personnel files will be protected.

Personnel files will be maintained in the central office and at the building level. The superintendent or his/her designee shall be the custodian of the central office files.

The principal or his/her designee shall be the custodian of the building level files.

Each custodian of personnel files shall protect the confidentiality of all files in his/her custody by allowing only authorized persons access to the files. Persons authorized to examine personnel files are the respective employee, a representative authorized by the employee, the custodian of the file, other supervisory personnel of the employee, and the confidential support personnel who work with the files.

Adopted: 4-22-86

FAYETTEVILLE (AR) PUBLIC SCHOOLS

COMMUNICABLE DISEASES

An employee suffering from any communicable disease (as defined by the Arkansas Health Department) will be continued in regular employment as long as such employment does not significantly increase the health risk of the infected employee or other adults or children in the school environment.

The employee is required to report any such infection to the appropriate administrative supervisor (as defined by the District's administrative organization chart), at which time a determination shall be made about the significance of risk to the employee and others, using the following procedures.

PROCEDURES

Acute Diseases

In the case of acute, transient diseases, the employee will be placed on regular sick leave until such time as the employee's physician (or other authorized medical personnel) has approved the employee's return to school.

Chronic Diseases

In the case of chronic communicable diseases (such as AIDS, Hepatitis B., etc.), the employee will be continued in regular employment as long as appropriate medical assurance is provided that such employment does not significantly increase the health risk of the infected employee or other individuals in the school. In general, a statement from the infected employee's physician will be "appropriate assurance." However, the Superintendent of Schools may require the infected employee to undergo an independent medical examination (by a physician mutually agreed upon by the Superintendent and the employee or a physician recommended by the President of the County Medical Society) to confirm the risk level indicated by the employee's personal physician. (Such an examination may also be required of any employee whom the Superintendent has probable cause to believe to be infected by such a chronic, communicable disease, even if it has not been reported by the employee.) Such examination shall be paid for by the school district, with the results being reported simultaneously, in writing, to the employee and the Superintendent. If an employee refuses to submit to such an examination, the Superintendent may suspend the employee, without pay, until the examination is completed.

If the findings of the two physicians are not congruent, the Superintendent will convene a panel to review the case and make a recommendation. The panel will consist of

- The employee and/or a representative of the employee
- A representative of the Arkansas Health Department
- Both reporting physicians
- Legal counsel (if desired by the employee or the school district)
- The Superintendent or a representative of the Superintendent

The panel shall be asked to review

- The medical findings and physical condition of the employee
- The expected contact with others
- The risks involved to the employee and to others in the school setting

The panel may make any of the following recommendations:

1. That the employee be continued in regular employment.
2. That the employee be reassigned to duties requiring reduced contact with others.
3. That the employee be removed from the school setting.

If the panel's recommendation represents a consensus, the school will follow the panel's recommendation (except in the case of Recommendation 2, where the school will follow the panel's recommendation to the extent that it can reasonably do so). If no consensus is reached, the Superintendent's judgment will prevail and may be appealed to the Board of Education in the manner prescribed in Policy No. 4102. If the Superintendent, in the absence of a consensus, imposes Recommendation 3, the employee will be placed on paid sick leave as long as any appeal is pending to the Board of Education.

If Recommendation 1 or 2 is implemented, the Superintendent may require periodic medical examinations (to be paid for by the school district) to monitor the employee's condition. Such examinations shall not be required more frequently than once each semester. The result of any such examination shall be reported to the Superintendent and the employee. If an examination indicates a change in the employee's condition, the Superintendent may reconvene the

panel to review its earlier recommendation. In addition, if Recommendation 1 or 2 is implemented, the Superintendent is authorized to suspend the employee temporarily when the risk to others is increased (open sores on the employee, for example). An employee so suspended may use accumulated sick leave or other appropriate leave for which the employee qualifies. The employee may voluntarily withdraw from the school setting when temporary health risks to the employee exist (such as an outbreak of infectious disease in the school). At such times, the employee may use accumulated sick leave or other appropriate leave for which the employee qualifies.

If Recommendation 3 is implemented, the employee will be placed on extended leave after all other appropriate leave has been used. If, after two years, the employee has not been able to return to regular employment, the employee will be considered to have resigned from employment.

Confidentiality

The identity of any employee with an acute or chronic infectious disease shall not be publicly revealed except when that employee remains employed and precautions are advised for those in contact with the employee. In that case, knowledge of the identity of the employee will be limited to those who are advised to take precautions.

Adopted: 10-10-89

**POLICY FOR TUBERCULOSIS SCREENING FOR
FAYETTEVILLE SCHOOL DISTRICT EMPLOYEES**

In order to protect the health and well-being of the employees and students of the Fayetteville School District against cases of Tuberculosis (TB), all new employees shall be required to provide evidence that the employee is free from tuberculosis. The evidence provided must indicate the date that the employee was screened for TB and that date should not be more than ninety (90) days prior to the date of its presentation stating that the employee is free from tuberculosis.

Adopted 3-28-2002
Revised 6-27-2013
Effective 7-01-2013

**Fayetteville School District #1
Policy on Sexual Harassment**

The school district recognizes that harassment on the basis of sex is a violation of law, school district policy, and common courtesy. The district is committed to providing a work and learning environment free from sexual harassment, and will not tolerate such conduct on the part of employees, students, non-employees, vendors, Board of Education, or any others having business or other contact with the school district. Sexual harassment when perpetrated on any employee or student by any employee or student will be treated as sexual harassment under this policy.

The Board of Education requires every charge of sexual harassment to be thoroughly investigated.

I. Definitions

Sexual harassment of students consists of unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or advancement,
- Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student, or
- Such conduct has the purpose or effect of interfering with a student's academic performance or of creating an intimidating, hostile, or offensive learning environment.

II. Forms of Sexual Harassment

Forms of sexual harassment shall include, but are not limited to, the following:

- Verbal harassment, including derogatory comments, jokes, requests, or other sexually oriented language-
- Uninvited letters, telephone calls, digital transmission or materials of a sexual nature-
- Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, impeding or blocking movement, or invading personal space
- Visual harassment, including offensive posters, cards,

cartoons, graffiti, drawings, or gestures-

- Attempted or actual rape or sexual assault-

III. **Confidentiality**

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint has been filed consistent with the district's legal obligations, this policy, the necessity to investigate allegations of harassment, and disciplinary actions when necessary.

All complaints against an employee and all written information generated as a result of the complaint shall be considered personnel records and shall be maintained in the employee's personnel file.

All complaints against a student and all written information generated as a result of the complaint shall be considered confidential and subject to protection and privacy as is permissible under state and federal law.

IV. **Retaliation**

The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complainant. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

V. **Complaint Procedure**

All employees who believe they have been subjected to sexual harassment should follow the Reporting Procedure set forth below.

Any person who believes sexual harassment is occurring is encouraged, but not required, to immediately inform the person engaging in the behavior that it is offensive and must stop.

VI. **Reporting Procedure**

Any person who believes he or she has been the victim of sexual harassment by an employee or a student, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should immediately report the offensive conduct or communication to the harassing person's immediate supervisor or school principal. If the harassing person's immediate supervisor or school principal is not known, then the offensive conduct or communication should be

reported to the Title IX Coordinator. All initial complaints will be investigated and resolved at the lowest possible administrative level.

If the complaint involves the school principal or immediate supervisor, the complaint shall be filed with the Title IX Coordinator.

It is recommended, but not required, that all complaints under this policy be made in writing on report forms provided by the school district in which:

- The offensive conduct or communication is described in as much detail as possible;
- Dates on which such conduct or communication was made are set forth;
- The name of the person accused or engaging in the harassing behavior is stated; and
- The name of the complainant, and if the report is made by a parent, the name of the parent(s) is stated.

The school principal or immediate supervisor will:

- If a verbal complaint is made, reduce the complaint to writing and make a written record of related information.
- Immediately notify the person accused of engaging in the harassing behavior that a complaint has been made and provide a copy of the complaint to them;
- Investigate the complaint or designate a person qualified to conduct the investigation. If the person making the complaint prefers that the report be made to a person of the same gender, the immediate supervisor or school principal will make the accommodations necessary.
- Reply to both parties in writing within seven (7) working days of the complaint, stating the status or resolution of the complaint.

Results of the initial complaint and investigation shall be forwarded to the Title IX Coordinator.

If the resolution of the initial complaint and subsequent action by either party does not remedy the environment, the initial investigator shall report the behavior and/or additional behavior to the Title IX Coordinator.

Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grade, or work assignments.

VII. Investigative Procedure

The initial investigation and the complaint shall be handled as a personnel matter in order to provide as much protection and privacy to the complainant and the accused as is permissible under state and federal law.

- Upon receipt of a complaint under this policy, the Title IX Coordinator will investigate or designate an administrator to conduct the investigation.
- The Title IX Coordinator will give written notice to all necessary parties involved that the complaint is being investigated.
- Within ten (10) days of receipt of a complaint, the Title IX Coordinator will review his/her findings and recommendations with the Superintendent and make a written report to all necessary parties of the investigator's findings and recommendations.
- Action, if warranted, against any employee will be in compliance with all policies and laws. The Title IX Coordinator will make extraordinary efforts to protect the rights, privileges, and reputations of all employees and students concerned.

VIII. Violations and Discipline

Violations of this policy by employees could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, demotions, reassignments, transfers, probation, suspension, termination, and nonrenewal.

Any discipline of an employee except suspension, termination, or nonrenewal of the contract including, but not limited to, warnings, reprimands, reassignments, transfers, and probation shall be subject to appeal procedures under Policy No. 4102 and/or 4540 (Grievance Policy) provided that decisions made concerning an open or closed hearing before the school board shall be made in accordance with Arkansas Code Annotated 6-17-208, as amended.

IX. Reporting

The Title IX Coordinator for the Fayetteville Public School District can be reached at the Office of the Associate Superintendent for Secondary Education:

1000 West Bulldog Blvd
Fayetteville, AR 72701
Phone: (479) 973-8642

Adopted: 8-26-93
Re-codified 8-28-03
Revised: 6-28-12
Effective: 7-1-12

FAYETTEVILLE (AR) SCHOOL DISTRICT NO. 1

REGULATION OF CONTROLLED SUBSTANCES

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Fayetteville Board of Education prohibits the possession, use, or distribution of illegal drugs and alcohol by its employees on school district property or as a part of any school activity involving students.

All employees are prohibited from being under the influence of any illegal drug or alcohol on school premises or at any school activity. "Under the influence" of alcohol shall be defined as exhibiting obviously impaired behavior.

The school district will attempt to assist any employee in need of alcohol or drug counseling or rehabilitation. Employees who have not been found in violation of this policy and who think they may have a dependency on drugs or alcohol and who wish to seek treatment for this dependency may avoid disciplinary action if they report their condition to the principal or superintendent and enroll in a qualified treatment program within two weeks of such report. The employee satisfying these conditions will be granted full use of the leave policies of the Fayetteville School District.

School officials will cooperate fully with law enforcement personnel in the investigation of any drug- or alcohol-related incidents involving school employees.

Violation of the standards of conduct outlined in this policy may result in any of the following disciplinary actions:

1. Referral to, and completion of, an appropriate counseling/rehabilitation program.
2. Referral for prosecution.
(Employees involved in above disciplinary actions may be granted used of the district's leave policies.)
3. Non-renewal of contract (in compliance with Policy No. 4119).
4. Dismissal from employment (in compliance with Policy No. 4119).

Approved: 9-28-90

FAYETTEVILLE (AR) PUBLIC SCHOOLS COMPUTER/NETWORK USE POLICY

The Fayetteville Board of Education recognizes the need to effectively use digital technology to further enhance the educational goals of the school district. Security of the various information networks and computer systems must be in place in order to ensure availability and reliability of the computer and network resources. All computing resources (to include desktops, laptops, and handhelds of all varieties) should be used in a responsible, effective, ethical, and lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

The District shall provide Education to minors about appropriate online behavior, including: interacting with others on social networking sites and in chat rooms, and cyber bullying awareness and response. The Board further expects all faculty, students, and staff to use the district's computers and networks for the intended purposes of education, research, and administration. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communication.

All users of district equipment must sign the district computer and network use agreement stating they understand this policy and the guidelines contained in the administrative rules and procedures regarding computer use. Network accounts will not be assigned to a user until the use agreement is signed. If there is any doubt about whether a contemplated activity is in accordance with the purpose for which the account was provided, students should consult with parents and teachers and employees should check with immediate supervisors.

Violations of some guidelines set forth in the rules and procedures may constitute a criminal offense. Systems staff and district administrators will cooperate fully with law enforcement agencies in investigating any violations.

The district cannot be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities or equipment. Faculty, staff, students and/or their parent or guardian will be held liable for any of the above that he/she causes.

It is the responsibility of each user on the network to recognize his/her accountability in having access to vast services, sites, systems and people, and to act according to acceptable behavior standards when using the network. It is necessary that users observe the Acceptable Use Policy of other networks as well as this policy.

System users must not obtain, attempt to obtain, or disseminate any electronic communication or information not intended for them, or directly related to the responsibilities they are assigned.

Use of the district's computers and access to the network is a privilege that will be revoked for violation of any of the administrative rules and procedures listed below. Users are subject to appropriate disciplinary measures, up to and including non-renewal, termination and expulsion should these guidelines be violated.

All computers remain under the control, custody, and supervision of the district through management and oversight by the district Technology Department. Under normal circumstances, the district will not monitor or inspect email or web transaction logs as standard operating procedure. However, if there are legal or disciplinary issues that require the district to monitor, inspect, copy, or review files maintained on district computers or networks, the district reserves the right to do so. All such information shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials. Email is subject to Freedom of Information (FOI) requests.

RULES AND REGULATIONS FOR USE OF COMPUTER/NETWORK RESOURCES

I. INTERNET SAFETY

A) **General Warning: Individual Responsibility of Parents and Users.**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for children and minors. Even though filters are in place (see E, below, "Active Restriction Measures"), they are an imperfect means of blocking access to inappropriate material. If a user unintentionally visits an offensive or harmful site, he or she should bring this to the attention of the supervising teacher who should then report it to the district system administrator. Every user must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites. Parents of minors are the best guide for materials to shun. If a user finds that other users are visiting offensive or harmful sites, he or she should bring this to the attention of their teacher or supervisor.

B) **Personal Safety for students.**

In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18).

C) **Confidentiality of Student Information and Personal Information.**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. See the exception regarding “directory data” here:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

D) “Hacking”, “Spamming”, and Other Illegal Activities

It is a violation of Policy 4202 to use the districts computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

E) Active Restriction Measures

The School, either by itself or in combination with the State of Arkansas Department of Information Systems (DIS) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing materials/sites that (1) are obscene, (2) contain child pornography, or (3) could be harmful to minors. The School will also monitor the online activities of students, through direct observation, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Monitoring through technical means will only be used in special circumstances if it is necessary to track documented violations. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

F) Failure to Follow Policy

Use of the computer network and Internet for education, research, administration, and incidental personal use is a privilege, not a right. A user who violates Policy 4202, shall, at a minimum, have his or her access to the computer network and Internet terminated, which the district may refuse to reinstate for the remainder of the student’s enrollment or staff member’s employment. A user violates the Policy by his or her own action and should understand that it is a personal responsibility to report any violations by others that come to their attention. Further, a user violates the Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The district may also take other disciplinary action in such circumstances.

II. BEHAVIOR STANDARDS

A) Users are expected to behave in a moral, legal, and ethical fashion that supports district education goals.

B) Abusive conduct when using the computer or network is prohibited.

Abusive conduct can be, but is not limited to:

- 1) Placing of unlawful information on the system
- 2) Using abusive, obscene, threatening or objectionable language.
- 3) Sending messages that are likely to result in the loss of recipient's work or systems.
- 4) Sending of "chain letters," or "broadcast" messages to lists or individuals.
- 5) Use of the system to intimidate or create an atmosphere of harassment.

C) Interference with or disruption of the network users, services, or equipment is prohibited.

Disruptions could include, but are not limited to:

- 1) Distribution of unsolicited advertising.
- 2) Propagation of computer worms or viruses.
- 3) Unauthorized entry to any other machine accessible via the network.
- 4) Attempting to degrade or degrading system performance.

D) Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense.

E) Accessing another individual's electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff.

F) Attempts to gain unauthorized access to systems is prohibited.

G) The use of another individual's access codes/passwords is prohibited.

H) Copying of another individual's work or copyrighted material is prohibited.

I) Use of the computer system or network for commercial or promotional purposes is prohibited, except as provided by the district Message Board.

III. THE COMPUTER NETWORK

The district network and any access to the larger information networks exists for the primary purpose of transmitting and sharing information between academic and research organizations.

A) All computers from which electronic information resources can be accessed by students will be in supervised areas. District staff shall monitor student computer use, providing assistance or taking corrective action when necessary.

B) Designated district staff shall assist in providing:

- ® Training for students and other staff in the appropriate and safe use of remote electronic information resources.
 - ® Instructions to students and staff on the responsible use of on-line resources.
 - ® Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.
- C) Network use must be consistent with the goals and standards of the district, school, and specific curriculum.
- D) Networked computers may be used as a laboratory for research and experimentation in computer communications and curriculum development where such use does not interfere with normal operations.
- E) Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources. Users are expected to protect their accounts from being used by anyone else.
- F) An account assigned to an individual shall be used by that individual only. Teachers will not provide network access to a student through a teacher account.
- G) To ensure security and prevent unauthorized access to account privileges, users must log off the network any time they cannot monitor the use of their machine.

IV. USE OF COMPUTER HARDWARE

- A) Only individuals authorized by the district Technology Department will install, service, and/or maintain district-owned computer hardware.
- B) No hardware, including cables or peripherals, may be moved without authorization from district Technology Staff.
- C) It is the responsibility of the faculty member to whom the computer is assigned to shut down their computer system at the end of each day. It is the responsibility of the faculty, students, staff, and associates to make reasonable efforts to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
- D) It is the responsibility of the faculty member to whom the computer is assigned to report malfunctions of the hardware to the site technology specialist using appropriate reporting method.
- E) The district is not responsible for the loss of any data on the local drives. Data on the local drives is not secure and your local drives may be reformatted at any

time. In order to secure data, all data must be saved to a location on the network .e. home directory or shared directories.

V. USE OF COMPUTER SOFTWARE

- A) Only software that is legally owned or authorized by the district may be installed on district computer hardware.
- B) The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
- C) Modification or erasure of software without authorization is prohibited.
- D) The introduction of any viral agent is prohibited. All media should be checked for a virus each time it is put into the computer system.
- E) The technology staff has the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.
- F) The technology staff has the right to remove any software from district owned equipment that degrades the performance of the equipment, the operating system or the network.
- G) All software purchased with district funds must be maintained under district accounts and made available to district technology staff for the purpose of installation and recovery if necessary.

VI. PROPER RESPECT FOR COPYRIGHT

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

- If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, THE USER DOES NOT OWN IT.
- If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
- The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the “Public Domain” and thereby make copying/distribution with specific authorization possible.
- *Fair use* allows the user to copy small portions of a work the user does not own without permission, but only for criticism, education, news reporting, and the like.

- When in doubt, the user should ask the creator or owner of material for permission to use the work.
- Content that is licensed for use by the copyright holder may be used only as long as the license for use remains in effect. Once any licenses to use content expire or are revoked, that content may no longer be legally used for any purposes that are not considered *Fair Use* or otherwise exempted from copyright restrictions.

VII. SOCIAL MEDIA GUIDELINES

Employees and students should be mindful of the information they post. Online behavior should reflect the same standards as those used for face-to-face communications. Deleted information may be stored and retrieved indefinitely. Information marked “private” rarely is, and may be forwarded easily, even by someone you trust. Share ideas in a respectful manner.

Guidelines for All Users

- Respect student and employee privacy rights and laws. Do not comment on students or confidential student matters on social networks
- View online content, including social media, as an extension of your physical classroom or building. If it is not appropriate in the classroom or out in the open at school, it is not appropriate online either.
- Search your name online and monitor what others are saying and posting about you. Even your friends and family can post and tag (i.e., identify you by name) photos you would never consider making public. If that happens, either ask the person to remove the offending photo or make it clear that you do not support its publication. Be sure to review your privacy settings regularly.

Guidelines for Employees

- Ensure that content reflects and is consistent with the work you do for your district. Once you identify yourself as a school or district employee, you are automatically connected with colleagues nationwide.
- Do not use e-mail, text messaging, instant messaging, or social networking sites to discuss non-school-related issues with students. Homework, class activities, athletics, extracurricular activities, parent nights, choral concerts, and other school activities represent appropriate topics of discussion. Keep relationships with students professional at all times.
- Do not violate your co-workers’ privacy. Professionals have tough conversations face-to-face and in the appropriate settings.
- Identify yourself as a school employee, and do not post comments anonymously

or try to hide your role. Fact-check information for accuracy before posting or sending it to another person.

Approved: 6/27/02

Revised: 5/23/02

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Revised: 6/23/05

Revised: 3/13/09

Revised: 5/26/11

Revised: 3/28/13

Effective Date: 7/1/13

Computer and Network Faculty/Staff Agreement

As an employee of the Fayetteville School District I agree to follow the Computer/Network Use Policy, Rules and Procedures. I understand that I will be given network and Internet privileges that students may or may not have. I agree to monitor students while they are using the computers and network. I will not allow student(s) access to the network through my own login and password.

I agree to maintain security on my computer, network, and account by not giving out my password or any other password deemed for "faculty/staff only". I understand that I should not write down my password, but rather make my password something I can remember. I also understand that my local drives could be replaced at any point in time, and that I should save all data to my network directory or shared directories.

I understand that e-mail is subject to FOI requests.

I have read, understand, and agree to follow all guidelines outlined in the Fayetteville School District Computer/Network Use Policy, Rules and Procedures as well as promote this agreement with the students. I agree to use the network in accordance with the policy and procedures and model to my students proper network etiquette. I also agree to report any misuse of electronic information to the proper authority.

I understand that if I do not follow the policy and rules, my computer and/or network privileges could be revoked and I could be subject to disciplinary measures.

Faculty/Staff Name

Primary Location (School/Room/Office)

Signature:

Date:

***Keep a copy of this agreement for your records!!**
Send the original to the district Human Resources Department.

Fayetteville (AR) Public Schools

Policy on District Web Sites

District, school, and classroom webpages are public documents giving the outside world access to district, school, and classroom information. All district webpages should support the educational aims of The Fayetteville Public Schools and promote the professionalism of the district and quality of its image.

- ✓ School web pages may contain acknowledgments of school partnerships or sponsorships. Web pages may provide links to partners' or sponsors' websites. However, commercial use of the FPS district Website is strictly prohibited.

- ✓ All teachers must have web pages on the district web site that contain the following minimum specifications: name, contact information, subjects/courses/grade levels taught, grading procedures, classroom management/discipline procedures, and appropriate curriculum maps.

- ✓ Teachers who supply a link to an external classroom web site (such as edublogs or schoology, edmodo, facebook, etc.) must note that users will be leaving the district web site when clicking on that link.

- ✓ Student "Directory information" may be released without written consent in accordance with district procedures as documented in the Parent Handbook in the section on the Family Educational Rights and Privacy Act (FERPA). See the FERPA exception regarding "directory data" and a list of what may be released here: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

Adopted: 3-28-2013
Effective: 7-1-2013

FAYETTEVILLE (AR) SCHOOL DISTRICT NO. 1

POLICY CONCERNING USE OF SCHOOL VEHICLES AND CREDIT CARDS

1. The school board shall provide an automobile for the superintendent, this vehicle to be used at the discretion of the superintendent and shall be maintained at school district expense.
2. The vehicles used by the assistant superintendent, curriculum coordinator, physical fitness supervisor, transportation supervisor, and school lunch supervisor shall be used for school district functions. These automobiles may be taken home at the discretion of these school employees.
3. The vehicle used by the vocational agriculture teacher shall be used for school business only. Since the agriculture teacher must take many trips to visit his students' farms, he shall be allowed to take this vehicle home with him at night.
4. Other school vehicles used by mechanics and school district maintenance personnel are to be kept on school premises during the night. They are to be used during working period only.
5. School vehicles may be used by school employees when making out-of-town trips if these trips are approved by the superintendent or assistant superintendent. In such event, expenses of the trip will be paid by the school district.

School credit cards shall be used by school employees only when making authorized trips out of town. These credit cards will be issued to them by the superintendent or assistant superintendent and they shall be returned at the end of the trip. All purchases made on credit cards shall be reported to the assistant superintendent. The copies of the credit and invoices shall be turned in when the credit card is returned. An employee shall sign for the cards and his name will be removed when the cards are returned.

Adopted: 10-22-63