

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 filed

Signed _____ Date _____

SUBSTITUTES FOR AIDES AND SECRETARIES

Substitutes for aides and secretaries may be obtained only when the normal program of the school will be severely hampered by the absence of the employee as determined by the principal.

PROCEDURES

I. Application

Persons desiring employment as a substitute for aides and secretaries must file written application on forms available in the Personnel Office located in the School Administration Building.

II. Eligibility

Persons having met the requirements of a substitute for teachers would automatically be eligible for substituting for an aide or secretary. All substitutes will indicate if they would desire to substitute for aides and secretaries in addition to teachers.

III. Assignment

Principals are furnished a list of available substitutes for aides and secretaries. Calls are made as far in advance as possible, but often emergencies occur and a substitute is needed on very short notice.

IV. Time Sheets

Time sheets will be kept in the principal's office for substitute aides and secretaries. This is the same time sheet that is kept for substitute teachers and will be turned into the Business Office at the same time. Aides and secretaries will be identified by writing "Aide" or "Secretary" in the column headed name and employee #. Substitutes will initial this sheet at the close of each day he works. This will constitute a record for payment of salary for the work performed.

V. Payment

Checks for substitute aides and secretaries are ready on about the 15th of the month. Deductions from this payment will be made for Social Security. The time period covered will be for the previous calendar month's work. Checks will be mailed to the substitute's home address.

Approved: 10-10-72
Revised: 11-13-73
Revised: 6-12-75
Revised: 2-26-80
Revised: 6-23-87

Fayetteville Public Schools
 Classified Salary Schedule
 2014-2015

CLASSIFICATION	Minimum	1-3 Yrs. Exp.	4-6 Yrs. Exp.	7-9 Yrs. Exp.	10+ Yrs. Exp.	Midpoint	Maximum
17	\$25.66	\$27.03	\$28.39	\$29.76	\$31.13	\$34.21	\$42.76
16	\$24.03	\$25.31	\$26.59	\$27.87	\$29.16	\$32.04	\$40.05
15	\$22.40	\$23.60	\$24.79	\$25.99	\$27.18	\$29.87	\$37.34
14	\$20.78	\$21.88	\$22.99	\$24.10	\$25.21	\$27.70	\$34.63
13	\$19.55	\$20.60	\$21.64	\$22.68	\$23.72	\$26.07	\$32.59
12	\$18.74	\$19.74	\$20.74	\$21.74	\$22.74	\$24.99	\$31.24
11	\$17.93	\$18.88	\$19.84	\$20.79	\$21.75	\$23.90	\$29.88
10	\$17.12	\$18.03	\$18.94	\$19.85	\$20.77	\$22.82	\$28.53
9	\$16.30	\$17.17	\$18.04	\$18.91	\$19.77	\$21.73	\$27.16
8	\$15.49	\$16.31	\$17.14	\$17.97	\$18.79	\$20.65	\$25.81
7	\$14.67	\$15.45	\$16.23	\$17.02	\$17.80	\$19.56	\$24.45
6	\$13.86	\$14.60	\$15.34	\$16.08	\$16.82	\$18.48	\$23.10
5	\$13.04	\$13.74	\$14.43	\$15.13	\$15.82	\$17.39	\$21.74
4	\$12.23	\$12.88	\$13.53	\$14.18	\$14.83	\$16.30	\$20.38
3	\$11.42	\$12.02	\$12.63	\$13.24	\$13.85	\$15.22	\$19.03
2	\$10.60	\$11.16	\$11.73	\$12.29	\$12.86	\$14.13	\$17.66
1	\$10.05	\$10.59	\$11.12	\$11.66	\$12.19	\$13.40	\$16.75
OT/PT	\$70,000.00	\$72,000.00	\$74,000.00	\$76,000.00	\$78,000.00	\$80,000.00	\$90,000.00

FAYETTEVILLE (AR) PUBLIC SCHOOLS
STUDENT TEACHING AND OTHER EDUCATIONAL
FIELD EXPERIENCES

The Fayetteville School Board of Education recognizes the need for opportunities for field experiences by persons engaged in educational study and research. It also recognizes the responsibility of professional teachers to assist in the training of new teachers. The Board therefore authorizes the superintendent to develop procedures for cooperating with persons wishing to engage in such educational field experiences.

It is hoped that such field experiences can be beneficial to all participants. If, in the opinion of the superintendent, the activity will hamper the educational program offered Fayetteville students, the request for the field experience will be denied.

Approved: 9- 1- 72
Revised: 12-19-78
Revised: 2-26-80

**STUDENT TEACHERS AND OTHER
EDUCATIONAL FIELD EXPERIENCES**

PROCEDURES

I. General Guidelines:

- A. Field experiences are activities such as observing, tutoring, teaching or conducting research by persons not ordinarily assigned to the students or staff to be involved in the activity.
- B. All field experiences must have the approval of either an assistant superintendent or the superintendent prior to carrying out the activity.
- C. Field experience requests by students or staff of the University of Arkansas shall be submitted by, or have the written approval of, the Director of Field Experiences designated by the president of the University of Arkansas and approved by the superintendent of Fayetteville Schools.

II. Teacher Education Field Experience Program:

- A. Responsibilities of Central School Administration:
 - 1. Initiate and coordinate field experience programs with college administration.
 - 2. Interpret field experience programs to school board and to general public.
 - 3. Coordinate the selection of cooperating teachers and assignment of students to field experiences.
 - 4. Modify situations that could be detrimental to the school program.
- B. Responsibilities of Building Principals
 - 1. Provide leadership necessary for success of and be responsive to the field experience program.
 - 2. Recommend to central administration teachers whom they consider competent, meet professional criteria, exhibit positive personality traits and

attitudes, and who have a strong desire to work with student teachers.

3. Consult with college supervisors when necessary or desirable.

C. Responsibilities of Cooperating Teachers

1. Establish an environment that is helpful in encouraging a successful experience.
2. Establish conferences and discussion sessions for daily contact with the student teacher.
3. Expect and encourage proper planning and organization.
4. Provide constant counseling and guidance as needed and requested.
5. Evaluate, on a continuing basis, the experience and discuss progress with the student teacher.
6. Make the student teaching program a valuable learning experience for the student teacher as well as the pupils and to assist the student teacher in every way possible to become a good teacher.
7. In cooperation with the University supervisor, evaluate the work of the student teacher at the end of the teaching period on forms provided.

D. Responsibilities of the Student Teacher:

1. Enter in activities with a full-time commitment.
2. Work within and support the policies of that district by following the rules and regulations designed for the teaching staff of the school assigned.
3. Participate in development of reasonable written planning for activities.
4. Participate in development of evaluative criteria for self evaluation and professional evaluation of his/her experience.

E. Responsibilities of the University Supervisor

1. Consult with cooperating teachers in the planning and functioning of programs to fit individual needs.
2. Counsel the student teacher during the student teaching assignment.
3. Provide service and participate in conferences with cooperating teachers as needed.
4. In corporation with the cooperating teacher, evaluate the work of the student teacher at the end of the teaching period.

F. Further Guidelines:

Two handbooks have been prepared to assist in the implementation of the teacher education program: 1) A Handbook For Cooperating Teachers, Fayetteville Public Schools; 2) Entering the Teaching Profession, University of Arkansas, College of Education

Adopted: 9-12-72
Revised: 12-19-78
Revised: 2-26-80

Board of Education President

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

Administrator Salary Schedule

1. Administrators shall be paid a salary calculated by multiplying the salary appropriate to their training, experience, and work days from the Certified Salary Schedule by the factor appropriate to their assigned grade:	
Administrative Grade	Factor
1	1.05
2	1.07
3	1.09
4	1.11
5	1.13
6	1.16
7	1.18
8	1.20
9	1.22
10	1.24
11	1.25
12	1.27
13	1.29
14	1.31
15	1.33
16	1.34
17	1.36
18	1.38
19	1.40
20	1.42
2. If a principal's school enrollment falls within the following criteria, the indicated fraction of the appropriate Certified Salary Schedule salary shall be added to the salary calculated above:	
Enrollment Criteria	Fraction
1500-1699	0.12
1300-1499	0.10
1100-1299	0.08
900-1099	0.06
700-899	0.04
500-699	0.02

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.

RESPONSIBILITY OF CUSTODIANS FOR EXTRACURRICULAR ACTIVITIES

1. The principal is to notify the custodian when he is expected to come back t the school for school related activities such as PTA meetings, school plays, Halloween Carnivals, Christmas programs, or other similar activities; or no-school meetings, programs, dinners, etc. sponsored by civic clubs or other groups. For this extra time custodians are to be paid at an overtime rate. They are expected to open the building 30 minutes before the time for the activity to start, assist the group in charge in every way possible, check the building after the activity is over, close up the building and see that the building is cleaned and ready for use before the opening of school the next school day.
2. The principal will keep a time book which the custodian will initial. All extra time should show the organization for which services were performed.

Approved: 9-25-58

Amended: 8-2-67

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
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

Revised: 6/24/04

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) 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

FAYETTEVILLE (AR) PUBLIC SCHOOLS

CLASSIFIED 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.

The employee has 10 days from the receipt of the contract to communicate any questions, discrepancies or issues with the contract. This communication must be in writing, addressed to, and received by the Director of Human Resources or his designee with the time frame required in order to be considered.

Adopted: 3-28-2013

Effective: 7-1-2013

SCHOOL EMPLOYEES 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, sickness in the immediate family, and other reasons of an emergency or personal nature.

DEFINITIONS

School employee shall include any employee of this school district who works not less than 20 hours per week, and who is not compelled by law to secure a teaching license from the State Board of Education as a condition precedent to employment.

PROCEDURES

- I. Sick Leave
 - A. Sick leave shall mean absence with full pay from one's duties for the reason of personal illness or illness/death in the immediate family.
 - B. Immediate family shall include the employee's spouse, children, parents, grandparents, grandchildren, siblings and any other relatives in the same household.
 - C. Accumulated sick leave shall mean the total number of days of unused sick leave that a school employee has to his/her credit.
 - D. Each eligible employee shall have an accumulation rate of one (1) day per month or major portion thereof that the employee is employed at full pay. Such accumulation shall begin with the first month or major portion thereof beginning with the first day of the first school term for which the individual is employed. Provided, if an employee resigns or leaves his employment position for any reason before the end of the school term, the school district may deduct from his last pay check full compensation for any days of sick leave used in excess of the number of days earned. An employee shall be entitled to such leave only for reasons of personal illness or illness of his immediate family.
 - E. A record of sick leave used and accumulated shall be established and maintained by the business office. Sick leave that is unused by an employee during any school year shall be accumulated in the employee's sick leave account at the rate of one (1) day per month, or major portion thereof until one-hundred twenty (120) days have been accumulated. An

employee who qualifies for sick leave under section D may use any amount up to his total number of accumulated days. Accumulated days of sick leave that are used up may be restored up to one-hundred twenty (120) days in the same manner that they were first accumulated.

1. After 120 days are accrued, unused sick leave shall accrue at 3 days per year thereafter. The remaining unused sick days each year will go into your individual unused bank (NOT SICK LEAVE BANK) or you may donate any portion of your unused sick days to the classified sick leave bank. Unused bank days may not be used, transferred or withdrawn. They are for retirement payment purposes only.

F. Upon retirement, classified employees who qualify for benefits in the retirement system will be reimbursed for unused sick leave in excess of forty-five (45) days and the total number of days in the unused bank at the then current daily rate for substitute teachers.

G. Sick leave may be used for any medical disability connected with or resulting from pregnancy. An eligible employee who is pregnant may continue in active employment as late into their pregnancy as desired provided such employment does not impair their health as determined by a qualified medical doctor of their choice. All or any portion of a leave taken by employee because of medical disability connected with or resulting from pregnancy shall, at the employee's option, be charged to available sick leave. (The employee shall notify their supervisor as soon as possible of the time the employee needs to be relieved of duty and also the time the employee expects to return to duty.)

II. Sick Leave Bank for Classified Personnel:

Participation in the Sick Leave Bank (SLB) is available to all classified 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.

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 or within 15 days of beginning employment.

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 Classified Sick Leave Bank balance of contributed days is reduced to fifty (50), the District's Human Resources Office will notify classified staff of this occurrence and will request the immediate completion of another Sick Leave Bank form. An employee's failure to contribute another one day of accumulated sick leave will terminate that employee's participation in the Sick Leave Bank until the next opportunity to contribute arises.

A. Governance

1. The Classified Sick Leave Bank shall be kept separate in the number of days recorded and accounted for, but shall be governed by the Sick Leave Bank Committee
2. The Sick Leave 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 classified 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.

B. Rules of Operation

1. Only those employees who have made contributions may make requests for days 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 employee's spouse, children, parents, and any other relatives living in the same household.
3. The Sick Leave Bank days may be used only upon exhaustion of a member's accumulated sick leave, personal leave, non-contract days (if applicable), and vacation (if applicable). Days used from the Sick Leave Bank are grants and do not require repayment. However, the employee 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.
4. Therefore, the committee expects employees to use discretion in making requests for days from the Sick Leave Bank. Before

approving a request for days, the Sick Leave Bank Committee will review sick leave record and require appropriate documentation. (Including a doctor's note verifying disability and/or expected duration.)

5. Requests for Sick Leave Bank days should be made on a Sick Leave Bank request form and submitted to the Chairperson of the committee through the Human Resource Office. Forms may be obtained by contacting the Human Resource Office.
6. Sick Leave Bank days will not be granted if an applicant is eligible for or receiving income from an income protection insurance policy or similar coverage (For example Short-Term Disability, Arkansas Teacher Retirement Disability, etc...).
7. Sick Leave Grants made from the bank shall be for no more than fifteen (15) days for an individual applicant per year. Employees in need of more than fifteen days may apply for an additional fifteen days, which if approved, will result in the deduction from the employee's salary an amount equal to twenty-two percent (22%) of the employees current daily pay rate (not to exceed \$60 per day) for each additional day taken.
8. Unused days contributed to the Sick Leave Bank will accumulate and carry forward (in total – not by the individual).
9. When applicable, days granted from the Sick Leave Bank will run concurrent with FMLA.

III. Personal Leave

- A. A classified employee 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 Supervisor, provided that a registered substitute can be obtained (if applicable). 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 employee's salary an amount equal to twenty two percent (22%) of the employees daily salary (not to exceed \$60) 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 employee's military pay or daily pay will be deducted from the employee's salary provided the employee submits evidence that the assignment is mandatory and the employee 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 two categories of Professional Leave:

- 1. Professional Development/Business Leave
- 2. Civic Leave

B. Professional Development/Business Leave may be granted on approval of the supervisor and the superintendent (or his designee). Request for Professional Development/Business Leave must be made and approved in advance. Approval may be granted for the following reasons

- 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
- 5. Approved Professional Development

C. Civic Leave may be granted for the following:

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

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 six months nor more than one year unless otherwise specified in this policy or the Communicable Disease Policy No. 4170. Extended leave less than six months but a minimum of three months may be approved if recommended by the Superintendent. Six month leaves must begin at the beginning of a school term (either July 1 or January 1).

B. The employee on extended leave must notify the superintendent not less than thirty days prior to the end of his approved leave term of his intention to resume work.

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 employee's supervisor 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 employee's request, the potential effect on the students involved, and the employee's length of service in the district.

E. All benefits to which an employee was entitled at the time his extended leave commenced will be restored to him upon his return. Unless otherwise specified, a returning employee will be placed on the salary schedule at the level achieved prior to his leave.

F. All employees' 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 classified employee 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 employee's immediate family or any other family catastrophe requiring the employee to be absent from work.

4. Advanced study in the employee's major field.

5. Child bearing. An employee 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 six weeks unless a medical complication exists.)

6. Child rearing. An employee may apply for such leave to be effective at any time during which the employee has a child living at home. (An employee adopting a child may apply for such leave to be effective prior to receiving custody, if necessary to fulfill the requirements for adoption.)

7. Becoming a candidate for, or serving in, a public office, unless there is a specific legal prohibition.

8. Enlistment in the Peace Corps or other such federal program. Such enlistment shall not exceed three years. If verifiable and relevant experience is gained, the employee will be awarded appropriate experience on the salary schedule, even if the allowable out-of-district credit limitation has been reached.

9. Absence from the area due to temporary transfer or sabbatical assignment of a spouse.

10. Consideration of career change. Such leave will be approved for one full year and will generally not be approved unless the employee has a minimum of ten years' experience in the district.

VI. 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.

Approved: 5-22-79

Revised: 6-22-84

Revised: 7-22-00

Revised: 7-1-05

Revised: 6-28-07

Revised: 6-25-09

Revised: 6-24-10

Revised: 3-28-13

Effective: 7-1-13

Support Staff Vacation Policy #4245

Full time Support 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 and at least 7 1/2 hours per day. 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

**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. 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 Fayetteville Public Schools 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.4520 (Nonrenewal Policy).

PROCEDURES

I. General Guidelines

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

- A. A balance will be sought in the reduction of support, supervisory, and administrative positions within the accreditation standards of the state and the operational requirements of the district.
- 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 May 15 of the current contract year.
- D. A staff member reduced from employment through the provisions of this policy will be considered to be on a leave of absence (involuntary). Such status will be maintained for a period of one year (unless re-employed by the Fayetteville Public 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. Staff reductions will be made on a district-wide and department wide basis rather than by building. Staff members will be considered for reduction on the basis of their current assignment.

II. Specific Procedures

When a classified 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, for each department 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. Maintenance and Operations
 - 2. Transportation
 - 3. Food Service
 - 4. Secretarial and clerical
 - 5. Aides and Paraprofessionals
 - 6. Nursing
 - 7. Technology
- C. Staff reductions in categories B. 1-7 (above) will be completed in the following order:
 - Step 1: Natural attrition
 - Step 2: Part-time employees, if their area of employment is identified for reduction in B., above.
 - Step 3: Employees who are assigned to an area of employment being eliminated from the district (as identified in B. above).

- Step 4: If sufficient staff members are not reduced through these three means, consideration will be given to the following items, taken as a whole:
- a. Areas of specialization and additional training acquired by employee.
 - b. Recommendation of the employees' immediate supervisor, as reflected in the employee's annual appraisal and through the supervisor's review of that appraisal.
 - c. Experience in the Fayetteville Public Schools.
 - d. Experience in the field employed.

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

III. Recall

If reason to rehire within an area reduced arises. Staff reduced will be considered for employment first. Provided that the person is fully qualified for the open position and that they have notified the Human Resources office of the areas for which they wish to be considered.

When a selection is made, the person being recalled will be offered employment by phone followed by letter mailed to the employee. (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.) Rejection of such an offer, or failure to respond to such an offer 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.

A person will be eligible for recall for a period of one calendar year, beginning with the last day of the contract year during which notice of reduction is received by the person. Any person not recalled within one year will no longer be considered on leave of absence status.

Approved: 6/22/06
Effective: 7/1/06

FAYETTEVILLE (AR) PUBLIC SCHOOLS

**POLICY ON DISMISSAL AND NON-RENEWAL OF A CLASSIFIED
EMPLOYMENT CONTRACT**

Refer to The Public School Employee Fair Hearing Act, codified as Arkansas Code Annotated 6-17-1701, et seq., and all amendments thereto.

Approved: 6/22/06
Effective: 7/1/06

CLASSIFIED ALTERNATIVE WORK SCHEDULE
Policy #4530

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: 6.28.07

Effective: 7.1.07

CLASSIFIED STAFF GRIEVANCES PROCEDURE
Policy #4540

Definitions:

Grievance: a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this school district. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision. A group of employees who have the same grievance may file a group grievance.

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

1. More than one individual has interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

Employee: any non probationary person employed under a written contract by this school district.

Immediate Supervisor: the person immediately superior to an employee who directs and supervises the work of that employee.

Working day: Any weekday other than a holiday whether or not the employee under the provisions of their contract is scheduled to work or whether they are currently under contract.

- I. 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.
- II. All contracted employees in the School District shall have the right to challenge the application and/or interpretation of rules, regulations, or policies affecting the employee through recognized administrative channels. Each employee who has a grievance may process it by giving written notice of the grievance to his or her immediate supervisor. 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.

- III. Each administrator will deal with a grievance as quickly as possible but will have a maximum of ten (10) workdays after a grievance is filed in which to investigate and render a decision. The decision will be delivered in writing to the employee who filed the grievance. If no decision is delivered within the ten (10) workday limit, the grievance may be advanced to the next level. If the employee 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 ten (10) workdays of the announced decision.
- IV. If the grievance is not resolved after reaching the Superintendent of Schools, the grievant may submit to the Superintendent a written request for a hearing before the Board of Education at the next regularly scheduled Board Meeting, unless both parties have agreed to a different date. After reviewing the grievance and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy.

The employee shall have an adequate opportunity to present the grievance but no less than (90) minutes, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The decision of the Board shall be final.

- V. After the hearing the Board of Education will report the final decision no later than ten (10) workdays following the hearing.

Adopted: 6.28.07

Effective: 7.1.07

**Classified Employee Evaluation Procedure
Policy #4550**

Fayetteville Public Schools recognizes that thorough, regular appraisal of performance is critical to the realization of district goals. The primary purpose of personnel evaluation is the growth of individual staff members, the strengthening of the school staff as a whole, and the improvement of support services provided.

Annual formal evaluations of classified personnel will be done prior to April 30 of each year employed. The evaluations should be filed in the Human Resources office no later than May 1 of each year.

Evaluations will be performed using the appropriate form provided by the Human Resources Department.

Adopted: 6.28.07

Effective: 7.1.07

ASSIGNMENT OF TEACHER AIDES

Policy 4555

The assignment of teacher aides shall be made by the Superintendent or his/her designee. Changes in the assignments may be made as necessary due to changes in the student population, teacher changes, and to best meet the educational needs of the students.

Legal Reference: A.C.A. § 6-17-201

Date Adopted: 6/23/2011

Effective Date: 7/1/2011

CLASSIFIED PERSONNEL ASSIGNMENTS

Policy 4556

The superintendent shall be responsible for assigning and reassigning classified personnel.

Legal Reference: A.C.A. § 6-17-2301

Date Adopted: 6/23/2011

Effective Date: 7/1/2011