

# **PERSONNEL POLICIES, RULES AND REGULATIONS**

**of the  
SEARCY  
BOARD OF EDUCATION**

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## **2016-2017**

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# **PERSONNEL POLICIES, RULES, AND REGULATIONS 2016-2017**

## **NON-DISCRIMINATORY STATEMENT**

The Searcy Public School District is in compliance with the regulations as outlined in Title VI of 1964, Title IX of 1972, and Section 504 of the Rehabilitation Act of 1973.

It is the policy of the Searcy Public School District to provide equal opportunities without regard to race, color, religion, sex, age, national origin, or qualified disability in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment.

## **I. CERTIFIED PERSONNEL**

### **A. EMPLOYMENT OF CERTIFIED STAFF**

#### **A1. EMPLOYMENT**

Employment of all school personnel except the superintendent shall be selected on nomination by the superintendent. Should a person nominated by the superintendent be rejected by the board, it shall be the duty of the superintendent to submit another nomination for consideration.

#### **A2. RENEWAL OF CONTRACT SCHEDULE**

1. The superintendent and assistant superintendents will be considered for renewal of contract at the January meeting of the board and principals at the March meeting of the board.
2. All other certified personnel will have contracts automatically renewed for the next school year unless an individual is otherwise notified of intent to recommend nonrenewal by certified letter or by letter hand delivered by the superintendent by May 1 as specified in A.C.A. § 6-17-1506.
3. All offers to renew annual contracts shall expire if not accepted and returned to the superintendent's office within 30 days of the date of issuance.

#### **A3. WRITTEN CONTRACT**

Refer to Section 6-17-1506 in appendix.

1. Election of school personnel is to be evidenced by written contract binding on both employer and employee. All offers to renew contracts shall be issued by the district on the same date.
2. The appointment of administrative and supervisory employees and permanent teaching staff is evidenced by contracts binding on both

employer and employee. All offers to renew annual contracts shall expire if not accepted and returned to the superintendent's office within 30 days of the date of issuance. (A.C.A. 6-17-1506)

#### **A4. GENERAL REQUIREMENTS FOR EMPLOYMENT**

##### **1. QUALIFICATIONS**

a. All certified employees must satisfy the requirements of AdvancED/North Central Association, the State School Laws of Arkansas, and the Policies of the Searcy Special School District Board of Education.

b. A teacher must hold at least a Bachelor's Degree.

##### **2. EMPLOYEE INFORMATION FOR THE PERSONNEL FILE**

a. All applicants prior to employment must provide personal references and shall provide the superintendent with a completed Searcy Public Schools application form.

b. Soon after being notified of his/her election of employment, and before any payment for service, an employee must furnish the administrative office with:

(1) A Social Security number

(2) Evidence of both identity and employment eligibility—Every individual will be required to provide documents to the employer for the purpose of establishing his/her identity and employment eligibility. (Immigration Reform and Control Act of 1986)

(3) Current teaching certificate

(4) One complete transcript of college credits with official seal

(5) A photostatic copy of the appropriate assessment(s) for licensure

c. Teachers employed by the Searcy Special School District for the first time will be given experience increments equal to the number of years of service in schools with an accredited rating.

#### **A5. SALARY SCHEDULE AND REGULATIONS**

1. The Searcy Special School District maintains a Teacher's Salary Schedule that may be changed from year to year at the discretion of the board. A copy of this salary schedule is on file in the office of the superintendent and in the office of each school principal.

2. Payment of Salary – A schedule of pay dates shall be distributed by the superintendent at the beginning of each school year. The pay date shall be on the twentieth (20) of each month or the Friday before if the twentieth (20) falls during a weekend.

3. Teaching Certificate and Salary Schedule – The kind of teaching certificate a teacher holds on September 15 of each school year shall determine the contract salary on the scale for which a teacher will qualify for the school year.

4. Experience increments for teachers – Either the base salary schedule or the allowable experience increments may be changed at the discretion of the

board from year to year to make salary adjustments as a result of changing revenues and the Arkansas State School Laws.

5. Salaries of Administrators and Special Teachers – Salaries of principals, supervisors, athletic coaches, athletic directors, band directors, guidance counselors, vocational, teachers, and other special teachers in the Searcy Public Schools shall be subject to the index and supplemental salary list that may be changed at the discretion of the board from year to year. A copy of the index and salary supplements is on file in the Superintendent's office and in the office of each principal.
6. The approved 2015-2016 salary schedule shall be the salary schedule for the 2016-2017 school year with experience increments and educational increments added to contracts at the start of the year. Any increase in funds for the 2016-2017 school year that are to be paid to certified personnel will be distributed equally or unequally based on a majority vote of the teachers and approval of the board. Certified personnel experience increments and educational increments will be included in meeting requirements of funds to be paid to certified personnel. All distribution shall be in compliance with existing state law.

#### **A6. VOLUNTARY TEACHING DURING PLANNING PERIOD OR OF MORE THAN THE MAXIMUM NUMBER OF STUDENTS PER DAY**

A teacher in grades 7-12 may voluntarily enter into an agreement with the District to teach:

- 1) An additional class in place of a planning period; and/or
- 2) More than one hundred fifty (150) students per day.

A teacher who agrees to teach more than the maximum number of students per day is still bound by the maximum number of students per class period in the Standards For Accreditation.

A 7-12 grade teacher who enters into an agreement with the District shall receive compensation based on the teacher's:

- a) Hourly rate of pay for the loss of a planning period; and/or
- b) Basic contract that is pro-rated for every additional student they teach over the maximum number of students permitted per day.

A teacher who wishes to volunteer for numbers 1 or 2 above must enter into a signed agreement with the District prior to the teacher giving up his/her planning period or teaching more than the maximum number of students per day. A teacher shall not be eligible to receive compensation until after the agreement has been signed. The maximum length of the signed agreement between the teacher and the District shall be for the semester the agreement is signed.

Neither the District nor the teacher is obligated to:

- Enter into an agreement;

- Renew an agreement; or
- Continue an agreement past the semester in which the agreement is signed.

The provisions of the Teacher Fair Dismissal Act, A.C.A. § 6-17-1501 et seq., do not apply to an agreement between a teacher and the District entered into under this policy.

## **A7. RETIREMENT OF EMPLOYEES**

1. Retired Employee Recognition (Monetary) – Qualification for retiring employee to be given (one time) recognition as follows:
  - a. The employee must have served in the Searcy Public Schools a minimum of fifteen (15) years.
  - b. Recognition of fifty (50.00) dollars for each year in the district.

## **A8. RESIGNATION OF EMPLOYEES**

1. A certified employee may resign from a contract with good standing only with mutual understanding and consent of both parties.
2. It shall be necessary for a certified employee who resigns to furnish his/her school principal with evidence of satisfactory completion of all records up to the date on which his/her resignation became effective; otherwise, his/her final pay check will be held until all reports have been satisfactorily completed.
3. A certified employee who resigns shall be expected to provide his/her school principal with a summary of work completed, of pupil progress to date, and of classroom plans for the immediate future.

## **A9. CAUSE FOR DISMISSAL OF EMPLOYEES**

The Board of Education may dismiss any school employee for one or more causes including incompetency, insubordination, immorality, and undesirable personal traits which result in poor public and/or personnel relations causing problems for the school system that may reflect adversely on the proper respect for the profession or the school.

## **A10. PROCEDURE FOR THE DISMISSAL OF CERTIFIED PERSONNEL**

If an occasion arises whereby the discharge of a person under contract with the Searcy Special School District appears likely or necessary, A.C.A. 6-17-1501 et seq. of the Arkansas School Laws will be followed.

## **A11. SECURITY FOR EMPLOYEES**

1. All employees of the professional and non-professional staff must belong to the Arkansas Teacher Retirement System.
2. All employees of the Searcy Special School District are covered by social security and workers' compensation. In addition, a \$10,000 life insurance policy is provided by the district for employees who work twenty hours or more a week. At the insured's age 65, life insurance coverage is reduced by 35 percent. At the insured's age 70, life insurance coverage is reduced by 50 percent. A hospital confinement plan is also provided by the district as an employee benefit.
3. Voluntary participation in school cafeteria plan, accident, group hospital, and life insurance plans is available at special rates.
4. Dental insurance is available for all certified and non-certified employees. The district pays \$13.00 of each employee's monthly premium. The employee must work 30 hours or more each week.
5. Voluntary participation from an approved list of tax sheltered annuities (TSA) is allowed. The approved list of companies is on file in the bookkeeper's office.
6. Districts shall distribute funding for health insurance coverage in accordance with state law and the Affordable Care Act. The District reserves the right to adjust the monthly distribution as necessary to account for changes dictated by law. Specifically, the amount distributed to each employee is NOT part of his or her salary and is NOT guaranteed to be the same from month-to-month or year-to-year.

## **B. ASSIGNMENT AND TRANSFER OF PERSONNEL**

The Board of Education authorizes the superintendent to assign, reassign, or transfer all certified personnel to their respective positions upon employment.

Insofar as possible, teachers will be reassigned to positions for which they are best qualified. Also, reasonable effort will be made to honor a teacher's preference in making assignments. Every effort will be made by the administration to notify teachers at the earliest possible time of any assignment change.

Vacancies in certified positions will be posted in all schools before offered to outside applicants. The Board shall give first consideration to those teachers within the system who voluntarily wish to transfer. Should the request for transfer be denied, the teacher may request a conference with the principals and superintendent. Vacancies that occur between July 1 and September 1 each year will not be posted prior to employment. A listing of those teachers who voluntarily wish to transfer will be compiled at the building level and kept at the district's central office in order to ensure consideration being given to teachers within the system who wish to transfer to vacancies that occur between July 1 and September 1.

A teacher who is transferred involuntarily shall be given a written statement by the administration explaining the reasons for such transfer.

Transfers shall not be arbitrary, capricious, or discriminatory.

## **C. TEACHER ATTENDANCE**

### **C1. TEACHER ATTENDANCE**

Teachers are expected to observe the following rules regarding attendance at school and school related meetings.

1. In case of absence from duty because of illness, the teacher is asked to telephone the principal at the earliest possible moment, preferably the day before the expected absence. The principal of the school should be notified on the day preceding a teacher's return to duty.
  - a. Selection of substitutes for temporary replacement of an absent teacher will be made by SubTeach USA or other contracted substitute provider.
  - b. Complete plans for the substitute teacher to follow should be left.
2. Teachers are expected to attend promptly all meetings designated for them.
3. Teachers are to be on campus at least fifteen (15) minutes before the first bell rings and in the classroom at least ten (10) minutes before the first bell rings unless on other assigned duty. Teachers will be dismissed at 3:30 P.M.. unless on other assigned duty. Teachers are to report for duty as assigned by the building principal.
4. Teachers shall not leave the school campus during school hours without clearing such absences in the office of the principal.

### **C2. FLOATING TEACHERS**

Floating teachers may be required to serve duty at more than one school only under the following condition:

A floating teacher may be required to serve duty at the building site where his/her teaching assignment is scheduled at the time of duty. A floating teacher shall not be required to travel to another building site for the sole purpose of serving duty.

## **D. LEAVE POLICIES AND PROCEDURES**

1. Sick Leave – Sick leave is cumulative to ninety (90) [or 120] days. Accumulated sick leave includes the sick leave transferred from an employee's previous public school employment. Each employee, both certified and non-certified, acquires one day of sick leave for each month worked in the Searcy Special School District. Sick leave may be used only in case of personal illness, illness in the immediate family, or bereavement. A teacher shall be allowed to transfer a maximum of ninety (90) days of sick leave to or from another district.

“Each school district shall provide sick leave for each of its teachers at a minimum rate of one (1) day per month or major portion thereof that the teacher is contracted, at full pay.” (A.C.A. § 6-17-1204 Amount of use of leave)



The following schedule will be adhered to regarding sick days per length of contract. This schedule will be retroactive to the 2004-2005 school year:

- 140-150 Days in Contract – 7 Sick Days Awarded
- 151-170 Days in Contract – 8 Sick Days Awarded
- 171-190 Days in Contract – 9 Sick Days Awarded
- 191-210 Days in Contract – 10 Sick Days Awarded
- 211-230 Days in Contract – 11 Sick Days Awarded
- 231 + Days in Contract – 12 Sick Days Awarded

“A school district shall credit one day of sick leave to a teacher if the teacher: a) used one day of sick leave on a mandatory professional development day; and b) made up the missed mandatory professional development day on a noncontract day.” (A.C.A. § 6-17-202)

- a. After the accumulation of 90 [or 120] days of sick leave, certified personnel shall be paid substitute pay at the end of each school year, for each unused sick day over the 90 [or 120] day maximum.
- b. Any bona fide retiree\* from the teaching profession will be paid at the rate of \$75.00 per day for all unused accumulated sick leave days according to the guidelines listed below, at the end of the contract year in which the teacher retires. This payment will be made at the same time that the employee receives the last check for the contract year.

\*A bona fide retiree is any teacher participating in either the Arkansas Teacher Retirement System or the Arkansas Public Employees Retirement System or the Federal Social Security System who is retiring from the teaching profession and making application to receive benefits. An employee can be a bona fide retiree one time only.

\* **Eligibility Guidelines** – maximum number of days to be compensated for will be determined by number of years in the district:

- 5 – 9 years of service in district – 30 days
- 10 – 14 years of service in district – 60 days
- 15 + years of service in district – 90 days

- 2. Personal Leave – Employees’ personal leave will be limited to two (2) days per school year.

Conditions for personal leave, not to be deducted from sick leave, are as follows:

- a. All certified personnel who work twenty (20) hours or more per week shall be granted two (2) personal days per year. Leave time must be scheduled at least one week in advance with the approval of the building principal or supervisor.
- b. Unused personal leave days will roll forward to a maximum accumulation of five days in any one year. Any unused personal leave days over five will convert to sick leave. If an employee chooses not to automatically roll forward personal leave to the maximum accumulation, then he or she will need to fill out the appropriate form and submit to the central office by June 1 of each school year.
- c. School personnel shall have the option to convert their unused personal leave days to sick leave days or to be paid for such days at the current rate

of substitute teacher's pay for each unused day after ninety (90) [or 120] days.

3. Professional Leave – Professional leave is that leave taken for professional purposes. A teacher shall receive full salary for absences necessitated by attendance at professional and civic meetings which has been approved by the principal and Superintendent of Schools. Professional leave shall be granted in an equitable, uniform manner throughout the school district.
4. School Sponsored Activities – Leave with full pay will be granted to teachers by the principal and superintendent so they may accompany students on special school activities.
5. Leaves of Absence
  - a. Extended Leave – A leave of absence, without pay, may be granted if it becomes necessary for a teacher to be absent for an extended period of time which, in the judgment of the superintendent, would be detrimental to the progress of students assigned to that teacher. The superintendent shall recommend to the board that a leave of absence be granted to such a teacher for the remainder of the semester involved.
  - b. It shall be the policy of the Searcy School District to comply with A.C.A. 6-17-1209 to amend the leave of absence for personal injury from assault or other violent criminal act.
6. Jury Duty – The Searcy School District recognizes there are times an employee is required to serve on jury duty during contracted work days. In such cases, the employee will refund the school any compensation received for jury duty less documented expenses for travel and meals. The employee will continue to draw the full school salary.
7. Military Duty – The Searcy School District recognizes there are times an employee is required to serve on military duty during contracted work days. In such cases, the Searcy School District will conform to all applicable sections as found in A.C. A. § 6-17-306, 21-4-102, 21-4-203 and 21-4-212 and the Family and Medical Leave Act Military Regulations of the National Defense Authorization Act when granting such leave.
8. Parental Leave Policy –

Category A: Certified personnel who have completed three years of continuous service in the Searcy School District.

Category B: Certified personnel who have not completed three years of continuous service in the Searcy School District.

(1) Eligible Category A personnel shall have the following parental leave options:

  - a. Accumulated sick leave may be used. Additional unpaid days may be taken upon the written recommendation of the attending physician.
  - b. An unpaid leave of absence may be taken. The unpaid leave shall not exceed more than one semester beyond the semester in which the leave begins. Granting of unpaid leave shall be contingent upon the administration's being able to fill the temporary vacancy with qualified personnel. The administration will make a good faith effort to find such qualified personnel.

- c. A combination of a and b in which the certified employee may use the entirety of his/her accumulated sick leave and then may take an extended leave of absence.
- (2) Within 30 days after a pregnancy has been diagnosed, the certified employee shall give notice of which parental leave option the certified employee intends to take. The superintendent and principal shall be discreet with the notice of pregnancy, releasing such information on a “needs to know” basis. Requests for leave of absence will be made in writing to the building principal at least 30 days in advance and will be granted in writing by the building principal.
- (3) Upon completion of parental leave, the certified employee will be assigned to a position in the Searcy School District with priority being given to the certified employee being reassigned to his/her prior assignment.
- (4) The certified employee on parental leave of absence may continue to be covered by school employee health and life insurance with the premium paid for by the certified employee.
- (5) Adoptive parents shall be covered under the policy.
- (6) Eligible Category B personnel shall have the following option:  
Accumulated sick leave may be used. Additional unpaid days may be taken, upon the written recommendation of the attending physician.
- (7) Provisions 2, 3, 4, and 5 of Category A parental leave shall apply to Category B parental leave. However, nothing in this policy shall be construed to guarantee a probationary teacher, as defined by A.C.A. 6-17-1502, automatic renewal of contract.
- 9. Ability of School Employee to hold public office (Act 1302 of 1997) –  
All employees of the Searcy School District are free to exercise their rights as citizens and run for or accept appointment to public office if they so desire. However, employees should understand the following:
  - a. By law, a school board member may not work for the school district which he or she serves.
  - b. School districts may not grant any employee paid leave for the purpose of permitting the employee to engage in public service or related activities.
  - c. Employees may use their personal days and vacation days (if applicable) to engage in public service or related activities, with the prior approval of their immediate supervisor.
  - d. In addition, upon request to the school board, a maximum of five additional days of unpaid leave may be granted to the employee for the purposes of engaging in public service or related activities. If the employee’s services can be replaced by the district, the employee will be responsible for reimbursing the district for the expense of a substitute employee.
  - e. Employees who attempt to use sick leave days fraudulently for any purpose, including to engage in public service or related activities, will face disciplinary action up to and including nonrenewal or termination.
- 10. Travel Reimbursement – Employees who travel on school business, as approved by their immediate supervisor, will be reimbursed at the rate of 43

- cents per mile. Meals will be reimbursed at current district allowances only for those trips involving an overnight stay.
11. Deductions for Non-Allowable Leaves – Deductions of one day of a teacher's contracted yearly salary shall be made for each day absent that is not applicable to allowable leaves.
  12. Annual Leave for Twelve Month Employees – All twelve month district employees shall adhere to the following stipulations regarding annual leave:
    - a. The directors should identify in the annual district calendar those days that are to be designated as board holidays. A board holiday is not credited to an employee as a day of annual leave. A board holiday shall consist of two days for each of the following: Thanksgiving, Christmas, and New Year's. One day shall be designated for the following: 4<sup>th</sup> of July, Memorial Day, and Labor Day.
    - b. If an employee is absent on a day not designated as a board holiday, the employee must report the absence as a sick day or a day of annual leave. (Act 867 of 2007) Neither sick leave nor annual leave will be granted in increments less than one half day.
    - c. Employees wishing to be granted annual leave are to make their request to their immediate supervisor no less than ten working days prior to the first requested day of leave unless an emergency situation exists.
    - d. Fourteen days each contract year are designated as annual leave, twelve vacation days and two personal leave days. Vacation days must be used during the contract year or may be converted to sick leave. Under no conditions can vacation days be accumulated or rolled forward as vacation days.
    - e. The Superintendent may make adjustments to the calendar to assure no employee exceeds 255 contracted days.
  13. Transfer of Sick Leave – In the event of an emergency situation it shall be approved that a certified or classified employee may at his or her discretion choose to transfer personal accrued sick leave days to a district employee by completing the form required for this transfer. The recipient's accrued sick leave and personal leave days must be depleted in order to qualify under this policy, and no remuneration of any type will be offered or accepted by donor or recipient for the transfer. Furthermore, any attempt to offer or accept remuneration may lead to disciplinary action, including recommendation for termination. To ensure clarity, the donor and recipient must sign the request form in the presence of a witness in the administration office, and an assistant superintendent must give written approval to the request. A copy of the notarized agreement shall be presented to both donor and recipient and filed in the personnel folder of each party.

## **E. PROFESSIONAL DEVELOPMENT**

For the purposes of this policy, professional development (PD) means a set of coordinated, planned learning activities for District employees who are required to hold

a current license issued by the State Board of Education as a condition of employment that:

- Is required by statute or the Arkansas Department of Education (ADE); or
- Meets the following criteria:
  - Improves the knowledge, skills, and effectiveness of teachers;
  - Improves the knowledge and skills of administrators and paraprofessionals concerning effective instructional strategies and methods;
  - Leads to improved student academic achievement; and
  - Is researched-based and standards-based.

All employees shall attend all local PD training sessions as directed by his/her supervisor.

The District shall develop and implement a professional development plan (PDP) for its licensed employees. The District's PDP shall, in part, align District resources to address the PD activities identified in each school's Arkansas Comprehensive School Improvement Plan (ACSIP) and incorporate the licensed employee's PDP. The plan shall describe how the District's categorical funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. At the end of each school year, the District shall evaluate the PD activities' effectiveness in improving student performance and closing achievement gaps.

Each licensed employee who is on a basic teacher employee contract (191 day contract) that includes ten (10) professional development days shall receive a minimum of thirty-six (36) hours of PD annually to be fulfilled between June 1 and May 30; the District may require a licensed employee to receive more PD than the minimum when necessary to complete the licensed employee's PDP. All licensed employees are required to obtain thirty-six (36) hours of approved PD each year over a five-year period as part of their licensure renewal requirements. PD hours earned in excess of each licensed employee's required number of hours in the designated year cannot be carried over to the next year.

Any employee who misses any part of regularly scheduled PD activities for any reason (such as illness) must make up that time in other approved PD activities so that the 60 required hours of PD activities are earned during the approved timeframe. Licensed employees who are prevented from obtaining the required PD hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1202 shall be allowed to make up the hours missed during the remainder of the current school year or succeeding school year. Missed hours of PD shall be made up with PD that is substantially similar to that which was missed and can be obtained by any method, online or otherwise, approved by ADE. This time extension does not absolve the employee from also obtaining the following year's required hours of PD. Failure to obtain required PD or to make up missed PD could lead to disciplinary consequences, up to termination or nonrenewal of the contract of employment.

The goal of all PD activities shall be improved teaching and learning knowledge and skills that result in individual, team, school-wide, and District-wide improvement designed to ensure that all students demonstrate proficiency on the state's academic standards. The District's PD plan shall be research-based and standards-based and in alignment with applicable ADE Rules and/or Arkansas code.

Teachers, administrators, and paraprofessionals shall be involved in the design, implementation, and evaluation of the plan for their own PD offerings. The results of the evaluation made by the participants in each program shall be used to continuously improve the District's PD offerings and to revise the school improvement plan.

Flexible PD hours (flex hours) are those hours for which an employee is allowed to substitute PD activities, different than those offered by the District, but which is still aligned to the employee's Individual Improvement Plan, Professional Growth Plan, or the school's ACSIP. The District shall determine on an annual basis how many, if any, flex hours of PD it will allow to be substituted for District scheduled PD offerings. The District administration and the building principal have the authority to require attendance at specific PD activities. Employees must receive advance approval from the building principal for activities they wish to have qualify for flex PD hours. Six (6) approved flex hours credited toward fulfilling the licensed employee's required hours shall equal one contract day. Hours of PD earned by an employee that is not at the request of the District and is in excess of the employee's required hours, or not pre-approved by the building principal, shall not be credited toward fulfilling the required number of contract days for that employee. Hours earned that count toward the licensed employee's required hours also count toward the required number of contract days for that employee.

To the fullest extent possible, PD activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Release time may be granted for conferences and workshops and expenses may be reimbursed providing such activities are approved by the school principal/supervisor and are within budget allocations for that purpose.

Teachers and administrators who, for any reason, miss part or all of any scheduled PD activity they were required to attend must make up the required hours in comparable activities which are to be pre-approved by the employee's appropriate supervisor.

To receive credit for his/her PD activity, each employee is responsible for obtaining and submitting documents of attendance or completion for each PD activity he/she attends. Documentation is to be submitted to the building principal or designee. The District shall maintain all documents submitted by its employees that reflect completion of PD programs, whether such programs were provided by the District or an outside organization.

To the extent required by ADE Rules, employees will receive hours of educational technology professional development that are integrated within other professional development offerings including taking or teaching an online or blended course.

The following PD shall count toward a licensed employee's required PD hours to the extent the District's or school's PD plan includes such training, is approved for flex hours, or is part of the employee's PGP and it provides him/her with knowledge and skills for teaching:

- Students with intellectual disabilities, including Autism Spectrum Disorder;
- Students with specific learning disorders, including dyslexia;
- Culturally and linguistically diverse students;
- Gifted students.

Beginning in the 2013-14 school year and every fourth year thereafter, all mandated reporters and licensed personnel shall receive two (2) hours of PD related to child maltreatment required under A.C.A. § 6-61-133(d)(e)(2). For the purposes of this training, "mandated reporters" include school social workers, psychologists, and nurses.

Beginning in school year 2014-15 and every fourth year thereafter, teachers shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies.

Beginning in school year 2014-15 and every fourth year thereafter, administrators shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Beginning in the 2015-16 school year and every fourth year thereafter, all licensed personnel shall receive two (2) hours of PD in teen suicide awareness and prevention which may be obtained by self-review of suitable suicide prevention materials approved by ADE.

Beginning in the 2016-17 school year and every fourth year thereafter, teachers who provide instruction in Arkansas history shall receive at least two (2) hours of PD in Arkansas history as part of the teacher's annual PD requirement.

Anticipated rescuers shall receive training in cardiopulmonary resuscitation and the use of automated external defibrillators as required by ADE Rule. Such training shall count toward the required annual hours of PD.

At least once every three (3) years, persons employed as athletics coaches shall receive training related to the recognition and management of concussions, dehydration, or other health emergencies as well as students' health and safety issues related to environmental issues and communicable diseases. The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety.

All licensed personnel shall receive training related to compliance with the District's antibullying policies.

For each administrator, the thirty six (36) hour PD requirement shall include training in data disaggregation, instructional leadership, and fiscal management. This training may include the Initial, Tier 1, and Tier 2 training required for Superintendents and other designees by ADE's Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements.

Building level administrators shall complete the credentialing assessment for the teacher evaluation PD program prior to conducting any summative teacher evaluations.

Teachers' PD shall meet the requirements prescribed under the Teacher Evaluation Support System (TESS).

By the end of the 2014-15 school year, teachers shall have received professional awareness on the characteristics of dyslexia and the evidence-based interventions and accommodations for dyslexia.

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall receive up to thirty (30) hours of credit toward the hours of PD required annually.

Licensed personnel may earn up to twelve (12) hours of PD for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction provided the time is spent in accordance with state law and current ADE rules that deal with PD. The hours may be earned through online PD approved by the ADE provided the PD relates to the district's ASCIP and the teacher's professional growth plan. Licensed personnel who meet the requirements of this paragraph, the associated statute, and ADE Rules shall be entitled to one hour of PD for each hour of approved preparation.

Licensed personnel shall receive five (5) PD hours for each one-hour undergraduate or graduate level college course that meets the criteria identified in law and applicable ADE rules. A maximum of fifteen (15) such hours may be applied toward the thirty six (36) hours of PD required annually for license renewal.

Employees who do not receive or furnish documentation of the required annual PD jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive his/her required annual hours of PD in any given year, unless due to illness as permitted by law, ADE Rule, and this policy, shall be grounds for disciplinary action up to and including termination.

Approved PD activities may include:



- Conferences/workshops/institutes;
- Mentoring/peer coaching;
- Study groups/learning teams;
- National Board for Professional Teaching Standards Certification;
- Distance and online learning (including ArkansasIDEAS;
- Internships;
- State,/district /school programs;
- Approved college/university course work;
- Action research; and
- Individually guided (to be noted in the employee's PDP).

Approved PD activities that occur during the instructional day or outside the licensed employee's annual contract days may apply toward the annual minimum PD requirement.

PD activities shall relate to the following areas:

- Content (K-12);
- Instructional strategies;
- Assessment/data-driven decision making;
- Advocacy/leadership/fiscal management;
- Systemic change process;
- Standards, frameworks, and curriculum alignment;
- Supervision; mentoring/peer coaching;
- Next generation learning/integrated technology;
- Principles of learning/developmental stages/diverse learners;
- Cognitive research;
- Parent involvement/academic planning and scholarship;
- Building a collaborative learning community;
- Student health and wellness; and
- The Code of Ethics for Arkansas Educators.

Additional activities eligible for PD credit, as included in the District, school, and licensed employee's PDP, include:

- School Fire Marshall program (A.C.A. § 6-10-110);
- Tornado safety drills (A.C.A. § 6-10-121);
- Literacy assessments and/or mathematics assessments (A.C.A. § 6-15-420);
- Test security and confidentiality (A.C.A. § 6-15-438);
- Emergency plans for terrorist attacks (A.C.A. § 6-15-1302);
- Teacher Excellence and Support System (A.C.A. § 6-17-2806);
- Student discipline training (A.C.A. § 6-18-502);
- Student Services Program (A.C.A. § 6-18-1004);
- Training required by ADE under academic, fiscal and facilities distress statutes and rules; and
- Annual active shooter drills (6-15-1303).

## **F. PERSONNEL POLICIES COMMITTEE**

The Superintendent shall appoint up to three administrators to serve on the Personnel Policies Committee as stated in A.C.A. § 6-17-203. The chairperson from the previous year's committee shall conduct the election of the new Personnel Policies Committee. The previous year's representative (one from each school) shall conduct the election with his/her own building and then submit the name to the chairperson. In the event that the representative is no longer at that school, the chairperson shall appoint someone in that building to conduct the election. The previous chairperson shall call the first meeting of the new committee and conduct the election of the new chairperson. The Personnel Policies Committee shall be elected by October 1 of each school year.

Any personnel policy brought to the board by the Personnel Policies Committee at a regular scheduled board meeting shall be accepted, rejected or referred back to the Personnel Policies Committee at the next regular scheduled school board meeting. (A.C.A. § 6-17-205)

## **G. ADDITIONAL POLICIES AND PROCEDURES**

### **G1. ADMINISTRATOR/TEACHER-PUPIL RELATIONSHIP**

1. The welfare of the pupil should be the first concern of the teacher.
2. Teachers should withhold confidential information about the pupil or his/her home unless its release serves professional purposes, benefits the pupil, or is required by law.
3. Swearing or cursing on the part of the teacher before pupils is intolerable.
4. Teachers should be impartial and just in all dealings with pupils.
5. Teachers should employ friendliness, patience, sympathy, courtesy, firmness, and sincerity in dealing with pupil problems and attitudes.
6. Teachers should avoid religious and political indoctrination of pupils.
7. Teachers should make discreet use of available information about the pupil.
8. Teachers should refrain from commenting unprofessionally about a pupil or his/her home.
9. Teachers should encourage the pupil to study varying points of view and respect his/her own judgment.
10. Teachers should allow time for pupil and parent consultation in an appropriate place and manner.
11. Teachers should keep accurate and adequate account of grades and examination papers for the purpose of answering reasonable questions by the pupil or his/her parents about tests or marks received.
12. Pupils should not be given a failing mark in scholarship because of behavior problems.
13. Teachers should seek constantly to improve learning facilities and opportunities.

## **G2. EXTRACURRICULAR DUTIES**

The principal in each school shall have the responsibility of assigning extra-curricular duties equally and as fairly as possible.

## **G3. OUTSIDE EMPLOYMENT**

All regular employees of the Board of Education are expected to devote full time to the performance of their assigned duties. No outside employment or activity shall interfere with the performance of assigned duties.

Any employee found in violation of the above will be subject to disciplinary sanctions consistent with school district policy.

## **G4. CONTROVERSIAL ISSUE IN THE CLASSROOM**

A well-rounded education consists of knowledge in many and varied fields, some of which may be considered controversial. Possible controversial subjects may be explored in the classroom by the instructor provided the treatment is not from a partisan viewpoint and that all known facts are presented in an impartial manner.

## **G5. SCHOOL EMPLOYEES AND POLITICAL ACTIVITIES**

School employees shall have the privilege of any other American citizen by being able to freely express and participate in political activities as long as such are not reflected in the school.

## **G6. PROPER DRESS ASSIGNMENT**

All employees should dress neatly and in good taste for all work assignments.

## **G7. SMOKING POLICY**

The smoking or use of tobacco in any form including e-cigarettes is prohibited within any enclosed area, building, facility, or on the campus of any school in the Searcy Special School District.

## **G8. EMPLOYEE DRUG POLICY**

1. The use of or possession of alcohol, illegal hallucinogenic drugs, narcotic drugs, amphetamines, barbiturates, marijuana, or any controlled substance as defined in Act 590 of 1971 of the State of Arkansas as amended, is prohibited.
2. Any employee found to be in violation of the above will be subject to disciplinary sanctions consistent with local, state, and federal laws.

3. Sanctions may include, but not be limited to referral to and successful completion of appropriate rehabilitation programs, termination of employment, and/or referral for prosecution.
4. As in all matters of personnel, due process procedures will be followed.
5. Compliance with the standards of conduct in this policy is mandatory for all employees.
6. A list of organizations or individuals that provide treatment and/or counseling for drug/alcohol problems is available in each building principal and counselor office. The Searcy School District will not assume any expenses incurred for counseling services or attendance in a drug/alcohol rehabilitation program.

## **G9. EMPLOYEE ACTIVITY ADMITTANCE**

Employees and immediate family only will be admitted to all school activities, including athletic events, free of charge.

## **G10. STUDENT TEACHER POLICIES**

1. Qualifications
  - a. A prospective student teacher must be recommended for student teacher placement by a fully-accredited, four-year Arkansas college.
  - b. The student must attend a college which through its designated staff members has made an application to the Superintendent of Schools for the privilege of placing the individual student teacher in the Searcy Public Schools.
2. Assignment
  - a. The Searcy Public Schools recommend at least a nine-week, full-day assignment for all student teachers.
  - b. Less than full-day assignment may be arranged on a semester basis.
  - c. Final placement of a student teacher in the Searcy Public Schools shall be made by the Superintendent of Schools and/or the specified principal involved.
  - d. No Searcy Public School teacher is required to accept a student teacher, but fully qualified teachers are encouraged to fulfill their professional responsibility of supervising student teachers.
3. Classroom Participation
  - a. A student teacher shall never be left in charge of a class without permission of the principal.
  - b. Neither school laws nor public sentiment support disciplinary action by a student teacher.
  - c. No marks or grades shall be given by a student teacher, although he/she may grade papers and help prepare grades provided the regular teacher checks such activities carefully and assumes full responsibility.
  - d. No student teacher shall prepare or give any test that has not been carefully checked and approved by the supervising teacher.

- e. A student teacher should make every effort to become a part of the school system. He/she should attend professional meetings at the invitation of the supervising teacher.
- 4. Cause for Dismissal
  - a. An absence or tardy, except for justifiable reasons and proper notification of principal, shall be cause for dismissal.
  - b. Conduct unbecoming to a student teacher, either on the job or outside school hours, shall be cause for dismissal.
- 5. The College and the Student Teacher
  - a. A reasonable amount of visitation by college personnel to observe the student teacher is permissible provided it does not interfere with normal classroom procedures.
  - b. Any college supervisor wishing to visit a class shall secure in advance the approval of the principal concerned.
  - c. Remuneration made by the college for supervising service to the student teacher shall be made directly to the supervising teacher of the Searcy Public Schools in order to relieve local bookkeeping problems.

## **G11. PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on district property and in or on district vehicles to notify students, staff, and visitors that video cameras may be in use. Violations of school personnel policies or laws caught by the cameras and other technologies authorized in this policy may result in disciplinary action.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos, automatic identification, or data compilations containing evidence of a violation of district personnel policies and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or staff handbook; any release or viewing of such records shall be in accordance with current law.

Staff who vandalize, damage, defeat, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings and automatic identification or data compilation records may become a part of a staff member's personnel record.

## **G12. PERSONNEL SOCIAL NETWORKING AND ETHICS**

### **Definitions**

**Social Media Account:** a personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as FaceBook, Twitter, LinkedIn, MySpace, or Instagram.

**Professional/education Social Media Account:** an account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as FaceBook, Twitter, LinkedIn, MySpace, or Instagram.

**Blogs:** are a type of networking and can be either social or professional in their orientation. Professional blogs are encouraged and can provide a place for teachers to post homework, keep parents up-to-date, and interact with students concerning school related activities. Social blogs are discouraged to the extent they involve teachers and students in a non-education oriented format.

### **Policy**

Technology used appropriately gives faculty new opportunities to engage students. District staff are encouraged to use educational technology, the Internet, and professional/education social networks to raise student achievement and to improve communication with parents and students. Technology and social media accounts also offer staff many ways they can present themselves unprofessionally and/or interact with students inappropriately.

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students initiate contact or behave inappropriately themselves.

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are

permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

The Arkansas Department of Education *Rules Governing the Code of Ethics for Arkansas Educators* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The School Board of Directors encourages all staff to read and become familiar with the Rules. Conduct in violation of the *Rules Governing the Code of Ethics for Arkansas Educators*, including, but not limited to conduct relating to the inappropriate use of technology or online resources, may be reported to the Professional License Standards Board (PLSB) and may form the basis for disciplinary action up to and including termination.

Staff members are discouraged from creating personal social media accounts to which they invite students to be friends or followers. Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

District employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Accessing professional/education social media during school hours is permitted.

Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience that digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. A good rule of thumb for staff to use is, "if you wouldn't say it in class, don't say it online."

Whether permitted or not specifically forbidden by policy, or when expressed in an adult-to-adult, face-to-face context, what in other mediums of expression could remain private opinions, including "likes" or comments that endorse or support the message or speech of another person, when expressed by staff on a social media website, have the potential to be disseminated far beyond the speaker's desire or intention. This could undermine the public's perception of the individual's fitness to educate students, thus undermining the teacher's effectiveness. In this way, the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social media websites for personal use during school hours is prohibited, except during breaks or preparation periods. Staff are discouraged from accessing social media websites on personal equipment during their breaks and/or preparation periods because, while this is not prohibited, it may give the public the appearance that

such access is occurring during instructional time. Staff shall not access social media websites using district equipment at any time, including during breaks or preparation periods, except in an emergency situation or with the express prior permission of school administration. All school district employees who participate in social media websites shall not post any school district data, documents, photographs taken at school or of students, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

Specifically, the following forms of technology- based interactivity or connectivity are expressly forbidden:

- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking websites;
- Accepting the solicitation of students as friends or contacts on social networking websites;
- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

The following forms of technology- based interactivity or connectivity are acceptable:

- Creation of administratively approved and sanctioned “groups” on social networking websites that permit the broadcast of information without granting students access to staff member’s personal information;

### **Privacy of Employee's Social Media Accounts**

In compliance with A.C.A. § 11-2-124, the District shall not require, request, suggest, or cause a current or prospective employee to:

1. Disclose the username and/or password to his/her personal social media account;
  2. Add an employee, supervisor, or administrator to the list of contacts associated with his/her personal social media account;
  3. Change the privacy settings associated with his/her personal social media account;
- or
4. Retaliate against the employee for refusing to disclose the username and/or password to his/her personal social media account.

The District may require an employee to disclose his or her username and/or password to a personal social media account if the employee’s personal social media account activity is reasonably believed to be relevant to the investigation of an allegation of an employee violating district policy, or state, federal or local laws or regulations. If such an investigation occurs and the employee refuses, upon request, to supply the username and/or password required to make an investigation, disciplinary action may be taken



against the employee, which could include termination or nonrenewal of the employee's contract of employment with the District.

Notwithstanding any other provision in this policy, the District reserves the right to view any information about a current or prospective employee that is publicly available on the Internet.

In the event that the district inadvertently obtains access to information that would enable the district to have access to an employee's personal social media account, the district will not use this information to gain access to the employee's social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access such an account. Employees have no expectation of privacy in their use of District issued computers, other electronic device, or use of the District's network. (See policy PERSONNEL COMPUTER USE POLICY)

## **II. CLASSIFIED PERSONNEL**

### **A. EMPLOYMENT OF CLASSIFIED STAFF**

#### **A1. DEFINITION**

Classified personnel shall be defined as those individuals hired by the Searcy Special School District who hold positions that do not require teacher certification.

#### **A2. EMPLOYMENT**

Employment of all school personnel except the superintendent shall be selected on nomination by the superintendent. Should a person nominated by the superintendent be rejected by the board, it shall be the duty of the superintendent to submit another nomination for consideration.

#### **A3. RENEWAL OF CONTRACT**

Classified personnel will have contracts automatically renewed for the next school year unless an individual is otherwise notified of intent to recommend nonrenewal by certified letter or by letter hand delivered by the superintendent by June 1 as provided in A.C.A. § 6-17-1703. All offers to renew annual contracts shall expire if not accepted and returned to the superintendent's office within 30 days of the date of issuance.

#### **A4. GENERAL REQUIREMENTS FOR EMPLOYMENT**

1. All applicants prior to employment must provide personal references and shall provide the superintendent with a completed Searcy Public School District application for employment.
2. Soon after being notified of his/her election of employment, and before any payment for service, an employee must furnish the administration office with:
  - a. A Social Security Number.
  - b. The employee must provide evidence of both identity and employment eligibility. Every individual will be required to provide documents to the employer for the purpose of establishing his/her identity and employment eligibility. (Immigration Reform and Control Act of 1986)
  - c. All school bus drivers must present a current health certificate.

#### **A5. SALARIES**

The salaries of the classified personnel of the Searcy Public School District shall be set by the board of education and may be changed from year to year at the discretion of the board. A schedule of pay dates will be distributed at the beginning of each school year.

#### **A6. RETIREMENT OF EMPLOYEES**

1. Retired Employees Recognition (Monetary) – Qualification for retiring employee to be given (one time) recognition as follows:
  - a. The employee must have served in the Searcy Public Schools a minimum of fifteen (15) years.
  - b. Recognition of fifty (50.00) dollars for each year served in the district.

#### **A7. RESIGNATION**

A classified employee may resign from a contract with good standing, upon thirty (30) days notice.

#### **A8. CAUSE FOR DISMISSAL OF EMPLOYEES**

The Board of Education may dismiss any school employee for one or more causes including incompetency, insubordination, immorality, and undesirable personal traits which result in poor public and/or personal relations causing problems for the school system that may reflect adversely on the proper respect for the profession of the school.

## A9. SECURITY FOR EMPLOYEES

1. Classified employees must belong to the Arkansas Teacher Retirement System.
2. All employees of the Searcy School District are covered by social security and workers' compensation. In addition, a \$10,000 life insurance policy is provided for employees who work twenty (20) hours or more per week. At the insured's age 65, life insurance coverage is reduced by 35 percent. At the insured's age 70, life insurance coverage is reduced by 50 percent. A Hospital Confinement Plan is also provided by the district as an employee benefit.
3. Voluntary participation in school cafeteria plan, accident, group hospital, and life insurance plans is available at special rates.
4. Dental insurance is available for all certified and non-certified employees. The district pays \$13.00 of each employee's monthly premium. The employee must work 30 hours or more each week.
5. Voluntary participation from an approved list of Tax Sheltered Annuities (TSA) is allowed. The approved list of companies is on file in the bookkeeper's office.
6. Districts shall distribute funding for health insurance coverage in accordance with state law and the Affordable Care Act. The District reserves the right to adjust the monthly distribution as necessary to account for changes dictated by law. Specifically, the amount distributed to each employee is NOT part of their salary and is NOT guaranteed to be the same from month-to-month or year-to-year.

## B. LEAVE POLICIES AND PROCEDURES

1. Sick Leave – Sick leave is cumulative to ninety (90) [or 120] days. Accumulated sick leave includes the sick leave transferred from an employee's previous public school employment. Each employee, both certified and non-certified, acquires one day of sick leave for each month worked in the Searcy Special School District. Sick leave may be used only in case of personal illness, illness in the immediate family, or bereavement.
  - a. After the accumulation of 90 [120] days of sick leave, classified personnel shall be paid for each unused sick day over the 90 [or 120] day maximum.
  - b. Unused Sick Leave – Any bona fide classified retiree\* will be paid at the rate of \$32.50 per day for all unused accumulated sick leave days according to the guidelines listed below at the end of the contract year in which the employee retires. This payment will be made at the same time that the employee receives the last check for the contract year.

\*A bona fide retiree is any employee participating in either the Arkansas Teacher Retirement System or the Arkansas Public Employees Retirement System or the Federal Social Security System who is retiring from Searcy Public Schools and making application to receive benefits. \*An employee can be a bona fide retiree one time only.

**\*Eligibility Guidelines** – maximum number of days to be compensated for will be determined by number of years in district:

- 5 – 9 years of service in district – 30 days
  - 10 – 14 years of service in the district – 60 days
  - 15 years of service in the district – 90 days
2. Personal Leave – Employees' personal leave will be limited to two (2) days per school year. Conditions for personal leave, not to be deducted from sick leave are as follows:
    - a. All classified personnel who work twenty (20) hours or more per week shall be granted two (2) personal days per year. Leave time must be scheduled at least one week in advance with the approval of the building principal or supervisor.
    - b. Unused personal leave days will roll forward to a maximum accumulation of five days in any one year. Any unused personal leave days over five will convert to sick leave. If an employee chooses not to automatically roll forward personal leave to the maximum accumulation, then he or she will need to fill out the appropriate form and submit to the central office by June 1 of each school year.
    - c. Classified personnel shall have the option to convert their unused personal leave days to sick leave days or to be paid for such days at one-half the current rate of substitute teacher's pay for each unused day after ninety (90) or 120 days.
  3. Jury Duty – The Searcy School District recognizes there are times an employee is required to serve on jury duty during contracted work days. In such cases, the employee will refund the school any compensation received for jury duty less documented expenses for travel and meals. The employee will continue to draw the full school salary.
  4. Military Duty – The Searcy School District recognizes there are times an employee is required to serve on military duty during contracted work days. In such cases, the Searcy School District will conform to all applicable sections as found in Arkansas Code Annotated §6-17-306, 21-4-102, 21-4-203 and 21-4-212 and the Family and Medical Leave Act Military Leave Regulations of the National Defense Authorization Act when granting such leave.
  5. Annual Leave for Twelve Month Employees – All twelve month district employees shall adhere to the following stipulations regarding annual leave:
    - a. The directors should identify in the annual district calendar those days that are to be designated as board holidays. A board holiday is not credited to an employee as a day of annual leave. A board holiday shall consist of two days for each of the following: Thanksgiving, Christmas and New Year's. One day shall be designated for the following: 4<sup>th</sup> of July, Memorial Day, and Labor Day.
    - b. If an employee is absent on a day not designated as a board holiday, the employee must report the absence as a sick day or a day of annual leave. (Act 867 of 2007) Neither sick leave nor annual leave will be granted in increments of less than one half day.
    - c. Employees wishing to be granted annual leave are to make their request to their immediate supervisor no less than ten working days prior to the first requested day of leave unless an emergency situation exists.

- d. Fourteen days each contract year are designated as annual leave, twelve vacation days and two personal leave days. Vacation days must be used during the contract year or may be converted to sick leave. Under no conditions can vacation days be accumulated or rolled forward as vacation days.
  - e. The Superintendent may make adjustments to the calendar to assure no employee exceeds 255 contracted days.
- 6. Transfer of Sick Leave – In the event of an emergency situation, it shall be approved that a certified or classified employee may at his or her discretion choose to transfer personal accrued sick leave days to a district employee by completing the form required for this transfer. The recipient's accrued sick leave days and personal leave days must be depleted in order to qualify under this policy, and no remuneration of any type will be offered or accepted by donor or recipient for the transfer. Furthermore, any attempt to offer or accept remuneration may lead to disciplinary action, including recommendation for termination. To insure clarity, the donor and recipient must sign the request form in the presence of a witness in the administration office, and an assistant superintendent must give written approval to the request. A copy of the notarized agreement shall be presented to both donor and recipient and filed in the personnel folder of each party.
- 7. Ability of School Employees to hold public office (Act 1302 of 1997) –  
All employees of the Searcy School District are free to exercise their rights as citizens and run for or accept appointment to public office if they so desire. However, employees should understand the following:
  - a. By law, a school board member may not work for the school district which he or she serves.
  - b. School districts may not grant any employee paid leave for the purpose of permitting the employee to engage in public service or related activities.
  - c. Employees may use their personal days and vacation days (if applicable) to engage in public service or related activities, with the prior approval of their immediate supervisor.
  - d. In addition, upon request to the school board, a maximum of five additional days of unpaid leave may be granted to the employee for the purposes of engaging in public service or related activities. If the employee's services can be replaced by the district, the employee will be responsible for reimbursing the district for the expense of a substitute employee.
  - e. Employees who attempt to use sick leave days fraudulently for any purpose, including to engage in public service or related activities, will face disciplinary action up to and including non-renewal or termination.
- 8. Travel Reimbursement – Employees who travel on school business as approved by their immediate supervisor will be reimbursed at the rate of 43 cents per mile. Meals will be reimbursed at current district allowances only for those trips involving an overnight stay.

## **C. ADDITIONAL POLICIES AND PROCEDURES**

### **C1. OUTSIDE EMPLOYMENT**

All regular employees of the Board of Education are expected to devote full time to the performance of their assigned duties. No outside employment or activity shall interfere with the performance of assigned duties.

Any employee found in violation of the above will be subject to disciplinary sanctions consistent with school district policy.

### **C2. SCHOOL EMPLOYEES AND POLITICAL ACTIVITIES**

School employees shall have the privilege of any other American citizen by being able to freely express and participate in political activities as long as such are not reflected in the school.

### **C3. PROPER DRESS ASSIGNMENT**

All employees should dress neatly and in good taste for all work assignments.

### **C4. SMOKING POLICY**

The smoking or use of tobacco in any form including e-cigarettes is prohibited within any enclosed area, building, facility or on the campus of any school in the Searcy Special School District.

### **C5. EMPLOYEE DRUG POLICY**

1. The use of or possession of alcohol, illegal hallucinogenic drugs, narcotic drugs, amphetamines, barbiturates, marijuana, or any controlled substance as defined in Act 590 of 1971 of the State of Arkansas as amended, is prohibited.
2. Any employee found to be in violation of the above will be subject to disciplinary sanctions consistent with local, state, and federal laws.
3. Sanctions may include, but not be limited to: Referral to and successful completion of appropriate rehabilitation programs; Termination of employment; Referral for prosecution.
4. As in all matters of personnel, due process procedures will be followed.
5. Compliance with the standards of conduct in this policy is mandatory for all employees.
6. A list of organizations or individuals that provide treatment and/or counseling for drug/alcohol problems is available in each building principal and counselor office. The Searcy School District will not assume any expenses incurred for counseling services or attendance in a drug/alcohol rehabilitation program.

## **C6. EMPLOYEE ACTIVITY ADMITTANCE**

Employees and immediate family only will be admitted to all school activities, including athletic events, free of charge.

## **C7. SUBSTITUTE PERSONNEL**

1. Selection of substitute teachers for temporary replacement of absent teacher shall be made by SubTeach USA or other contracted substitute provider.
2. An individual with a currently suspended license or whose license has been revoked by the State Board of Education is not eligible to be employed by the District; this prohibition includes employment as a substitute teacher, whether directly employed by the District or providing substitute teaching services under contract with an outside entity.
2. All substitutes with the exception of bus drivers shall be paid through SubTeach USA or other substitute provider.
3. The school principal is responsible for reporting to the superintendent's office the employee date(s) of absence and the name of the substitute used during the absence.
4. Substitute personnel pay is as follows:
  1. Certified substitute teacher rate of pay is \$75.00 per day.
    - a. After 20 days of **continuous** substituting in the same class, the **certified** substitute shall be paid the beginning teacher's salary per day.
    - b. After having met the 20 day period of continuous teaching in the same class, the certified substitute will be given (1) unpaid absence per month to be accumulative. If absences surpass days accumulated, regular substitute teacher's pay (75.00) a day will be reinstated on the day following the last accumulated day.
  2. Non-certified substitute teacher rate of pay is \$65.00 per day.
  3. Licensed substitute nurse rate of pay is \$85.00 per day. After 20 days of continuous substituting in the same nursing position, the nurse substitute shall be paid the beginning nurse's salary per day. A substitute nurse that is not licensed will not be employed.
  4. All other classified substitute positions shall be compensated based on hourly rate of pay which is \$8.50 per hour.

## **C8. ASSIGNMENT OF TEACHER AIDES (PARAPROFESSIONALS)**

The duty assignments of teacher aides (paraprofessionals) shall be made by the Superintendent of Schools.

## **C8. PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this

responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on district property and in or on district vehicles to notify students, staff, and visitors that video cameras may be in use. Violations of school personnel policies or laws caught by the cameras and other technologies authorized in this policy may result in disciplinary action.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos, automatic identification, or data compilations containing evidence of a violation of district personnel policies and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or staff handbook; any release or viewing of such records shall be in accordance with current law.

Staff who vandalize, damage, defeat, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings and automatic identification or data compilation records may become a part of a staff member's personnel record.

## **C9. PROCUREMENT IN THE CHILD NUTRITION PROGRAM**

For purposes of this policy, "Family member" includes:

- An individual's spouse;
- Children of the individual or children of the individual's spouse;
- The spouse of a child of the individual or the spouse of a child of the individual's spouse;
- Parents of the individual or parents of the individual's spouse;
- Brothers and sisters of the individual or brothers and sisters of the individual's spouse;
- Anyone living or residing in the same residence or household with the individual or in the same residence or household with the individual's spouse; or
- Anyone acting or serving as an agent of the individual or as an agent of the individual's spouse.



No District employee, administrator, official, or agent shall participate in the selection, award, or administration of a contract supported by the District Child Nutrition Program funds if a conflict of interest exists, whether the conflict is real or apparent. Conflicts of interest arise when one or more of the following has a financial or other interest in the entity selected for the contract:

1. The employee, administrator, official, or agent;
2. Any family member of the District employee, administrator, official, or agent;
3. The employee, administrator, official, or agent's partner; or
4. An organization that currently employs or is about to employ one of the above.

Employees, administrators, officials, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements including, but not limited to:

- a) Entertainment;
- b) Hotel rooms;
- c) Transportation;
- d) Gifts;
- e) Meals.

Unsolicited items of nominal value such as a pen, calendar, or coffee mug that a vendor may leave in the normal course of professional calls on customers will not be considered in violation of this policy.

Violations of the Code of Conduct shall result in discipline, up to and including termination. The District reserves the right to pursue legal action for violations.

All child nutrition personnel and any District employees involved in purchasing for the Child Nutrition Program shall receive training on the Code of Conduct. Training should include guidance about how to respond when a gratuity, favor, or item with monetary value is offered.

## **C10. PERSONNEL SOCIAL NETWORKING AND ETHICS**

### **Definitions**

Social Media Account: a personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as FaceBook, Twitter, LinkedIn, MySpace, or Instagram.

Professional/education Social Media Account: an account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as FaceBook, Twitter, LinkedIn, MySpace, or Instagram.

Blogs: are a type of networking and can be either social or professional in their orientation. Professional blogs are encouraged and can provide a place for teachers to post homework, keep parents up-to-date, and interact with students concerning school related activities. Social blogs are discouraged to the extent they involve teachers and students in a non-education oriented format.

## **Policy**

Technology used appropriately gives faculty new opportunities to engage students. District staff are encouraged to use educational technology, the Internet, and professional/education social networks to raise student achievement and to improve communication with parents and students. Technology and social media accounts also offer staff many ways they can present themselves unprofessionally and/or interact with students inappropriately.

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students initiate contact or behave inappropriately themselves.

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

The Arkansas Department of Education *Rules Governing the Code of Ethics for Arkansas Educators* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The School Board of Directors encourages all staff to read and become familiar with the Rules. Conduct in violation of the *Rules Governing the Code of Ethics for Arkansas Educators*, including, but not limited to conduct relating to the inappropriate use of technology or online resources, may be reported to the Professional License Standards Board (PLSB) and may form the basis for disciplinary action up to and including termination.

Staff members are discouraged from creating personal social media accounts to which they invite students to be friends or followers. Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

District employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related

activities and for the purpose of supplementing classroom instruction. Accessing professional/education social media during school hours is permitted.

Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience that digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. A good rule of thumb for staff to use is, "if you wouldn't say it in class, don't say it online."

Whether permitted or not specifically forbidden by policy, or when expressed in an adult-to-adult, face-to-face context, what in other mediums of expression could remain private opinions, including "likes" or comments that endorse or support the message or speech of another person, when expressed by staff on a social media website, have the potential to be disseminated far beyond the speaker's desire or intention. This could undermine the public's perception of the individual's fitness to educate students, thus undermining the teacher's effectiveness. In this way, the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social media websites for personal use during school hours is prohibited, except during breaks or preparation periods. Staff are discouraged from accessing social media websites on personal equipment during their breaks and/or preparation periods because, while this is not prohibited, it may give the public the appearance that such access is occurring during instructional time. Staff shall not access social media websites using district equipment at any time, including during breaks or preparation periods, except in an emergency situation or with the express prior permission of school administration. All school district employees who participate in social media websites shall not post any school district data, documents, photographs taken at school or of students, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

Specifically, the following forms of technology- based interactivity or connectivity are expressly forbidden:

- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking websites;
- Accepting the solicitation of students as friends or contacts on social networking websites;
- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

The following forms of technology- based interactivity or connectivity are acceptable:

- Creation of administratively approved and sanctioned “groups” on social networking websites that permit the broadcast of information without granting students access to staff member’s personal information;

### **Privacy of Employee's Social Media Accounts**

In compliance with A.C.A. § 11-2-124, the District shall not require, request, suggest, or cause a current or prospective employee to:

5. Disclose the username and/or password to his/her personal social media account;
  6. Add an employee, supervisor, or administrator to the list of contacts associated with his/her personal social media account;
  7. Change the privacy settings associated with his/her personal social media account;
- or
8. Retaliate against the employee for refusing to disclose the username and/or password to his/her personal social media account.

The District may require an employee to disclose his or her username and/or password to a personal social media account if the employee’s personal social media account activity is reasonably believed to be relevant to the investigation of an allegation of an employee violating district policy, or state, federal or local laws or regulations. If such an investigation occurs and the employee refuses, upon request, to supply the username and/or password required to make an investigation, disciplinary action may be taken against the employee, which could include termination or nonrenewal of the employee’s contract of employment with the District.

Notwithstanding any other provision in this policy, the District reserves the right to view any information about a current or prospective employee that is publicly available on the Internet.

In the event that the district inadvertently obtains access to information that would enable the district to have access to an employee’s personal social media account, the district will not use this information to gain access to the employee’s social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access such an account. Employees have no expectation of privacy in their use of District issued computers, other electronic device, or use of the District’s network. (See policy PERSONNEL COMPUTER USE POLICY)

## **GRIEVANCE PROCEDURE**

**PURPOSE:** To provide students, teachers, employees and parents a procedure through which they may seek solutions to alleged violations, misinterpretations and inequitable applications of local school district policies and practices relative to provisions of Federal anti-discrimination legislation.

### **PROVISIONS:**

- A. A formal written complaint clearly setting forth the allegation that there has been a violation, misinterpretation or inequitable application of a policy or practice relative to Federal anti-discrimination.
- B. Furnishing sufficient background and information concerning the alleged violation, misinterpretations or inequitable application to identify persons, actions and/or omissions that led to the allegation.
- C. Employees shall be free to testify regarding any grievance filed hereunder and release time shall be granted by the school district when hearings must of necessity be scheduled during the school day.
- D. Confidentiality will be observed pending resolution of grievance or final decision by the school board.
- E. Nothing contained herein shall be construed so as to limit in any way the ability of the school district and the grievant to resolve any grievance, mutually and informally.

### **PROCEDURE:**

#### **Step I.**

- a. The grievant shall prepare in written form and file the grievance with the respective building principal or immediate supervisor.
- b. The designated official, the District Civil Rights Coordinator, or Building Principal, shall investigate the complaint with parties concerned within ten (10) school days after the date of filing.
- c. The designated official shall issue a written report of the findings and recommendations within ten (10) school days after the conclusion of the investigation.
- d. The grievance shall be considered resolved if the grievant and the school district accept the recommendations of the designated official or if the grievant fails to file the grievance with the Superintendent of Schools within ten (10) school days of the report of the designated official.
- e. If no written report is filed as specified in "c" above or if the grievant shall reject the recommendations of the designated official, the grievant may file the grievance as specified in Step II.

Step II.

- a. The grievant shall file a written report of the grievance with the Superintendent of Schools within ten (10) school days of the date of the report of the designated official.
- b. Within ten (10) school days of the receipt of the written statement of the grievance by the Superintendent of Schools, he or she shall conduct a hearing with all parties concerned in the grievance.
- c. Within five (5) school days of the completion of the hearings, the Superintendent of Schools shall prepare and issue a report setting forth recommendations for the resolution of the grievance.
- d. The grievance shall be considered resolved if the grievant accepts the recommendations of the Superintendent of Schools, or if the grievant fails to file the grievance at Step III within the time limit set forth herein.

Step III.

- a. If the grievant rejects the recommendations of the Superintendent of Schools, or if the Superintendent of Schools fails to issue a report within the time limit set forth above, the grievant shall be free to file the grievance in written form to the School District Board of Education. This filing shall be delivered to the President of the Board or Superintendent within ten (10) working days prior to the board's regularly scheduled meeting. The President of the Board of Education shall make a report of its findings at the next regular meeting following the delivery of the written grievance to the Board.

## **POST GRIEVANCE PROCEDURE RESOLUTION**

In the event that the grievance remains unresolved at termination of this grievance procedure, the grievant is free to pursue such litigation or statutory remedy as the law may require.

\*The following grievance procedure shall be used for any concern related to personnel policy, salary, federal or state laws and regulations, or terms or conditions of employment raised by any person employed by the school district under a written contract.

1. Whenever possible all matters concerning personnel policies or salary should be resolved informally with the employee's building principal or immediate supervisor.
2. An employee may appeal in writing an unsatisfactorily resolved grievance from the immediate supervisor to the Superintendent of Schools or his designee. An employee shall be entitled to the opportunity to have a witness or representative of the employee's choice present during any disciplinary or grievance matter with any administrator.
3. An employee may appeal in writing an unsatisfactorily resolved grievance from the Superintendent to the school board at a hearing at the next regularly scheduled school board meeting unless both parties agree to a different date.

4. The right of all parties to be represented by a person of their own choosing, but not by a member of the party's immediate family, at any level of the procedure, is protected.
5. The determination by the principal, superintendent, or their designees that the concern expressed by the employee is not a grievance, may be appealed to the board for the final decision.
6. At the hearing, the employee shall have an adequate opportunity to present the grievance. The employee shall be provided no less than ninety (90) minutes to present the grievance, unless a shorter period is agreed to by the employee. Both parties shall have the opportunity to present and question witnesses.

\* As per **ACT 558 of 1991, ACT 1149 of 1993, ACT 1498 of 1999, ACT 1169 of 2001, ACT 1357 of 2003, and ACT 869 of 2003, ACT 312 of 2007.**

## **“TEACHER FAIR DISMISSAL ACT OF 1983” (AS AMENDED)**

### **6-17-1501. Title.**

This subchapter shall be referred to and may be cited as “The Teacher Fair Dismissal Act of 1983.”

### **6-17-1502. Definitions.**

- (a) As used in this subchapter, unless the context otherwise requires:
  - (1) “Teacher” means any person, exclusive of the superintendent or assistant superintendent, employed in an Arkansas public school district who is required to hold a teaching certificate from the Department of Education as a condition of employment.
  - (2) “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 this state for three (3) years shall be deemed to have completed the probationary period; however, an employing school district may, by a majority vote of its directors, provide for one (1) additional year of probationary status.
- (b) A teacher who has completed three (3) successive years of employment in the school district in which the teacher is employed on July 4, 1983, or a teacher who has been given credit for a prior service in another district as authorized by subdivision (a)(2) of this section, is deemed to have completed the required probationary period.

### **6-17-1503. Construction.**

- (a) The General Assembly finds:
  - (1) That the current standard, which requires cause that is not arbitrary, capricious, or discriminatory, for the nonrenewal, termination, or suspension of a teacher should be raised to a standard of just and reasonable cause; and
  - (2) That the current standard for compliance with this subchapter and a district’s personnel policies of strict compliance should be lowered to substantial compliance.
- (b) This subchapter is not a teacher tenure law in that it does not confer lifetime appointment of teachers.
- (c) A non-renewal, termination, suspension, or other disciplinary action by a school district shall be void unless the school district substantially complies with all the provisions of this subchapter and the school district’s applicable personnel policies.



#### **6-17-1504. Evaluation – Effect.**

- (a) Each teacher employed by the board of directors of a school district must be evaluated in writing annually.
- (b) Evaluation criteria and procedures shall be established in the manner prescribed in subchapter 2 of this chapter.
- (c) Whenever a superintendent or other school administrator charged with the supervision of a teacher believes or has reason to believe that a teacher is having difficulties or problems meeting the expectations of the district or its administration and the administrator believes or has reason to believe the problems could lead to termination or non-renewal of contract, the administrator shall bring the problems and difficulties to the attention of the teacher involved in writing and shall document the efforts which have been undertaken to assist the teacher to correct whatever appears to be the cause for potential termination or nonrenewal.

#### **6-17-1505. Teacher personnel file.**

- (a) The district shall maintain a personnel file for each teacher which shall be available to the teacher for inspection and copying at the teacher's expense during normal office hours.
- (b) The teacher may submit for inclusion in the file written information in response to any of the material contained therein.

#### **6-17-1506. Contract renewal – Notice of nonrenewal – Rescission.**

- (a) Every contract of employment made between a teacher and the board of directors of a school district shall be renewed in writing on the same terms and for the same salary, unless increased or decreased by law, for the next school year succeeding the date of termination fixed therein, which renewal may be made by an endorsement on the existing contract instrument unless:
  - (1) By May 1 of the contract year, the teacher is notified by the school superintendent that the superintendent is recommending that the teacher's contract not be renewed;
  - (2) During the period of the contract or within ten (10) calendar days after the end of the school year, the teacher shall send by certified or registered mail to the president, vice president, or secretary of the board of directors of the school district, with a copy to the superintendent, or may deliver in person to the president, vice president, or secretary of the board of directors of the school district, with a copy to the superintendent, his or her resignation as a teacher; or
  - (3) The contract is superseded by another contract between the parties.
- (b)
  - (1) Termination, nonrenewal, or suspension shall be only upon the recommendation of the superintendent.
  - (2) (A) A notice of nonrenewal shall be delivered in person to the teacher or mailed by registered or certified mail to the teacher at the

teacher's residence address as reflected in the teacher's personnel file.

- (B) The notice of recommended nonrenewal of a teacher shall include a statement of the reasons for the recommendations, setting forth the reasons in separately numbered paragraphs so that a reasonable teacher can prepare a defense.
- (c)
  - (1) No teacher shall be required to sign and return a contract for the next school year any sooner than thirty (30) days after the contract is issued to the teacher.
  - (2) The teacher shall have the right to unilaterally rescind any signed contract no later than ten (10) days after the end of the school year.

#### **6-17-1507. Notice of termination recommendation.**

- (a) A teacher may be terminated only during the term of any contract when there is a reduction in force created by district wide reduction in certified staff or for incompetent performance, conduct which materially interferes with the continued performance of the teacher's duties, repeated or material neglect of duty, or other just and reasonable cause.
- (b) The superintendent shall notify the teacher of the termination recommendation.
- (c)
  - (1) The notice shall include a statement of the grounds for the recommendation of termination, setting forth the grounds in separately numbered paragraphs so that a reasonable teacher can prepare a defense.
  - (2) The notice shall be delivered in person to the teacher or sent by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file.

#### **6-17-1508. Suspension.**

- (a) Whenever a superintendent has reason to believe that cause exists for the termination of a teacher and that immediate suspension of the teacher is necessary, the superintendent may suspend the teacher without notice or a hearing.
- (b) The superintendent shall notify the teacher in writing within two (2) school days of the suspension.
- (c)
  - (1) The written notice shall include a statement of the grounds for suspension or recommended termination, setting forth the grounds in separately numbered paragraphs so that a reasonable teacher can prepare a defense.
  - (2) The written notice shall be delivered in person to the teacher or sent by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file and shall state that a hearing before the board of directors is available to the teacher upon

request provided that the request is made in writing within the time provided in § 6-17-1509.

- (d) The hearing shall be scheduled by the president, vice president, or secretary of the board of directors of a school district and the teacher and shall be held within the time and manner provided in § 6-17-1509 after a request for the hearing is received by the board.
- (e) If sufficient grounds for termination or suspension are found, the board may terminate the teacher or continue the suspension for a definite period of time.
- (f) The salary of a suspended teacher shall cease as of the date the board sustains the suspension.
- (g) If sufficient grounds for termination or suspension are not found, the teacher shall be reinstated without loss of compensation.

### **6-17-1509. Hearing.**

- (a) A teacher who receives a notice of recommended termination or nonrenewal may file a written request with the board of directors of the district for a hearing.
- (b) Written request for a hearing shall be sent by certified or registered mail to the president, vice president, or secretary of the board of directors of the school district, with a copy to the superintendent; or may be delivered in person by the teacher to the president, vice president, or secretary of the board of directors of the school district, with a copy to the superintendent, within thirty (30) calendar days after the written notice of proposed termination or nonrenewal is received by the teacher.
- (c) Upon receipt of a request for a hearing, the board shall grant a hearing in accordance with the following provisions:
  - (1) The hearing shall take place at a time agreed upon in writing by the parties, but if no time can be agreed upon, then the hearing shall be held no fewer than five (5) calendar days nor more than twenty (20) calendar days after the written request has been received by the board.
  - (2) (A) The hearing shall be private unless the teacher or the board shall request that the hearing be public.  
(B) If the hearing is public, the parent or guardian of any student under the age of eighteen (18) years who offers testimony may elect to have the student's testimony offered in private;
  - (3) The teacher and the board may be represented by representatives of their choosing;
  - (4) It shall not be necessary that a full record of the proceedings at the hearing be made unless:
    - (A) The board shall elect to make and preserve a record of the hearing at its own expense, in which event a copy shall be furnished to the teacher, upon request, without cost to the teacher; or
    - (B) A written request is filed with the board by the teacher at least twenty-four (24) hours prior to the time set for the hearing, in which event the board shall make and preserve at its own expense a

record of the hearing and shall furnish a transcript to the teacher without cost; and

- (5) The board shall not consider at the hearing any new reasons which were not specified in the notices provided pursuant to this subchapter.
- (d) Nothing in this section shall preclude a school district which has chosen to officially recognize in its policies an organization representing the majority of the teachers of the district for the purposes of negotiating personnel policies, salaries, and educational matters of mutual concern under a written policy agreement from conducting a single nonrenewal hearing when all the district's teachers are recommended for nonrenewal provided that each teacher at such hearing shall be given an opportunity to make comments to be included in the hearing record.

### **6-17-1510. Board action on termination or nonrenewal – Appeal.**

- (a) Upon conclusion of its hearing with respect to the termination or nonrenewal of a contract of a teacher who has been employed as a full-time teacher by the school district for less than three (3) continuous years, the board shall take action on the recommendations by the superintendent with respect to the termination or nonrenewal of such contract. The board's decision with regard to nonrenewal of a probationary teacher shall be final.
- (b) Any certified teacher who has been employed continuously by the school district three (3) or more years or who may have achieved non-probationary status pursuant to § 6-17-1509 may only be terminated or the board may refuse to renew the contract of the teacher when there is a reduction in force created by district wide reduction in certified staff, for incompetent performance, conduct which materially interferes with the continued performance of the teacher's duties, repeated or material neglect of duty, or other just and reasonable cause. Upon completion of the hearing, the board, within ten (10) days after the holding of the hearing, shall:
  - (1) Uphold the recommendation of the superintendent to terminate or not renew the teacher's contract;
  - (2) Reject or modify the superintendent's recommendation to terminate or not renew the teacher's contract; or
  - (3) Vote to continue the contract of the teacher under such restrictions, limitations, or assurances as the board may deem to be in the best interest of the school district. The decision shall be reached by the board within ten (10) days from the date of the hearing, and a copy shall be furnished in writing to the teacher involved, either by personally delivering it to the teacher or by addressing it to the teacher's last known address by registered or certified mail.
- (c) Subsequent to any hearing granted a teacher by this subchapter, the board, by majority vote, shall make specific written conclusions with regard to the truth of each reason given the teacher in support of the recommended termination or nonrenewal.

- (d) The exclusive remedy for any nonprobationary teacher aggrieved by the decision made by the board shall be an appeal therefrom to the circuit court of the county in which the school district is located, within seventy-five (75) days of the date of written notice of the action of the board. Additional testimony and evidence may be introduced on appeal to show facts and circumstances showing that the termination or nonrenewal was lawful or unlawful.

## **REDUCTION IN FORCE (Act 1120 of 2003)**

Reduction in Force (RIF) is a policy to guide the Searcy School District, if it becomes necessary, to reduce certified staff members due to a decline in student enrollment, financial conditions, program revision or elimination, the closing of facilities and/or School District reorganization. Whenever a reduction in certified staff members becomes necessary in the opinion of the Board of Education, the following policy will be utilized to accomplish the necessary reduction action:

### **A. DEFINITION**

1. Reduction in Force (RIF) – RIF as used in this policy will mean District-wide reduction in certified staff members.
2. Seniority – Seniority as used in this policy will mean the employee's vertical salary schedule placement on the Searcy School District's salary schedule.
3. Attrition – Attrition is defined as a position left vacant when a teacher voluntarily resigns, retires or is dismissed from the district.

### **B. PROVISIONS**

1. The Board of Education, upon a recommendation by the Superintendent of Schools, shall determine the number of staff members to be placed on RIF leave and the subject area(s), grade level(s), field(s) and/or program(s) to be affected.
2. To the fullest extent possible, normal attrition will be considered first prior to reduction in force. Part-time teachers in identified areas of specialization shall be released prior to reduction of teachers on full-time contracts.
3. A teacher placed on RIF leave may engage in teaching or another occupation during the period of such leave.
4. A RIF-leave status shall not continue beyond two years unless the leave status is extended by Board action. (See Section C-3 for the individual's responsibilities while on RIF-leave status).
5. The selection of teachers to be recommended for reduction in force shall be made by the Superintendent of Schools on the basis of the criteria and priorities listed below:
  - a. Seniority – Reductions will be accomplished by layoffs of the least senior staff members in the identified areas of certification, provided however, that teachers in their first, second or third year of Searcy School District teaching experience will be maintained on a separate seniority list and

will be considered as the least senior staff members for purpose of layoff. Additionally, teachers with the most teaching experience in the Searcy School District will be considered as the most senior staff members for purpose of layoff;

- b. Educational Placement – If two or more persons have the same seniority and certification area status, reduction will be determined by educational attainment in accordance with horizontal salary schedule placement. Those to the right will be considered the most senior;
  - c. A person certified in more than one teaching area will be given precedence if seniority status and educational placement are equal. A staff member involved in staff reduction may, if all other employment attributes are equal, exercise seniority and displace or place on layoff the teacher with the least seniority in the school district performing in the same assignment or the assignment for which the teacher is certified, provided that the teacher agrees to acquire three college hours of credit in the designated certification area during the upcoming summer terms; and
  - d. If seniority, educational placement and certification of two or more employees are the same, reduction will be accomplished by selecting the one with the most experience in the Searcy School District. The initial employment acceptance date (month, day, year) may be used to determine reduction if the factors of seniority, educational placement, certification and Searcy School District experience are equal for two or more persons.
- 6. Specifically funded programs such as Federal Funded Programs may be modified or eliminated independent of this policy. All employees will be notified in writing of this provision at the time of employment.
  - 7. The implementation of a reduction in force shall not be used to allow certified teaching employees to move to an administrative appointment unless selected for such an appointment through the usual selection process.

## C. PROCEDURE

- 1. Reduction of certified staff members will be made on a District-wide basis (Grades K-12) rather than on a building-by-building basis whenever reduction in force occurs.
- 2. Written notification to staff members affected by reduction in force will be provided as early as possible but no later than 30 calendar days prior to the layoff.
- 3. A staff member reduced from employment through the provisions of this policy will be considered to be on RIF leave.
  - a. RIF-leave status will be maintained for a period of one year (unless re-employed sooner by the Searcy School District).

- b. If the RIFed employee wishes to remain on RIF-leave status for an additional one-year period, he/she must notify the School District in writing not later than the one-year anniversary date of the layoff.
  - c. RIF-leave status will not be affected by employment in another school district or in another occupation.
- 4. Staff members will be selected for reduction according to provisions and the procedures of this policy. Staff members on leave of absence will be considered in the same manner.
- 5. A seniority list which will include certification areas for the individuals listed will be used to identify persons for RIF leaves.
- 6. In the event a staff member not being considered for RIF desires to volunteer for RIF-leave status, he/she would request RIF status in writing to the Superintendent's office within five working days of the announced RIF action. Approval of the RIF volunteer would be made considering the match of the volunteer to the subject area(s), grade level(s), field(s) and/or program(s) affected by the RIF action. If placed on RIF-leave status, the volunteer would be subject to all provisions, procedures, recall and rights of this policy.

#### D. RECALL AND RIGHTS

- 1. After reduction in force action has occurred and the need for the reduction in certified personnel has diminished, RIFed personnel will be offered employment in their certified area prior to employment being offered to new teacher applicants. However, the eligible RIFed personnel must be fully certified for the available position as reflected on their current Arkansas Teaching Certificate. When positions are to be filled through the recall process, personnel on RIF leave will be recalled in the reverse order of the layoff.
- 2. The person being recalled will be offered employment by certified mail from the School District. Recall notice will be sent to the person's last known address on file in the Superintendent's office. It shall be the responsibility of the RIFed person to supply the School District with his/her current address.
- 3. Within ten calendar days of postmark of the recall notice, the recalled person must accept the offer by replying by certified mail or in person to the Superintendent's office. Rejection of the offer or failure to respond within ten days removes the recalled person's right to any further employment consideration under the provisions of this policy.
- 4. Failure to report to work in a position that the RIFed person has accepted, unless said employee presents proof of sickness or injury, shall be construed to be a default. If said RIFed person has secured employment elsewhere, he/she will be allowed a 14 calendar day period from the date of the acceptance before being required to report to work. A person on RIF leave who has contracted with another public school district may opt to complete his/her existing teacher contract. In this case, the person will be hired to fill a position at the beginning of the next school year.

5. All fringe benefits to which an employee was entitled at the time of RIF leave, including sick leave, personal leave days, etc., will be restored to him/her upon returning to full-time employment with the School District. No benefits will be accrued during the RIF-leave status. The employee recalled from RIF leave will be placed on the salary schedule step that he/she would have been on prior to being placed on RIF leave.
6. Persons on RIF leave who choose to become substitute teachers will be given priority consideration. On the substitute teacher call list, the names of the persons with RIF-leave status will be so designated. Those designated will be given priority when calling substitutes for duty.
7. All teachers on RIF leave will be given priority over new applicants in filling positions which may open.
8. When a reduction in force is declared and certified personnel are placed on layoff (RIF) status, the superintendent's office will prepare a seniority list of certified personnel. This list according to seniority will include name, educational placement, service and certification areas, and RIFed personnel will be designated. The list will be maintained in the superintendent's office for review by the appropriate school officials and the personnel involved.
9. A person who is grieved may utilize the School District's Grievance Procedure.

## **PERSONNEL EVALUATION**

Evaluations of licensed personnel shall be undertaken at least annually. Evaluations shall be based on a combination of scheduled and informal observations based on the Teacher Excellence and Support System (TESS). Additional and more frequent informal observations will be done should it be determined by the administration that the observations would be helpful in addressing performance problems.

## **SEXUAL HARASSMENT** **(Act 1108 of 1997)**

### **PURPOSE**

Sexual harassment is sex discrimination under Title IX. It is the policy of the Searcy School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

### **AUTHORITY**

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.



## DEFINITIONS

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

Verbal harassment or abuse  
Pressure for sexual activity  
Repeated remarks to a person with sexual or demeaning implications  
Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.  
Inappropriate patting or pinching  
Intentional brushing against a student's or an employee's body  
Any sexually motivated unwelcome touching

## PROCEDURES

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the district's equity complaint procedure located in all building principal offices, all guidance counselor offices, and the superintendent's office or may complain to the building principal, guidance counselor, or Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

## WORKERS' COMPENSATION PROCEDURES

### IMPORTANT PLEASE READ CAREFULLY

Employees must adhere to the following procedures or claims will be denied by Workers' Compensation. The employer is not responsible for disability, medical, or other benefits to the employee if **Form N** is not completed by the injured employee wanting to make a claim for compensation, unless the injury renders that employee

physically or mentally unable to do so, in which case the Superintendent's Office should be notified immediately.

1. Injuries are to be reported to your supervisor immediately.
2. Call Arkansas School Boards Association—phone number (855-769-7900)—to report any injuries and/or set up medical treatment, if required. Injury can also be reported online @ [www.arsba.org/home/wcform1/](http://www.arsba.org/home/wcform1/) after reported to supervisor.
3. If medical attention is needed, employee may go to Sherwood Urgent Care (open until 8:00 p.m.), or ER when necessary.
4. All physicians' status reports and/or return to work orders must be turned in to the Assistant Superintendent for Support Services at Central Office.
5. Sick leave will be deducted for time lost from your job.

If you have any questions, please contact your immediate supervisor or the Superintendent's Office.

# **SEARCY SPECIAL SCHOOL DISTRICT USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES**

## **IN COMPLIANCE WITH THE CHILDREN'S INTERNET PROTECTION ACT ("CIPA")**

The Searcy Special School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Searcy Special School District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Searcy Special School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Searcy Special School District adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Searcy Special School District-owned equipment or through Searcy Special School District-affiliated organizations.

### ***Searcy Special School District Rights and Responsibilities***

It is the policy of the Searcy Special School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Searcy Special School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Searcy Special School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Searcy Special School District-owned equipment and, specifically, to exclude those who do not abide by the Searcy Special School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Searcy Special School District reserves the right to restrict online destinations through software or other means and to impose time restrictions on the use of the internet and computers.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### ***Staff Responsibilities***

1. Staff members will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms and cyber bullying awareness and response.
2. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Searcy Special School District.
3. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### ***User Responsibilities***

1. Use of the electronic media provided by the Searcy Special School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### ***Acceptable Use***

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Searcy Special School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Mailing list subscriptions may be monitored, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Web-based tools will be treated as a classroom space. Speech that is inappropriate for class is not appropriate on web based tools.
7. Web-based assignments will be treated like any other assignment in school. Students are expected to abide by policies and procedures in the Student Handbook.
8. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

9. From time to time, the Searcy Special School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

***Unacceptable Use***

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.

2. The district network and computers should not be used for commercial or for-profit purposes.

3. Excessive use of the network for personal business shall be cause for disciplinary action.

4. Any use of the network for product advertisement or political lobbying is prohibited.

5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

9. The unauthorized installation of any software, including shareware and freeware, for use on Searcy Special School District computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.

11. The Searcy Special School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Searcy Special School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Searcy Special School District.

12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) must have prior approval by the system administrator.

***Disclaimer***

1. The Searcy Special School District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Searcy Special School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Searcy Special School District makes no warranties (expressed or implied) with respect to: the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Searcy Special School District reserves the right to change its policies and rules at any time.
6. Violations of this policy will result in loss of computer use and/or internet privileges as well as possible disciplinary and/or legal actions. Student disciplinary action includes, but is not limited to, suspension and/or expulsion from school. Repeat offenders shall be subject to stiffer penalties.

**SEARCY SPECIAL SCHOOL DISTRICT  
USER AND PARENT AGREEMENT**

***User Agreement (to be signed by all adult users and student users)***

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Searcy Special School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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User Name (please print)

User

Signature\_\_\_\_\_

Date\_\_\_\_\_

***Parent Agreement (to be signed by parents of all student users under the age of eighteen)***

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Searcy Special School District has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the Searcy Special School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through Searcy Special School District.

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Parent Name (please print)

Parent

Signature\_\_\_\_\_

Date\_\_\_\_\_

# Searcy School District

## 2016-2017 SCHOOL CALENDAR

Monday	August 1	New Employee Orientation
Tuesday-Friday	August 2-5	District TESS Training (any new teacher)
Monday-Friday	August 8-12	District Professional Development
Monday	August 15	First Day of School
Monday	September 5	Labor Day Holiday
Thursday	September 22	Progress Reports
Friday	October 14	<u>End of First Quarter—44 Days</u>
Tuesday	October 18	P/T Conferences—Grades 4-12 (3:15—7:15 P.M.)
		Prof. Dev. Teachers—Grades K-3
Thursday	October 20	P/T Conferences—Grades K-3 (3:15—7:15 P.M.)
		Prof. Dev. Teachers—Grades 4-12
Friday	November 4	Teacher District Inservice / AEA Conference
Thursday	November 17	Progress Reports
Wednesday - Friday	November 23-25	Thanksgiving Holiday
Thursday	December 22	<u>End of Second Quarter—45 Days</u>
Friday-Friday	December 23 – January 6	Christmas Holiday
Monday	January 9	First Day of Second Semester
Thursday	January 12	Report Cards
Monday	January 16	MLK Day / Make Up Day*
Tuesday	February 7	Progress Reports K-3
Tuesday	February 7	P/T Conferences—Grades K-3 (3:15—7:15 P.M.)
		Prof. Dev. Teachers—Grades 4-12
Thursday	February 9	Progress Reports 4-12
Thursday	February 9	P/T Conferences—Grades 4-12 (3:15—7:15 P.M.)
		Prof. Dev. Teachers—Grades K-3
Monday	February 20	President's Day / Make Up Day*
Friday	March 17	<u>End Third Quarter—48 Days</u>
Monday-Friday	March 20-24	Spring Break
Thursday	March 30	Report Cards
Friday	April 14	Good Friday/Make Up Day*
Thursday	April 27	Progress Reports Sent Home
Friday	May 12	Graduation (7:30 P.M.)
Tuesday	May 23	<u>End Fourth Quarter—41 Days</u>
Wednesday	May 24	Make Up Day *
Thursday	May 25	Make Up Day *
Friday	May 26	Teacher Work Day
Monday	May 29	Memorial Day

\* There are five (5) make up days built into this calendar for inclement weather or some other exceptional or emergency circumstance. If make up days are NOT used, students will be dismissed on designated make up days and school will dismiss for the year on Tuesday, May 23. If additional make up days are required due to inclement weather or some other exceptional or emergency circumstance, the days will be added to the end of the school calendar (weekdays only). \*A.C.A. § 6-10-106

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1 <sup>st</sup> Quarter	44 days	178 Student/Teacher Instruction Days
2 <sup>nd</sup> Quarter	45 days	10 Teacher Contracted/PD Days
3 <sup>rd</sup> Quarter	48 days	2 Parent/Teacher Conference Days
4 <sup>th</sup> Quarter	41 days	<u>1 Teacher Work Day</u>
Student days	178	191 Teacher Contract Days

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Teacher Contracted/PD Days—60 hours	
4 Professional Growth Plan Days Prior to August 8, 2016 .....	24 hours
5 District PD Days August 8-12 .....	30 hours
1 District PD or AEA Conference Day .....	6 hours

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2016-2017 Board Holidays  
Independence Day—July 4  
Labor Day—September 5  
Thanksgiving—November 24-25

Christmas—December 23, 26  
New Year's—December 30, January 2  
Memorial Day—May 29

Board Approved 3/16/16



**SEARCY PUBLIC SCHOOLS**  
**PAYROLL SCHEDULE**  
**2016-2017 School Year**

July 20, 2016	Wednesday	(for 10, 11, & 12 month personnel)
August 19, 2016	Friday	
September 20, 2016	Tuesday	
October 20, 2016	Thursday	
November 18, 2016	Friday	
December 20, 2016	Tuesday	
January 20, 2017	Friday	
February 17, 2017	Friday	
March 17, 2017	Friday	
April 20, 2017	Thursday	
May 19, 2017	Friday	
June 20, 2017	Tuesday	June I and June II

This payroll schedule indicates payroll will be made on the 20<sup>th</sup> of each month unless the 20<sup>th</sup> falls on a weekend. In those instances, and when the 20<sup>th</sup> falls during Spring Break, payroll will be made on the Friday before the 20<sup>th</sup>.

**SEARCY PUBLIC SCHOOLS  
CERTIFIED SALARY SCHEDULE  
FY 2016-2017**

<b>Yrs</b>	<b>Bachelors</b>	<b>Bach + 12</b>	<b>Masters</b>	<b>MA + 15</b>	<b>MA + 30</b>
0	41,100	42,450	43,800	44,700	45,600
1	41,675	43,025	44,375	45,275	46,175
2	42,250	43,600	44,950	45,850	46,750
3	42,825	44,175	45,525	46,425	47,325
4	43,400	44,750	46,100	47,000	47,900
5	43,975	45,325	46,675	47,575	48,475
6	44,550	45,900	47,250	48,150	49,050
7	45,125	46,475	47,825	48,725	49,625
8	45,700	47,050	48,400	49,300	50,200
9	46,275	47,625	48,975	49,875	50,775
10	46,850	48,200	49,550	50,450	51,350
11	47,425	48,775	50,125	51,025	51,925
12	48,000	49,350	50,700	51,600	52,500
13	48,575	49,925	51,275	52,175	53,075
14	49,150	50,500	51,850	52,750	53,650
15	49,725	51,075	52,425	53,325	54,225
16	50,300	51,650	53,000	53,900	54,800
17	50,875	52,225	53,575	54,475	55,375
18	51,450	52,800	54,150	55,050	55,950
19	52,025	53,375	54,725	55,625	56,525
20	52,600	53,950	55,300	56,200	57,100
21	53,175	54,525	55,875	56,775	57,675
22	53,750	55,100	56,450	57,350	58,250
23	54,325	55,675	57,025	57,925	58,825
24	54,900	56,250	57,600	58,500	59,400
25	55,475	56,825	58,175	59,075	59,975
26	56,050	57,400	58,750	59,650	60,550
27	56,625	57,975	59,325	60,225	61,125
28	57,200	58,550	59,900	60,800	61,700

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**Clerical-Accounting Annual Salary Schedule**  
**FY 2016-2017**

Years of Exp.	10 Month 203 Days 1522.50 Hrs.	12 Month 255 Days 1912.50 Hrs.	12 Month 255 Days 1912.50 Hrs.	12 Month 255 Days 1912.50 Hrs.	12 Month 255 Days 1912.50 Hrs.	12 Month 255 Days 1912.50 Hrs.
	I	II	III	IV	V	VI
0	19,981	25,665	27,440	28,451	30,323	35,556
1	20,241	26,008	27,788	28,799	30,719	35,996
2	20,507	26,359	28,144	29,155	31,125	36,446
3	20,780	26,719	28,509	29,520	31,540	36,908
4	21,060	27,088	28,883	29,894	31,967	37,381
5	21,347	27,466	29,267	30,278	32,404	37,867
6	21,641	27,854	29,660	30,671	32,851	38,364
7	21,943	28,252	30,063	31,074	33,310	38,874
8	22,252	28,659	30,476	31,487	33,781	39,396
9	22,568	29,077	30,900	31,911	34,263	39,932
10	22,893	29,505	31,334	32,345	34,758	40,481
11	23,226	29,943	31,779	32,790	35,264	41,044
12	23,567	30,393	32,235	33,246	35,784	41,621
13	23,916	30,854	32,702	33,713	36,316	42,212
14	24,275	31,326	33,181	34,192	36,862	42,818
15	24,642	31,811	33,672	34,683	37,421	43,439
16	25,018	32,307	34,176	35,187	37,994	44,076
17	25,404	32,816	34,692	35,703	38,582	44,728
18	25,800	33,337	35,220	36,231	39,184	45,397
19	26,205	33,872	35,762	36,773	39,801	46,083
20	26,621	34,420	36,318	37,329	40,434	46,786
21	27,047	34,981	36,888	37,899	41,083	47,507
22	27,483	35,557	37,471	38,482	41,748	48,245
23	27,931	36,147	38,070	39,081	42,429	49,002
24	28,390	36,752	38,683	39,694	43,127	49,778
25	28,859	37,372	39,311	40,322	43,843	50,572
26	29,341	38,007	39,955	40,966	44,577	51,387
27	29,835	38,659	40,616	41,627	45,329	52,223
28	30,341	39,326	41,293	42,304	46,100	53,079

**Clerical-Accounting Schedule I:**

Based on 7.5 hour day, 10 Month Contract

**Clerical-Accounting Schedule II, III, IV, V, & VI:**

Based on 7.5 hour day, 12 Month Contract

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**Paraprofessional Annual Salary Schedule**  
FY 2016-2017

Years of Exp.	HIPPY Aides 1160 Hrs.	Aides 183 Days 1281 Hrs.	Aides 183 Days 1281 Hrs.
	I	II	III
0	13,103	15,034	16,771
1	13,277	15,218	16,995
2	13,456	15,406	17,224
3	13,638	15,599	17,459
4	13,828	15,797	17,699
5	14,020	16,000	17,946
6	14,217	16,208	18,199
7	14,421	16,421	18,458
8	14,627	16,640	18,724
9	14,842	16,864	18,997
10	15,058	17,093	19,276
11	15,284	17,328	19,562
12	15,511	17,570	19,855
13	15,747	17,817	20,156
14	15,988	18,070	20,464
15	16,233	18,330	20,780
16	16,486	18,596	21,104
17	16,746	18,869	21,436
18	17,013	19,149	21,776
19	17,285	19,435	22,125
20	17,564	19,729	22,482
21	17,848	20,030	22,849
22	18,142	20,339	23,224
23	18,445	20,655	23,609
24	18,753	20,979	24,004
25	19,068	21,312	24,408
26	19,392	21,653	24,823
27	19,722	22,002	25,248
28	20,064	22,360	25,683

**HIPPY Aide Schedule I:**

Based on 7.25 hours per day, 160 day contract

**Paraprofessional Aide Schedule II & III:**

Based on 7 hour day, 183 day contract

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**Child Nutrition Annual Salary Schedule**  
FY 2016-2017

Years of Exp.	Assistant I 183 Days 1281 Hrs.	Assistant II 183 Days 1281 Hrs.	Manager I 183 Days 1372.5 Hrs.	Manager II 183 Days 1372.5 Hrs.
0	12,612	12,863	15,180	15,452
1	12,779	13,033	15,373	15,649
2	12,950	13,208	15,572	15,851
3	13,126	13,387	15,775	16,058
4	13,306	13,571	15,983	16,270
5	13,490	13,759	16,196	16,487
6	13,679	13,952	16,415	16,710
7	13,873	14,149	16,639	16,938
8	14,072	14,352	16,869	17,172
9	14,275	14,559	17,105	17,412
10	14,484	14,772	17,346	17,658
11	14,698	14,990	17,594	17,910
12	14,917	15,214	17,847	18,169
13	15,142	15,443	18,107	18,434
14	15,372	15,678	18,374	18,705
15	15,608	15,919	18,647	18,983
16	15,850	16,166	18,927	19,268
17	16,098	16,419	19,214	19,561
18	16,353	16,678	19,508	19,860
19	16,613	16,944	19,810	20,168
20	16,880	17,216	20,119	20,483
21	17,153	17,496	20,436	20,806
22	17,434	17,782	20,761	21,137
23	17,722	18,075	21,093	21,476
24	18,017	18,376	21,434	21,823
25	18,319	18,684	21,784	22,179
26	18,629	19,000	22,143	22,544
27	18,947	19,324	22,510	22,918
28	19,272	19,656	22,887	23,302

**Child Nutrition Assistant I & II:** Based on 7 hour day, 183 day contract

**Child Nutrition Manager Schedule I & II:** Based on 7.5 hour day, 183 day contract

**Child Nutrition Managers**

**Supplements:**

Supervise 6-10 employees: Supplement of  
\$750.00

Supervise 11 or more employees: Supplement of \$1,500.00

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**Nurses Annual Salary Schedule**  
FY 2016-2017

Years of Exp.	Nurse I 183 Days	Nurse II 188 Days	Nurse III 193 Days
0	30,750	31,602	32,455
1	31,164	32,027	32,892
2	31,588	32,463	33,339
3	32,023	32,910	33,798
4	32,468	33,368	34,269
5	32,925	33,837	34,751
6	33,393	34,318	35,245
7	33,873	34,812	35,751
8	34,365	35,317	36,270
9	34,869	35,835	36,802
10	35,386	36,366	37,348
11	35,915	36,911	37,907
12	36,458	37,469	38,480
13	37,015	38,040	39,067
14	37,585	38,627	39,669
15	38,170	39,228	40,286
16	38,769	39,843	40,919
17	39,383	40,475	41,567
18	40,013	41,122	42,232
19	40,658	41,785	42,913
20	41,319	42,465	43,611
21	41,997	43,162	44,327
22	42,692	43,876	45,060
23	43,404	44,608	45,812
24	44,134	45,358	46,583
25	44,883	46,128	47,373
26	45,650	46,916	48,182
27	46,437	47,724	49,012
28	47,243	48,552	49,863

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**Maintenance-Custodial Services Annual Salary Schedule**  
**FY 2016-2017**

Years of Exp.	Custodial 2040 Hrs. I	Grounds 2040 Hrs. II	Gen Maint 2040 Hrs. III	Skilled Maint 2040 Hrs. IV
0	22,277	22,621	25,622	32,798
1	22,564	22,908	25,967	33,239
2	22,858	23,202	26,320	33,692
3	23,159	23,503	26,682	34,155
4	23,468	23,812	27,054	34,631
5	23,785	24,129	27,434	35,118
6	24,109	24,453	27,824	35,617
7	24,442	24,786	28,224	36,129
8	24,783	25,127	28,634	36,653
9	25,132	25,476	29,054	37,191
10	25,491	25,835	29,485	37,742
11	25,858	26,202	29,926	38,307
12	26,234	26,578	30,378	38,886
13	26,620	26,964	30,842	39,480
14	27,015	27,359	31,317	40,088
15	27,421	27,765	31,804	40,712
16	27,836	28,180	32,304	41,351
17	28,262	28,606	32,816	42,006
18	28,699	29,043	33,340	42,678
19	29,146	29,490	33,878	43,366
20	29,605	29,949	34,429	44,072
21	30,076	30,420	34,994	44,796
22	30,557	30,901	35,573	45,537
23	31,051	31,395	36,167	46,297
24	31,557	31,901	36,775	47,076
25	32,075	32,419	37,399	47,873
26	32,607	32,951	38,038	48,691
27	33,152	33,496	38,693	49,530
28	33,711	34,055	39,365	50,389

**Maintenance-Custodial Services Schedule I, II, III, & IV:**

Based on 8 hour day, 12 month contract

Custodial Supervisor is paid from Skilled Maintenance, Level IV, with an annual supplement of \$7,000.

This classified schedule shall be in effect until modified by the Board of Directors and shall be applied with current increments remaining constant.

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**Mechanics Annual Salary Schedule**  
FY 2016-2017

Years of Exp.	Assistant Mechanic 2040 Hrs.	Mechanic 2040 Hrs.
0	24,999	28,374
1	25,329	28,745
2	25,668	29,126
3	26,015	29,516
4	26,370	29,916
5	26,735	30,326
6	27,108	30,746
7	27,491	31,177
8	27,884	31,618
9	28,286	32,070
10	28,698	32,534
11	29,121	33,009
12	29,554	33,497
13	29,998	33,996
14	30,454	34,508
15	30,920	35,033
16	31,398	35,570
17	31,889	36,122
18	32,391	36,687
19	32,906	37,266
20	33,434	37,860
21	33,975	38,469
22	34,530	39,092
23	35,098	39,732
24	35,681	40,387
25	36,278	41,058
26	36,890	41,746
27	37,518	42,452
28	38,161	43,175

**Mechanic & Asst. Mechanic Schedule:**

Based on 8 hour day, 12 month contract

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved November 2015



**SEARCY PUBLIC SCHOOLS**  
**Bus Drivers Annual Salary Schedule**  
FY 2016-2017

Years of Exp.	Daily Rate	Annual Salary	Transportation Aide	Transportation Supervisor
0	47.38	8,576	18,269.00	30,736.00
1	47.93	8,676	18,494.00	31,136.00
2	48.49	8,776	18,722.00	31,536.00
3	49.04	8,876	18,953.00	31,936.00
4	49.59	8,976	19,188.00	32,336.00
5	50.14	9,076	19,426.00	32,736.00
6	50.70	9,176	19,667.00	33,136.00
7	51.25	9,276	19,911.00	33,536.00
8	51.80	9,376	20,160.00	33,936.00
9	52.35	9,476	20,412.00	34,336.00
10	52.91	9,576	20,668.00	34,736.00
11	53.46	9,676	20,928.00	35,136.00
12	54.01	9,776	21,191.00	35,536.00
13	54.56	9,876	21,459.00	35,936.00
14	55.12	9,976	21,731.00	36,336.00
15	55.67	10,076	22,008.00	36,736.00
16	56.22	10,176	22,288.00	37,136.00
17	56.77	10,276	22,573.00	37,536.00
18	57.33	10,376	22,864.00	37,936.00
19	57.88	10,476	23,158.00	38,336.00
20	58.43	10,576	23,458.00	38,736.00
21	58.98	10,676	23,763.00	39,136.00
22	59.54	10,776	24,072.00	39,536.00
23	60.09	10,876	24,387.00	39,936.00
24	60.64	10,976	24,707.00	40,336.00
25	61.19	11,076	25,033.00	40,736.00
26	61.75	11,176	25,364.00	41,136.00
27	62.30	11,276	25,701.00	41,536.00
28	62.85	11,376	26,044.00	41,936.00

**Bus Driver Annual Salary Schedule:**

Based on 181 days

**Transportation Aide Schedule:**

Based on 181 days at 8 hrs daily

**Transportation Supervisor Schedule:**

Based on 226 days

Bus Drivers are paid .07 per mile per length of route  
in addition to annual salary

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved April 2016

**SEARCY PUBLIC SCHOOLS**  
**COMPUTER TECHNICIAN ANNUAL SALARY SCHEDULE**  
FY 2016-2017

Years of Experience	Computer Technology Salary	Network Specialist Salary
0	39,773	42,064
1	40,348	42,639
2	40,923	43,214
3	41,498	43,789
4	42,073	44,364
5	42,648	44,939
6	43,223	45,514
7	43,798	46,089
8	44,373	46,664
9	44,948	47,239
10	45,523	47,814
11	46,098	48,389
12	46,673	48,964
13	47,248	49,539
14	47,823	50,114
15	48,398	50,689
16	48,973	51,264
17	49,548	51,839
18	50,123	52,414
19	50,698	52,989
20	51,273	53,564
21	51,848	54,139
22	52,423	54,714
23	52,998	55,289
24	53,573	55,864
25	54,148	56,439
26	54,723	57,014
27	55,298	57,589
28	55,873	58,164

Based on 12 month contract, 8 hours per day.

This classified schedule shall be in effect until modified by the Board of Directors  
and shall be applied with current increments remaining constant.

Approved April 2016

**SEARCY PUBLIC SCHOOLS**  
**AUDITORIUM MANAGER ANNUAL SALARY SCHEDULE**  
FY 2016-2017

Years of Experience	Annual Salary
0	22,698
1	22,976
2	23,257
3	23,543
4	23,832
5	24,130
6	24,437
7	24,749
8	25,071
9	25,402
10	25,740
11	26,085
12	26,438
13	26,803
14	27,173
15	27,555
16	27,944
17	28,345
18	28,757
19	29,178
20	29,608
21	30,048
22	30,501
23	30,964
24	31,437
25	31,921
26	32,419
27	32,928
28	33,449

Salary based on 190 day contract, 6 hours daily or 30 hours weekly.

Approved November 2015

**SEARCY PUBLIC SCHOOLS**  
**DEAF INTERPRETER ANNUAL SALARY SCHEDULE**  
FY 2016-2017

<b>Years Of Exp.</b>	<b>QAST I 1246 Hrs.</b>	<b>QAST II 1246 Hrs.</b>	<b>QAST III 1246 Hrs.</b>	<b>QAST IV 1246 Hrs.</b>	<b>QAST V 1246 Hrs.</b>
0	16,414	18,934	20,457	22,060	23,585
1	16,476	18,996	20,519	22,122	23,647
2	16,539	19,058	20,581	22,185	23,710
3	16,601	19,121	20,644	22,247	23,772
4	16,663	19,183	20,706	22,309	23,834
5	16,725	19,245	20,768	22,372	23,897
6	16,788	19,308	20,831	22,434	23,959
7	16,850	19,370	20,893	22,496	24,021
8	16,912	19,432	20,955	22,559	24,084
9	16,975	19,495	21,018	22,621	24,146
10	17,037	19,557	21,080	22,683	24,208
11	17,099	19,619	21,142	22,745	24,270
12	17,162	19,681	21,204	22,808	24,333
13	17,224	19,744	21,267	22,870	24,395
14	17,286	19,806	21,329	22,932	24,457
15	17,348	19,868	21,391	22,995	24,520
16	17,411	19,931	21,454	23,057	24,582
17	17,473	19,993	21,516	23,119	24,644
18	17,535	20,055	21,578	23,182	24,707
19	17,598	20,118	21,641	23,244	24,769
20	17,660	20,180	21,703	23,306	24,831
21	17,722	20,242	21,765	23,368	24,893
22	17,785	20,304	21,827	23,431	24,956
23	17,847	20,367	21,890	23,493	25,018
24	17,909	20,429	21,952	23,555	25,080
25	17,971	20,491	22,014	23,618	25,143
26	18,034	20,554	22,077	23,680	25,205
27	18,096	20,616	22,139	23,742	25,267
28	18,158	20,678	22,201	23,805	25,330

All schedules are based on a 7 hour day, 178 day contract.

Interpreters who hold a BA degree in the field of Deaf Education, Interpreting, etc. will be paid from certified salary schedule bachelors degree pro-rated on a 178 day contract.

Approved April 2016

**SEARCY PUBLIC SCHOOLS**  
**EXTRACURRICULAR SPONSOR SUPPLEMENT FOR 2016-2017**

<b>POSITION</b>	<b>SUPPLEMENT</b>
Senior Cheerleader	3,000.00
Junior Cheerleader	2,200.00
Senior Dance Team	1,800.00
Senior Class	800.00
Junior Class	1,200.00
Senior Annual	1,300.00
Senior Newspaper	1,300.00
Junior Annual	1,000.00
Middle School Annual	1,000.00
Drama	2,565.00
Choir	3,900.00
Choir Assistant	2,215.00
Beta Club	400.00
Chess Club	400.00
FCA	400.00
Fine Arts	400.00
French	400.00
Spanish	400.00
FTA	400.00
Key Club	400.00
Honor Society	500.00
Student Council	700.00
Quiz Bowl	650.00
Building Level Parent Involvement Facilitator	400.00

**SEARCY PUBLIC SCHOOLS**  
**Indexes and Supplements for 2016-2017**

<b>POSITION</b>		<b>INDEX</b>	<b>SUPPLEMENT</b>
Superintendent		2.62697	
Assistant Superintendent		1.77500	
High School Principal		1.70000	
Assistant High School Principal	211 Days	1.37500	
Assistant High School Principal	221 Days	1.44010	
Junior High Principal		1.55000	
Assistant Junior High Principal	211 Days	1.32500	
Assistant Junior High Principal	216 Days	1.35640	
Assistant Junior High Principal	221 Days	1.38770	
Elementary/Middle School Principal		1.45000	
Assistant Elementary/Middle School Principal	211 Days	1.25000	
Special Education Supervisor		1.42500	
Federal Programs Director		1.25000	
Vocational Agri Teacher	255 Days	1.33000	
Certified Employee with Contract of:			
	196 Days	1.02610	
	199 Days	1.04180	
	201 Days	1.05230	
	204 Days	1.06800	
	206 Days	1.07850	
	211 Days	1.10470	
	216 Days	1.13080	
	221 Days	1.15700	
	226 Days	1.18320	
	231 Days	1.20940	
	236 Days	1.23560	
	240 Days	1.25650	
	255 Days	1.33000	
G/T Coordinator			2,650.00

\*For employees who hold more than one indexed position, only one index will be applied to the salary, that index being the highest applicable. Indexes will be applied to the salary schedule at the classification level the person qualifies for and if a supplement is required for that position, it will be added after the index has been applied to the salary schedule.

**SEARCY PUBLIC SCHOOLS****Coach/Band Supplements for 2016-2017**

<b>POSITION</b>	<b>SUPPLEMENT</b>
Senior Football	6,000.00
Senior Football, Assistant	3,250.00
Senior Boys Basketball	6,000.00
Senior Girls Basketball	6,000.00
Senior Boys Basketball, Assistant	3,250.00
Senior Girls Basketball, Assistant	3,250.00
Senior Boys Track	2,100.00
Senior Girls Track	2,100.00
Senior Boys Track, Assistant	1,100.00
Senior Girls Track, Assistant	1,100.00
Senior Baseball	3,290.00
Senior Baseball, Assistant	1,675.00
Senior Softball	3,290.00
Senior Softball, Assistant	1,675.00
Senior Boys Soccer	3,290.00
Senior Girls Soccer	3,290.00
Senior Boys Soccer, Assistant	1,675.00
Senior Girls Soccer, Assistant	1,675.00
Senior Wrestling	2,890.00
Senior Wrestling, Assistant	1,475.00
Senior Volleyball	1,700.00
Senior Volleyball, Assistant	1,250.00
Tennis (Boys & Girls)	1,700.00
Golf (Boys & Girls)	1,700.00
Cross-Country (Boys & Girls)	1,900.00
Bowling (Boys & Girls)	1,700.00
Junior Football	3,000.00
Junior Football, Assistant	1,600.00
Junior Boys Basketball	3,000.00
Junior Girls Basketball	3,000.00
Junior Boys Basketball, Assistant	1,600.00
Junior Girls Basketball, Assistant	1,600.00
Junior Volleyball	1,250.00
Junior Volleyball, Assistant	750.00
8th Grade Football	1,600.00
8th Grade Boys Basketball	1,600.00
8th Grade Girls Basketball	1,600.00
7th Grade Football	1,600.00
7th Grade Boys Basketball	1,600.00
7th Grade Girls Basketball	1,600.00
Off-Season Coordinator	1,350.00
Sports Conditioning Director	1,200.00
Athletic Director	6,000.00
Senior Band	6,000.00
Junior Band	3,250.00
Orchestra Director	3,250.00

**SEARCY PUBLIC SCHOOLS**  
**Coach/Band Indexes 2016-2017**

<b>POSITION</b>	<b>INDEX</b>	<b>CONTRACTED DAYS</b>
Senior High Head Football	1.2356	236
Senior High Football Asst/Coordinator	1.1047	211
Senior High Football Assistant	1.0785	206
Junior High Football	1.0523	201
Senior High Head Basketball	1.0680	204
Senior High Basketball Assistant	1.0418	199
Junior High Basketball	1.0261	196
Senior High Volleyball	1.0523	201
Senior/Junior Volleyball Assistant	1.0261	196
Golf	1.0523	201
Tennis	1.0523	201
Senior Band	1.1047	211
Junior Band	1.0523	201
Orchestra	1.0523	201
Athletic Director	1.2565	240

\*For employees who hold more than one indexed position, only one index will be applied to the salary, that index being the highest applicable. Indexes will be applied to the salary schedule at the classification level the person qualifies for and if a supplement is required for that position, it will be added after the index has been applied to the salary schedule.



**SEARCY PUBLIC SCHOOLS**  
**Indexes and Supplements for 2016-2017**

Child Nutrition Director: Position paid from Certified Salary Schedule  
Index 1.3300  
Supplement 5,000.00

Child Nutrition Managers: Supervise 6-10 employees, Supplement 750.00  
Supervise 11 or more employees, Supplement 1,500.00

Computer Technology Supervisor: Position paid from Certified Salary Schedule  
Index 1.3300  
Supplement 5,000.00

Custodial Supervisor: Position paid from Maintenance-Custodial Salary Schedule  
Supplement 7,000.00

District Treasurer/Financial Manager: Position paid from Certified Salary Schedule, Bachelors Degree  
Index 1.3300

Energy Education Specialist: Supplement 16,000.00

Maintenance Supervisor: Position paid from Certified Salary Schedule  
Index 1.3300  
Supplement 5,000.00