

# **FLIPPIN SCHOOL DISTRICT**

## **POLICY MANUAL**

### **SECTION 8**

### **CLASSIFIED PERSONNEL**

## **SECTION 8—CLASSIFIED PERSONNEL POLICIES**

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## **8.0—CLASSIFIED PERSONNEL POLICY COMMITTEE**

### **Membership**

The membership of the classified personnel policy committee (PPC) shall be:

1. At least one (1) nonmanagement classified representative from each of the following classifications:<sup>1</sup>
  - a. Maintenance, operation, and custodians;
  - b. Transportation;
  - c. Food service;
  - d. Secretary and clerk; and
  - e. Aides and paraprofessionals.
2. At least one (1) non-management individual to represent the group of All other job classifications of classified employees not identified in A-E above; and
3. Up to three (3)<sup>2</sup> administrators appointed by the superintendent, which may include the superintendent.

### **Election of Non-management Members**

The non-management members of the PPC shall be elected as follows:<sup>3</sup>

The election for the non-management members of the PPC shall be conducted by the PPC by October 15 of each year. The election shall be conducted with the use of a secret ballot. A non-management employee may cast a ballot to vote for the candidate(s)<sup>3</sup> the non-management employee is eligible to vote for. The candidate who receives the highest number of votes shall be declared the winner.<sup>4</sup> In the event a position up for election only receives one candidate by the date designated for the submission of candidates, the unopposed candidate shall be declared to be elected without the need to hold a full election for the position.

If an election to fill positions on the PPC is not conducted by October 15, the Board of Directors may appoint an individual to fill the position that was up for election.

### **Length of Term**

The length of term for non-management members of the PPC shall be \_\_\_\_\_<sup>5</sup> years. Terms of non-management members shall be staggered so that, to the extent possible, an equal number of non-management members are elected each year. If an election is held due to a vacancy on the PPC, the individual elected to fill the vacancy shall be elected to the remainder of the unexpired term.

### **Selection of Officers**

The PPC shall organize itself in the first quarter of each school year and elect a chair and a secretary.

### **Meetings**

The PPC shall develop a calendar of regularly scheduled meetings throughout the year to review the District's personnel policies in order to:

- I. Determine whether additional policies or amendments to existing policies are needed;

## **8.0—CLASSIFIED PERSONNEL POLICY COMMITTEE (cont.)**

- II. Review any policies or changes to policies proposed by the board of directors;
- III. Propose additional policies or amendments to the board of directors; and
- IV. Review any proposed distribution of a salary underpayment from previous years.

The PPC shall hold special meetings throughout the year as necessary to review personnel policy proposals from the Board.

A majority of the members of the PPC shall constitute a quorum for conducting business. The adoption of any motion shall require an affirmative vote by a majority of the members of the PPC.<sup>6</sup>

The personnel policy review process shall be in accordance with Policy 1.9.

Members of the PPC are not entitled to and shall not receive additional pay for their service on the PPC or for attendance at PPC meetings.

### **Recording of Meetings**

All PPC meetings shall be audio recorded. The recording may be paused in order to protect confidential employee or student information. The PPC chair shall announce for the recording the reason the PPC is pausing the recording prior to pausing the recording.

### **Information Posted to District Website**

The following information shall be posted to the District website:

- Positions that are up for election to the PPC;
- Names of candidates running for each position;
- Information regarding the conduction of the election;
- Results of the election; and
- Minutes of each PPC meeting.

Notes:<sup>1</sup> While A.C.A. § 6-17-2303(b)(3) allows a school district that outsources any one (1) of the five (5) classifications under A-E to fill the position that is represented by the outsourced classification with a representative for a job classification that is not identified by one (1) of the classifications under A-E, it is unclear if, for those classifications that cover more than one job, this would require all of the categories covered by that classification or only one section of that classification., An example would be a district that outsources custodial services but continues to employ maintenance staff.

<sup>2</sup> The law allows for up to three (3) administrators to be appointed to the PPC, which may include the superintendent. If you would rather set a specific number between one (1) and three (3), you may do so.

## **8.0—CLASSIFIED PERSONNEL POLICY COMMITTEE (cont.)**

<sup>3</sup> Insert your election process here. Make sure that the election process takes into account the number of non-management employees that are selected to represent each classification.

<sup>4</sup> Due to the law not requiring that an individual be elected by a majority, we have opted to make a person's election be successful by receiving the highest number of votes regardless of the number of candidates that ran for a given position. Not requiring a majority to be reached for a person to be elected prevents the need for a run-off election. If you would rather require that the individual receive a majority of the votes, you may do so.

<sup>5</sup> Insert the number of years in a term.

<sup>6</sup> A.C.A. § 6-17-2304(b)(2) requires that any changes made to a personnel policy that are intended to become effective during the current contract year must be approved by a majority of the PPC. For procedural ease, we have opted to make this the default for the passage of any motion but you may change the vote threshold for all other motions.

Cross Reference: 1.9—POLICY FORMULATION

Legal Reference: A.C.A. § 6-17-2301 et seq.

Date Adopted:

Last Revised: 1/5/2024

## 8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE

### FLIPPIN SCHOOL DISTRICT Classified Salary Schedule 2025-2026

Steps	Exp	STEPS	**CLERICAL 200	**CLERICAL 210	**CLERICAL 240	STEPS	TECH ASSIST. 240 Days	TECH COOR. / PS Director 240 Days	STEPS	C.O. Admin Assist. Payroll Clerk 240 Days	DIST TREAS. 240 Days
1	0		\$ 22,012	\$ 23,063	\$ 26,214		\$ 32,518	\$ 36,510		\$ 34,578	\$ 35,145
2	1	\$ 300	\$ 22,312	\$ 23,363	\$ 26,514	\$ 450	\$ 32,968	\$ 36,960	\$ 450	\$ 35,028	\$ 35,595
3	2	\$ 300	\$ 22,612	\$ 23,663	\$ 26,814	\$ 450	\$ 33,418	\$ 37,410	\$ 450	\$ 35,478	\$ 36,045
4	3	\$ 200	\$ 22,812	\$ 23,863	\$ 27,014	\$ 450	\$ 33,868	\$ 37,860	\$ 450	\$ 35,928	\$ 36,495
5	4	\$ 200	\$ 23,012	\$ 24,063	\$ 27,214	\$ 450	\$ 34,318	\$ 38,310	\$ 450	\$ 36,378	\$ 36,945
6	5	\$ 200	\$ 23,212	\$ 24,263	\$ 27,414	\$ 450	\$ 34,768	\$ 38,760	\$ 450	\$ 36,828	\$ 37,395
7	6	\$ 200	\$ 23,412	\$ 24,463	\$ 27,614	\$ 450	\$ 35,218	\$ 39,210	\$ 450	\$ 37,278	\$ 37,845
8	7	\$ 200	\$ 23,612	\$ 24,663	\$ 27,814	\$ 450	\$ 35,668	\$ 39,660	\$ 450	\$ 37,728	\$ 38,295
9	8	\$ 200	\$ 23,812	\$ 24,863	\$ 28,014	\$ 450	\$ 36,118	\$ 40,110	\$ 450	\$ 38,178	\$ 38,745
10	9	\$ 200	\$ 24,012	\$ 25,063	\$ 28,214	\$ 450	\$ 36,568	\$ 40,560	\$ 450	\$ 38,628	\$ 39,195
11	10	\$ 200	\$ 24,212	\$ 25,263	\$ 28,414	\$ 450	\$ 37,018	\$ 41,010	\$ 450	\$ 39,078	\$ 39,645
12	11	\$ 200	\$ 24,412	\$ 25,463	\$ 28,614	\$ 450	\$ 37,468	\$ 41,460	\$ 450	\$ 39,528	\$ 40,095
13	12	\$ 200	\$ 24,612	\$ 25,663	\$ 28,814	\$ 450	\$ 37,918	\$ 41,910	\$ 450	\$ 39,978	\$ 40,545
14	13	\$ 200	\$ 24,812	\$ 25,863	\$ 29,014	\$ 450	\$ 38,368	\$ 42,360	\$ 450	\$ 40,428	\$ 40,995
15	14	\$ 200	\$ 25,012	\$ 26,063	\$ 29,214	\$ 450	\$ 38,818	\$ 42,810	\$ 450	\$ 40,878	\$ 41,445
16	15	\$ 200	\$ 25,212	\$ 26,263	\$ 29,414	\$ 450	\$ 39,268	\$ 43,260	\$ 450	\$ 41,328	\$ 41,895
17	16	\$ 200	\$ 25,412	\$ 26,463	\$ 29,614	\$ 450	\$ 39,718	\$ 43,710	\$ 450	\$ 41,778	\$ 42,345
18	17	\$ 200	\$ 25,612	\$ 26,663	\$ 29,814	\$ 450	\$ 40,168	\$ 44,160	\$ 450	\$ 42,228	\$ 42,795
19	18	\$ 200	\$ 25,812	\$ 26,863	\$ 30,014	\$ 200	\$ 40,368	\$ 44,360	\$ 200	\$ 42,428	\$ 42,995
20	19	\$ 200	\$ 26,012	\$ 27,063	\$ 30,214	\$ 200	\$ 40,568	\$ 44,560	\$ 200	\$ 42,628	\$ 43,195
21	20	\$ 200	\$ 26,212	\$ 27,263	\$ 30,414	\$ 200	\$ 40,768	\$ 44,760	\$ 200	\$ 42,828	\$ 43,395
22	21	\$ 200	\$ 26,412	\$ 27,463	\$ 30,614	\$ 200	\$ 40,968	\$ 44,960	\$ 200	\$ 43,028	\$ 43,595
23	22	\$ 200	\$ 26,612	\$ 27,663	\$ 30,814	\$ 200	\$ 41,168	\$ 45,160	\$ 200	\$ 43,228	\$ 43,795
24	23	\$ 200	\$ 26,812	\$ 27,863	\$ 31,014	\$ 200	\$ 41,368	\$ 45,360	\$ 200	\$ 43,428	\$ 43,995
25	24	\$ 200	\$ 27,012	\$ 28,063	\$ 31,214	\$ 200	\$ 41,568	\$ 45,560	\$ 200	\$ 43,628	\$ 44,195
26	25	\$ 200	\$ 27,212	\$ 28,263	\$ 31,414	\$ 200	\$ 41,768	\$ 45,760	\$ 200	\$ 43,828	\$ 44,395
27	26	\$ 200	\$ 27,412	\$ 28,463	\$ 31,614	\$ 200	\$ 41,968	\$ 45,960	\$ 200	\$ 44,028	\$ 44,595
28	27	\$ 200	\$ 27,612	\$ 28,663	\$ 31,814	\$ 200	\$ 42,168	\$ 46,160	\$ 200	\$ 44,228	\$ 44,795
29	28	\$ 200	\$ 27,812	\$ 28,863	\$ 32,014	\$ 200	\$ 42,368	\$ 46,360	\$ 200	\$ 44,428	\$ 44,995

\*\* \$50.00 for each year of college

Benefit Package: Long Term Disability, Life/Accidental Death & Dismemberment \$25,000, Hospital Confinement, Dental, Cancer  
Tech Coordinator: College is included in the Salary Schedule

### FLIPPIN SCHOOL DISTRICT Classified Salary Schedule 2025-2026

Steps	EXP	STEPS	**PARPRO	STEPS	CNA	LPN	STEPS	RN
1	0		\$ 18,139	\$ -	\$ 19,667	\$ 22,401		\$ 36,510
2	1	\$ 200	\$ 18,339	\$ 200	\$ 19,867	\$ 22,601	\$ 450	\$ 36,960
3	2	\$ 200	\$ 18,539	\$ 200	\$ 20,067	\$ 22,801	\$ 450	\$ 37,410
4	3	\$ 200	\$ 18,739	\$ 200	\$ 20,267	\$ 23,001	\$ 450	\$ 37,860
5	4	\$ 200	\$ 18,939	\$ 200	\$ 20,467	\$ 23,201	\$ 450	\$ 38,310
6	5	\$ 100	\$ 19,039	\$ 100	\$ 20,567	\$ 23,301	\$ 450	\$ 38,760
7	6	\$ 100	\$ 19,139	\$ 100	\$ 20,667	\$ 23,401	\$ 450	\$ 39,210
8	7	\$ 100	\$ 19,239	\$ 100	\$ 20,767	\$ 23,501	\$ 450	\$ 39,660
9	8	\$ 100	\$ 19,339	\$ 100	\$ 20,867	\$ 23,601	\$ 450	\$ 40,110
10	9	\$ 100	\$ 19,439	\$ 100	\$ 20,967	\$ 23,701	\$ 450	\$ 40,560
11	10	\$ 100	\$ 19,539	\$ 100	\$ 21,067	\$ 23,801	\$ 450	\$ 41,010
12	11	\$ 100	\$ 19,639	\$ 100	\$ 21,167	\$ 23,901	\$ 450	\$ 41,460
13	12	\$ 100	\$ 19,739	\$ 100	\$ 21,267	\$ 24,001	\$ 450	\$ 41,910
14	13	\$ 100	\$ 19,839	\$ 100	\$ 21,367	\$ 24,101	\$ 450	\$ 42,360
15	14	\$ 100	\$ 19,939	\$ 100	\$ 21,467	\$ 24,201	\$ 450	\$ 42,810
16	15	\$ 100	\$ 20,039	\$ 100	\$ 21,567	\$ 24,301	\$ 450	\$ 43,260
17	16	\$ 100	\$ 20,139	\$ 100	\$ 21,667	\$ 24,401	\$ 450	\$ 43,710
18	17	\$ 100	\$ 20,239	\$ 100	\$ 21,767	\$ 24,501	\$ 450	\$ 44,160
19	18	\$ 100	\$ 20,339	\$ 100	\$ 21,867	\$ 24,601	\$ 200	\$ 44,360
20	19	\$ 100	\$ 20,439	\$ 100	\$ 21,967	\$ 24,701	\$ 200	\$ 44,560
21	20	\$ 100	\$ 20,539	\$ 100	\$ 22,067	\$ 24,801	\$ 200	\$ 44,760
22	21	\$ 100	\$ 20,639	\$ 100	\$ 22,167	\$ 24,901	\$ 200	\$ 44,960
23	22	\$ 100	\$ 20,739	\$ 100	\$ 22,267	\$ 25,001	\$ 200	\$ 45,160
24	23	\$ 100	\$ 20,839	\$ 100	\$ 22,367	\$ 25,101	\$ 200	\$ 45,360
25	24	\$ 100	\$ 20,939	\$ 100	\$ 22,467	\$ 25,201	\$ 200	\$ 45,560
26	25	\$ 100	\$ 21,039	\$ 100	\$ 22,567	\$ 25,301	\$ 200	\$ 45,760
27	26	\$ 100	\$ 21,139	\$ 100	\$ 22,667	\$ 25,401	\$ 200	\$ 45,960
28	27	\$ 100	\$ 21,239	\$ 100	\$ 22,767	\$ 25,501	\$ 200	\$ 46,160
29	28	\$ 100	\$ 21,339	\$ 100	\$ 22,867	\$ 25,601	\$ 200	\$ 46,360

Aides/CNA/LPN/RN based on 185 day contract

\$50.00 for every year of college

Benefit Package: Long Term Disability, Life/Accidental Death & Dismemberment \$25,000, Hospital Confinement, Dental, Cancer  
Nurse Salary: College is included in this salary schedule



**FLIPPIN PUBLIC SCHOOL  
CUSTODIAL/MAINTENANCE  
SALARY SCHEDULE  
2025 - 2026**

Steps	EXP		HR	CUSTODIAL	EXP		HR	MAINT		EXP	MAINT. SUPERVISOR
1	0		\$ 12.02	\$25,098	0		\$ 12.02	\$25,098		-	\$ 29,366
2	1	0.10	\$ 12.12	\$25,307	1	0.10	\$ 12.12	\$25,307	\$ 500	1	\$ 29,866
3	2	0.10	\$ 12.22	\$25,515	2	0.10	\$ 12.22	\$25,515	\$ 500	2	\$ 30,366
4	3	0.10	\$ 12.32	\$25,724	3	0.10	\$ 12.32	\$25,724	\$ 500	3	\$ 30,866
5	4	0.10	\$ 12.42	\$25,933	4	0.10	\$ 12.42	\$25,933	\$ 500	4	\$ 31,366
6	5	0.10	\$ 12.52	\$26,142	5	0.10	\$ 12.52	\$26,142	\$ 500	5	\$ 31,866
7	6	0.10	\$ 12.62	\$26,351	6	0.10	\$ 12.62	\$26,351	\$ 500	6	\$ 32,366
8	7	0.20	\$ 12.82	\$26,768	7	0.20	\$ 12.82	\$26,768	\$ 500	7	\$ 32,866
9	8	0.20	\$ 13.02	\$27,186	8	0.20	\$ 13.02	\$27,186	\$ 500	8	\$ 33,366
10	9	0.25	\$ 13.27	\$27,708	9	0.25	\$ 13.27	\$27,708	\$ 500	9	\$ 33,866
11	10	0.25	\$ 13.52	\$28,230	10	0.25	\$ 13.52	\$28,230	\$ 500	10	\$ 34,366
12	11	0.25	\$ 13.77	\$28,752	11	0.25	\$ 13.77	\$28,752	\$ 500	11	\$ 34,866
13	12	0.25	\$ 14.02	\$29,274	12	0.25	\$ 14.02	\$29,274	\$ 500	12	\$ 35,366
14	13	0.25	\$ 14.27	\$29,796	13	0.25	\$ 14.27	\$29,796	\$ 500	13	\$ 35,866
15	14	0.25	\$ 14.52	\$30,318	14	0.25	\$ 14.52	\$30,318	\$ 500	14	\$ 36,366
16	15	0.25	\$ 14.77	\$30,840	15	0.25	\$ 14.77	\$30,840	\$ 500	15	\$ 36,866
17	16	0.05	\$ 14.82	\$30,944	16	0.05	\$ 14.82	\$30,944	\$ 500	16	\$ 37,366
18	17	0.05	\$ 14.87	\$31,049	17	0.05	\$ 14.87	\$31,049	\$ 500	17	\$ 37,866
19	18	0.05	\$ 14.92	\$31,153	18	0.05	\$ 14.92	\$31,153	\$ 200	18	\$ 38,066
20	19	0.05	\$ 14.97	\$31,257	19	0.05	\$ 14.97	\$31,257	\$ 200	19	\$ 38,266
21	20	0.05	\$ 15.02	\$31,362	20	0.05	\$ 15.02	\$31,362	\$ 200	20	\$ 38,466
22	21	0.05	\$ 15.07	\$31,466	21	0.05	\$ 15.07	\$31,466	\$ 200	21	\$ 38,666
23	22	0.05	\$ 15.12	\$31,571	22	0.05	\$ 15.12	\$31,571	\$ 200	22	\$ 38,866
24	23	0.05	\$ 15.17	\$31,675	23	0.05	\$ 15.17	\$31,675	\$ 200	23	\$ 39,066
25	24	0.05	\$ 15.22	\$31,779	24	0.05	\$ 15.22	\$31,779	\$ 200	24	\$ 39,266
26	25	0.05	\$ 15.27	\$31,884	25	0.05	\$ 15.27	\$31,884	\$ 200	25	\$ 39,466
27	26	0.05	\$ 15.32	\$31,988	26	0.05	\$ 15.32	\$31,988	\$ 200	26	\$ 39,666
28	27	0.05	\$ 15.37	\$32,093	27	0.05	\$ 15.37	\$32,093	\$ 200	27	\$ 39,866
29	28	0.05	\$ 15.42	\$32,197	28	0.05	\$ 15.42	\$32,197	\$ 200	28	\$ 40,066

Benefit Package: Long Term Disability, Life/Accidental Death & Dismemberment \$25,000 Hospital Confinement, Dental, Cancer

**FLIPPIN PUBLIC SCHOOL  
Lunchroom Salary Schedule  
2025-2026**

Steps	EXP		PER HR	8 HOUR COOK		PER HR	8 HOUR MANAGER/H EAD COOK		EXP	240 DAY DIRECTOR
1	0		\$ 12.24	\$ 17,626		\$ 13.27	\$ 19,109		0	\$ 28,914
2	1	0.10	\$ 12.34	\$ 17,770	0.10	\$ 13.37	\$ 19,253	\$ 450	1	\$ 29,364
3	2	0.10	\$ 12.44	\$ 17,914	0.10	\$ 13.47	\$ 19,397	\$ 450	2	\$ 29,814
4	3	0.10	\$ 12.54	\$ 18,058	0.10	\$ 13.57	\$ 19,541	\$ 450	3	\$ 30,264
5	4	0.10	\$ 12.64	\$ 18,202	0.10	\$ 13.67	\$ 19,685	\$ 450	4	\$ 30,714
6	5	0.10	\$ 12.74	\$ 18,346	0.10	\$ 13.77	\$ 19,829	\$ 450	5	\$ 31,164
7	6	0.10	\$ 12.84	\$ 18,490	0.10	\$ 13.87	\$ 19,973	\$ 450	6	\$ 31,614
8	7	0.20	\$ 13.04	\$ 18,778	0.20	\$ 14.07	\$ 20,261	\$ 450	7	\$ 32,064
9	8	0.20	\$ 13.24	\$ 19,066	0.20	\$ 14.27	\$ 20,549	\$ 450	8	\$ 32,514
10	9	0.25	\$ 13.49	\$ 19,426	0.25	\$ 14.52	\$ 20,909	\$ 450	9	\$ 32,964
11	10	0.25	\$ 13.74	\$ 19,786	0.25	\$ 14.77	\$ 21,269	\$ 450	10	\$ 33,414
12	11	0.25	\$ 13.99	\$ 20,146	0.25	\$ 15.02	\$ 21,629	\$ 450	11	\$ 33,864
13	12	0.25	\$ 14.24	\$ 20,506	0.25	\$ 15.27	\$ 21,989	\$ 450	12	\$ 34,314
14	13	0.25	\$ 14.49	\$ 20,866	0.25	\$ 15.52	\$ 22,349	\$ 450	13	\$ 34,764
15	14	0.25	\$ 14.74	\$ 21,226	0.25	\$ 15.77	\$ 22,709	\$ 450	14	\$ 35,214
16	15	0.25	\$ 14.99	\$ 21,586	0.25	\$ 16.02	\$ 23,069	\$ 450	15	\$ 35,664
17	16	0.05	\$ 15.04	\$ 21,658	0.05	\$ 16.07	\$ 23,141	\$ 200	16	\$ 35,864
18	17	0.05	\$ 15.09	\$ 21,730	0.05	\$ 16.12	\$ 23,213	\$ 200	17	\$ 36,064
19	18	0.05	\$ 15.14	\$ 21,802	0.05	\$ 16.17	\$ 23,285	\$ 200	18	\$ 36,264
20	19	0.05	\$ 15.19	\$ 21,874	0.05	\$ 16.22	\$ 23,357	\$ 200	19	\$ 36,464
21	20	0.05	\$ 15.24	\$ 21,946	0.05	\$ 16.27	\$ 23,429	\$ 200	20	\$ 36,664
22	21	0.05	\$ 15.29	\$ 22,018	0.05	\$ 16.32	\$ 23,501	\$ 200	21	\$ 36,864
23	22	0.05	\$ 15.34	\$ 22,090	0.05	\$ 16.37	\$ 23,573	\$ 200	22	\$ 37,064
24	23	0.05	\$ 15.39	\$ 22,162	0.05	\$ 16.42	\$ 23,645	\$ 200	23	\$ 37,264
25	24	0.05	\$ 15.44	\$ 22,234	0.05	\$ 16.47	\$ 23,717	\$ 200	24	\$ 37,464
26	25	0.05	\$ 15.49	\$ 22,306	0.05	\$ 16.52	\$ 23,789	\$ 200	25	\$ 37,664
27	26	0.05	\$ 15.54	\$ 22,378	0.05	\$ 16.57	\$ 23,861	\$ 200	26	\$ 37,864
28	27	0.05	\$ 15.59	\$ 22,450	0.05	\$ 16.62	\$ 23,933	\$ 200	27	\$ 38,064
29	28	0.05	\$ 15.64	\$ 22,522	0.05	\$ 16.67	\$ 24,005	\$ 200	28	\$ 38,264

180

8

BASED ON 180 DAYS

SUPERVISOR BASED ON 8 HOURS FOR 240 DAYS

Benefit Package: Long Term Disability, Life/Accidental Death & Dismemberment \$25,000, Hospital Confinement, Dental, Cancer.

**FLIPPIN PUBLIC SCHOOL  
Transportation Salary Schedule  
2025-2026**

Steps	EXP		HR	ASSISTANT		EXP	SUPERVISOR
1	0		\$ 12.02	\$25,098		0	\$ 29,366
2	1	0.10	\$ 12.12	\$25,307	\$ 500	1	\$ 29,866
3	2	0.10	\$ 12.22	\$25,515	\$ 500	2	\$ 30,366
4	3	0.10	\$ 12.32	\$25,724	\$ 500	3	\$ 30,866
5	4	0.10	\$ 12.42	\$25,933	\$ 500	4	\$ 31,366
6	5	0.10	\$ 12.52	\$26,142	\$ 500	5	\$ 31,866
7	6	0.10	\$ 12.62	\$26,351	\$ 500	6	\$ 32,366
8	7	0.20	\$ 12.82	\$26,768	\$ 500	7	\$ 32,866
9	8	0.20	\$ 13.02	\$27,186	\$ 500	8	\$ 33,366
10	9	0.25	\$ 13.27	\$27,708	\$ 500	9	\$ 33,866
11	10	0.25	\$ 13.52	\$28,230	\$ 500	10	\$ 34,366
12	11	0.25	\$ 13.77	\$28,752	\$ 500	11	\$ 34,866
13	12	0.25	\$ 14.02	\$29,274	\$ 500	12	\$ 35,366
14	13	0.25	\$ 14.27	\$29,796	\$ 500	13	\$ 35,866
15	14	0.25	\$ 14.52	\$30,318	\$ 500	14	\$ 36,366
16	15	0.25	\$ 14.77	\$30,840	\$ 500	15	\$ 36,866
17	16	0.05	\$ 14.82	\$30,944	\$ 500	16	\$ 37,366
18	17	0.05	\$ 14.87	\$31,049	\$ 500	17	\$ 37,866
19	18	0.05	\$ 14.92	\$31,153	\$ 200	18	\$ 38,066
20	19	0.05	\$ 14.97	\$31,257	\$ 200	19	\$ 38,266
21	20	0.05	\$ 15.02	\$31,362	\$ 200	20	\$ 38,466
22	21	0.05	\$ 15.07	\$31,466	\$ 200	21	\$ 38,666
23	22	0.05	\$ 15.12	\$31,571	\$ 200	22	\$ 38,866
24	23	0.05	\$ 15.17	\$31,675	\$ 200	23	\$ 39,066
25	24	0.05	\$ 15.22	\$31,779	\$ 200	24	\$ 39,266
26	25	0.05	\$ 15.27	\$31,884	\$ 200	25	\$ 39,466
27	26	0.05	\$ 15.32	\$31,988	\$ 200	26	\$ 39,666
28	27	0.05	\$ 15.37	\$32,093	\$ 200	27	\$ 39,866
29	28	0.05	\$ 15.42	\$32,197	\$ 200	28	\$ 40,066

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Benefit Package: Long Term Disability, Life/Accidental Death & Dismemberment \$25,000, Hospital Confinement,

**Flippin School District  
Bus Driver Salary Schedule  
2025-2026**

	BUS #		Bus #24	Bus #27	Bus #19	Bus #5	Bus #21	Bus #20	Bus #26	Bus #25	Bus #6
Steps	NAMES	Steps									
1	2014-2015 Yr 0		\$ 8,900	\$ 8,371	\$ 11,292	\$ 10,625	\$ 9,161	\$ 9,015	\$ 7,634	\$ 9,116	\$ 8,338
2	Yr. 1	\$ 200	\$ 9,100	\$ 8,571	\$ 11,492	\$ 10,825	\$ 9,361	\$ 9,215	\$ 7,834	\$ 9,316	\$ 8,538
3	2	\$ 100	\$ 9,200	\$ 8,671	\$ 11,592	\$ 10,925	\$ 9,461	\$ 9,315	\$ 7,934	\$ 9,416	\$ 8,638
4	3	\$ 100	\$ 9,300	\$ 8,771	\$ 11,692	\$ 11,025	\$ 9,561	\$ 9,415	\$ 8,034	\$ 9,516	\$ 8,738
5	4	\$ 100	\$ 9,400	\$ 8,871	\$ 11,792	\$ 11,125	\$ 9,661	\$ 9,515	\$ 8,134	\$ 9,616	\$ 8,838
6	5	\$ 100	\$ 9,500	\$ 8,971	\$ 11,892	\$ 11,225	\$ 9,761	\$ 9,615	\$ 8,234	\$ 9,716	\$ 8,938
7	6	\$ 100	\$ 9,600	\$ 9,071	\$ 11,992	\$ 11,325	\$ 9,861	\$ 9,715	\$ 8,334	\$ 9,816	\$ 9,038
8	7	\$ 100	\$ 9,700	\$ 9,171	\$ 12,092	\$ 11,425	\$ 9,961	\$ 9,815	\$ 8,434	\$ 9,916	\$ 9,138
9	8	\$ 100	\$ 9,800	\$ 9,271	\$ 12,192	\$ 11,525	\$ 10,061	\$ 9,915	\$ 8,534	\$ 10,016	\$ 9,238
10	9	\$ 100	\$ 9,900	\$ 9,371	\$ 12,292	\$ 11,625	\$ 10,161	\$ 10,015	\$ 8,634	\$ 10,116	\$ 9,338
11	10	\$ 100	\$ 10,000	\$ 9,471	\$ 12,392	\$ 11,725	\$ 10,261	\$ 10,115	\$ 8,734	\$ 10,216	\$ 9,438
12	11	\$ 100	\$ 10,100	\$ 9,571	\$ 12,492	\$ 11,825	\$ 10,361	\$ 10,215	\$ 8,834	\$ 10,316	\$ 9,538
13	12	\$ 100	\$ 10,200	\$ 9,671	\$ 12,592	\$ 11,925	\$ 10,461	\$ 10,315	\$ 8,934	\$ 10,416	\$ 9,638
14	13	\$ 100	\$ 10,300	\$ 9,771	\$ 12,692	\$ 12,025	\$ 10,561	\$ 10,415	\$ 9,034	\$ 10,516	\$ 9,738
15	14	\$ 100	\$ 10,400	\$ 9,871	\$ 12,792	\$ 12,125	\$ 10,661	\$ 10,515	\$ 9,134	\$ 10,616	\$ 9,838
16	15	\$ 100	\$ 10,500	\$ 9,971	\$ 12,892	\$ 12,225	\$ 10,761	\$ 10,615	\$ 9,234	\$ 10,716	\$ 9,938
17	16	\$ 100	\$ 10,600	\$ 10,071	\$ 12,992	\$ 12,325	\$ 10,861	\$ 10,715	\$ 9,334	\$ 10,816	\$ 10,038
18	17	\$ 100	\$ 10,700	\$ 10,171	\$ 13,092	\$ 12,425	\$ 10,961	\$ 10,815	\$ 9,434	\$ 10,916	\$ 10,138
19	18	\$ 100	\$ 10,800	\$ 10,271	\$ 13,192	\$ 12,525	\$ 11,061	\$ 10,915	\$ 9,534	\$ 11,016	\$ 10,238
20	19	\$ 100	\$ 10,900	\$ 10,371	\$ 13,292	\$ 12,625	\$ 11,161	\$ 11,015	\$ 9,634	\$ 11,116	\$ 10,338
21	20	\$ 100	\$ 11,000	\$ 10,471	\$ 13,392	\$ 12,725	\$ 11,261	\$ 11,115	\$ 9,734	\$ 11,216	\$ 10,438
22	21	\$ 100	\$ 11,100	\$ 10,571	\$ 13,492	\$ 12,825	\$ 11,361	\$ 11,215	\$ 9,834	\$ 11,316	\$ 10,538
23	22	\$ 100	\$ 11,200	\$ 10,671	\$ 13,592	\$ 12,925	\$ 11,461	\$ 11,315	\$ 9,934	\$ 11,416	\$ 10,638
24	23	\$ 100	\$ 11,300	\$ 10,771	\$ 13,692	\$ 13,025	\$ 11,561	\$ 11,415	\$ 10,034	\$ 11,516	\$ 10,738
25	24	\$ 100	\$ 11,400	\$ 10,871	\$ 13,792	\$ 13,125	\$ 11,661	\$ 11,515	\$ 10,134	\$ 11,616	\$ 10,838
26	25	\$ 100	\$ 11,500	\$ 10,971	\$ 13,892	\$ 13,225	\$ 11,761	\$ 11,615	\$ 10,234	\$ 11,716	\$ 10,938
27	26	\$ 100	\$ 11,600	\$ 11,071	\$ 13,992	\$ 13,325	\$ 11,861	\$ 11,715	\$ 10,334	\$ 11,816	\$ 11,038
28	27	\$ 100	\$ 11,700	\$ 11,171	\$ 14,092	\$ 13,425	\$ 11,961	\$ 11,815	\$ 10,434	\$ 11,916	\$ 11,138
29	28	\$ 100	\$ 11,800	\$ 11,271	\$ 14,192	\$ 13,525	\$ 12,061	\$ 11,915	\$ 10,534	\$ 12,016	\$ 11,238

2014-2015 Bus Drivers start at year 1 approved at Board Meeting 1/26/2015. A new driver with experience will start at the step all drivers are on unless their experience is a lesser amount.

## 8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE (cont.)

For the purposes of this policy, an employee must work two thirds (2/3) of the number of their regularly assigned annual work days to qualify for a step increase.<sup>2</sup>

The superintendent has the authority, when recommending an applicant and his/her placement on the District's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the District.<sup>3</sup>

State law requires each District to include its Classified employee's salary schedule in its written personnel policies. Your District is required to have a salary schedule for at least the following five categories of Classified personnel:

- 1) Maintenance and Operations;
- 2) Transportation;
- 3) Food Service;
- 4) Secretarial and Clerical; and
- 5) Aides and Paraprofessionals.

A.C.A. § 6-13-635~~7~~ requires the Board to adopt a resolution that it has reviewed and adopted all salary increases of 5% or more, but most of the Act's listing of reasons are statutorily required raises and are paid by the state and not district funds. The Act's language requires the resolution even for an employee who moves from one position to another higher paying position such as going from teaching to administration. None-the -less, the resolution is required. Policy 1.9 directs the Board to review the salaries when adopting changes to this policy.

Whereas, the superintendent has identified all changes from last school-year's published salary schedule, and has identified and presented the Board of Directors with each employee's salary increase of 5% or more as required under A.C.A. § 6-13-635 and created a spreadsheet explaining each;

Therefore, the Flippin School District Board of Directors approves and resolves that the spread sheet including those explanations are a factual representation of the raises given for the **insert date** school-year.

Notes: <sup>1</sup> Your district's salary schedule should be inserted in place of this paragraph. The remainder of the policy should remain in the policy. It's important to note that any changes to the salary schedule must go through the PPC and the Board adopt the policy with the actual salary schedule included in the adopted policy. The following definition can be used to ensure you have included the data they will be looking for when you are reviewed.  
*"Classified Salary Schedule is a set of matrices that are updated and published each school year, which contains the minimum salaries for all five classifications of classified employees and includes ranges, steps, and rates of pay. The salary schedule is required to reflect the actual pay practices of the district."*

<sup>2</sup> Include this sentence only if your district has step increases built into its classified salary schedule. Two thirds (2/3) is merely offered as a suggestion.

<sup>3</sup> This is optional language, but can be useful when trying to attract employees from the private work sector.

## **8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE (cont.)**

Cross References: Policy 1.9—POLICY FORMULATION  
7.23-Health Care Coverage and the Affordable Care Act

Legal References: A.C.A. § 6-17-2203  
A.C.A. § 6-17-2301  
A.C.A. § 21-5-405  
DESE Rules Governing Documents Posted to School District and  
Education Service Cooperative Websites

Date Adopted: 04/26/2004;

Last Revised: 01/24/2013; 2/18/2014; 5/23/2019; 2/2/2021; 5/1/2023; 5/27/2024; 5/2/2025



## 8.1a---CLASSIFIED STAFF ADDITIONAL DUTY PAY

### STIPENDS

Athletic Stipend: To be paid an additional duty, the staff member must be a contracted employee who is paid from the salary schedule. Coaching staff must meet AAA criteria

ATHLETIC DIRECTOR: \$1,500

BASKETBALL--SENIOR \$3,000  
JUNIOR-\$1,500

7TH GRADE BOYS BASKETBALL: \$750  
7TH GRADE GIRLS BASKETBALL: \$750

ELEMENTARY ACTIVITY DIRECTOR: \$1,000

PEE WEE BOYS COACH: \$750  
PEE WEE GIRLS COACH \$750

LITTLE DRIBBLERS INSTRUCTOR: \$200

BASEBALL COACH: \$1,200  
ASSISTANT BASEBALL COACH: \$500  
SOFTBALL COACH: \$1,200  
ASSISTANT SOFTBALL COACH: \$500

JUNIOR CHEERLEADER SPONSOR: \$1,200  
SENIOR CHEERLEADER SPONSOR: \$1,500

SENIOR VOLLEYBALL: \$1,200  
JUNIOR VOLLEYBALL: \$750  
7TH GRADE VOLLEYBALL: \$500

SOCCER COACH: \$1,000

BOWLING COACH: \$750

SENIOR TRACK COACH: \$750  
JUNIOR TRACK COACH: \$700

GOLF COACH: \$750

CONCESSION COORDINATOR: \$11:00 PER HOUR

SCORE/CLOCK/GATE KEEPER: \$11:00 PER HOUR

BANQUETS: 1 ½ x INDIVIDUAL'S HOURLY RATE

E SCHOOL COORDINATOR: \$1,000

NATIONAL BOARD CERTIFICATION: \$2,000 INITIALLY  
\$1,000 ANNUALLY FROM YEAR 2 THROUGH LIFE OF  
CERTIFICATION

PLAYGROUND DUTY: \$5.00 DAILY

E-SPORTS COACH: \$750

SUMMER GT: \$600

QUIZ BOWL SPONSOR: ELEM-\$300  
MS-\$300  
HS-\$300

HOURLY SUBS: \$11:00 PER HOUR-\$85.25 PER DAY  
LONG-TERM SUBS: WORK 30 DAYS OR LONGER  
TEACHER: \$100 A DAY AFTER THE 10TH DAY  
ADMINISTRATION: \$125 A DAY

FACE (FAMILY AND COMMUNITY ENGAGEMENT) ONE FOR  
EACH BUILDING: \$500 PER BUILDING

SENIOR CLASS SPONSOR: \$300 PER SPONSOR  
JUNIOR CLASS SPONSOR: \$600 PER SPONSOR

NATIONAL HONOR SOCIETY: \$500 PER SPONSOR

CHOIR: \$750

INSTRUMENTAL MUSIC INSTRUCTOR: \$3,000

INTERACT SPONSOR: \$600

LONGEVITY PAY: \$10 PER YEAR

CHARACTER EDUCATION FACILITATOR: \$200

SUMMER SCHOOL: \$25 CERTIFIED  
\$20 CLASSIFIED

BEFORE/AFTER SCHOOL CARE: \$20 CERTIFIED  
\$15 CLASSIFIED

FOOD SERVICE SUMMER: \$15 PER HOUR  
PART-TIME/SUB FOOD SERVICE: \$11 PER HOUR

ALE BUS DRIVER: \$20 PER TRIP  
ALE VAN DRIVER: \$15 PER TRIP  
SPED BUS RIDER: \$15 PER TRIP  
TUTORING BUS DRIVER: \$20 PER TRIP  
BUS DRIVER TRAINING: (Mandatory after-hours): \$40

SLIP CHAIRPERSON: \$1,000  
SLIP CO-CHAIRPERSON: \$500

YEARBOOK SPONSOR: \$1,000  
NEWSPAPER SPONSOR: \$500

ART CLUB SPONSOR: \$600

DRAMA SPONSOR: \$750

STUDENT COUNCIL SPONSOR: \$500

HOMECOMING COORDINATOR: \$500

FBLA: \$500

DRUG TESTING COORDINATOR: \$750

AFTER SCHOOL TUTORING: \$25 CERTIFIED  
\$20 CLASSIFIED

MEDICAID BILLING: 6% OF AMOUNT BILLED

LEARNS ACT STIPEND FOR EMPLOYEES AT STEP  
29 IN THE 22-23 SCHOOL YEAR: \$200 TO MEET THE  
\$2,000 REQUIREMENT (BA15, MA, MA15, MA30,  
ADMIN)

## 8.1a---CLASSIFIED STAFF ADDITIONAL DUTY PAY (cont.)

### CERTIFICATION:

MAINTENANCE/CUSTODIAL (**HVAC, ELECTRIC, PLUMBING, ETC**) \$200 FIRST YEAR, \$100 EVERY YEAR AFTER FOR THE LIFE OF THE CERTIFICATE

SECRETARIAL/CLERICAL: **CEOE** (15 HOURS) \$100 FIRST YEAR \$50 EVERY YEAR AFTER FOR THE LIFE OF THE CERTIFICATE.

**CASBO** (30 HOURS) \$200 FIRST YEAR, \$100 EVERY YEAR AFTER FOR THE LIFE OF THE CERTIFICATE.

TRANSPORTATION: (**SAE**) \$200 FIRST YEAR, \$100 EVERY YEAR AFTER FOR THE LIFE OF THE CERTIFICATE.

FOOD SERVICE (**SERVE SAFE**) \$200 FOR FIRST YEAR, \$100 EVERY YEAR FOR THE LIFE OF THE CERTIFICATE

Date Approved: 5/23/2005

Date Revised: 8/27/2007; 12/17/2008; 5/26/2009; 6/22/2015; 2/21/2021; 5/1/2023; 5/27/2024;  
5/2/2025

## **8.1b ---SALARY & VACATION INFORMATION**

Salary schedules for each type of employment shall be maintained in the office of the Superintendent. Salaries shall be commensurate to duties performed and the prevailing wage of the area.

**Night custodians** shall receive ten cents (\$.10) more per hour in salary than those working regular daylight hours.

**New food service or maintenance/custodial employees** will start on the part-time step; after a thirty (30) day probationary period, the employee will move to the base step on the recommendation of the supervisor.

**Part-time employees** will receive the same hourly rate of pay for years of service as full-time employees.

**A step increase** on the salary schedule will be earned by fulfilling more than fifty Percent (50%) of the annual contract time for that position.

**Payment of Salary** - Checks will be given to Classified staff as follows:

- 180 day contract: First check-August 30; subsequent checks on the 20<sup>th</sup> of each month, plus one check on June 30<sup>th</sup>.
- 185 day contract: First check-August 30; subsequent checks on the 20<sup>th</sup> of each month, plus one check on June 30<sup>th</sup>.
- 190 day contract: First check-August 30; subsequent checks on the 20<sup>th</sup> of each month, plus one check on June 30<sup>th</sup>.
- 200 day contract: First check –August 30; subsequent checks on the 20<sup>th</sup> of each month, plus one check on June 30<sup>th</sup>.
- 210 day contract: First check – August 20; subsequent checks on the 20<sup>th</sup> of each month, plus one check on June 30<sup>th</sup>.
- 240 day contract: First check – July 20; subsequent checks on the 20<sup>th</sup> of each month.

*Should the pay date fall on Saturday or Sunday, checks will be given on the preceding Friday.*

## **8.1b ---SALARY & VACATION INFORMATION (cont.)**

### **Twelve-Month Employees:**

Twelve (12) month employees on hourly wages shall be paid for the following holidays:

Thanksgiving, Christmas Day, New Years Day, and July 4<sup>th</sup>

Effective July 1, 1986, paid vacations will be provided as follows:

- One year with the school system – one (1) week paid vacation
- Two or more years with the school system – two (2) weeks paid vacation

Employees who are employed on a 12-month contract are allowed two weeks vacation with pay annually. Vacation schedules must be approved by the office of the Superintendent for all non-instructional employees.

Date Approved: 1985-1986

Last Revised: 2/26/2007

## **8.1c—CLASSIFIED BENEFITS**

The Flippin School District provides its full-time Classified personnel benefits consisting of the following:

1. Contribution to the teacher retirement system;
2. Contribution to the medical coverage, if employee is enrolled;
3. One (1) sick leave day per calendar month worked;
4. Two (2) personal days per year;
5. Benefit Package:
  - Long-term Disability
  - Life/Accidental Death & Dismemberment \$25,000
  - Hospital Confinement
  - Cancer
  - Dental

*Exception:* Bus drivers receive three (3) days of leave per year. Unused leave will convert to accumulated sick leave, not to exceed forty (40) days maximum.

Legal Reference: A. C. A. § 6-17-201

Date Adopted: 06/25/2001

Last Revised: 05/22/2006



## **8.2— CLASSIFIED PERSONNEL EVALUATIONS**

Classified personnel may be periodically evaluated.

Any forms, procedures or other methods of evaluation, including criteria, are to be developed by the Superintendent and or his designee(s), but shall not be part of the personnel policies of the District.

Note: If you have a waiver to employ individuals as unlicensed teachers or administrators, add the following language to the policy:  
*Individuals employed under the District's waiver as unlicensed teachers and administrators shall be evaluated under Policy 3.2—LICENSED PERSONNEL EVALUATIONS.*

Cross Reference: 3.2—LICENSED PERSONNEL EVALUATIONS

Legal Reference: A.C.A. § 6-17-2301

Date Adopted: 09/13/2004

Last Revised: 05/22/2006; 5/12/2017

### **8.3—SELECTION AND ASSIGNMENT**

The Flippin School System shall maintain a staff of employees who are not certified by the State Department of Education in these necessary non-instructional capacities:

Clerical, Custodial, Food Service, Transportation and Maintenance.

These employees shall perform those necessary duties as are stipulated by the Superintendent of Schools.

**SELECTION:** It shall be the duty of the Superintendent of Schools with the assistance of the appropriate supervisor or department head to recommend the employment of the individual member of the non-instructional staff to the Board of Education for approval and employment.

**ASSIGNMENT:** The Superintendent shall consider as far as is possible the wishes of employees in placement and assignment in making building assignments or non-instructional personnel. Employees may be assigned, reassigned, or transferred by decision of the Superintendent. Hours on duty for each employee are determined by the Superintendent of Schools or the supervisor of the department.

All employees shall have the privilege of resigning from the school system upon thirty (30) days notice.

Job Problems – See section 8.19

Date Adopted: 09/13/2004

## **8.4— CLASSIFIED EMPLOYEES DRUG TESTING**

### **Definitions**

“Clearinghouse” means the Federal Motor Carrier Safety Administration Commercial Driver's License Drug and Alcohol learning house.

“Database” means the Commercial Driver Alcohol and Drug Testing Database of the Office of Driver Services of the Arkansas Department of Finance and Administration.

“Safety-sensitive function” includes:

- a. All time spent inspecting, servicing, and/or preparing the vehicle;
- b. All time spent driving the vehicle;
- c. All time spent loading or unloading the vehicle or supervising the loading or unloading of the vehicle; and
- d. All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

“School Bus” is a motorized vehicle that meets the following requirements:

1. Is designed to carry more than ten (10) passengers;
2. Is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District; and
3. Is operated for the transportation of students from home to school, from school to home, or to and from school events.<sup>1</sup>

### **Scope of Policy**

Each person hired for a position that allows or requires the employee to operate a school bus shall meet the following requirements:

1. The employee shall possess a current driver's license authorizing the individual to operate the size school bus the individual is being hired to drive<sup>2</sup>;
2. Have undergone a physical examination, which shall include a drug and alcohol test,<sup>3</sup> by a licensed physician or advanced practice nurse within the past two years; and
3. A current valid certification of school bus driver in service training.<sup>4</sup>

Each person's initial employment for a job entailing a safety-sensitive function is conditioned upon:

- The district receiving a negative drug test result for that employee;<sup>45</sup>
- The employee submitting an electronic authorization through the Clearinghouse for the District to run a full query of the employee's information in the Clearinghouse; and
- The employee's signing a written authorization for the District to request information from:
  - The Database;<sup>56</sup> and
  - Any U.S. Department of Transportation regulated employers who have employed the employee during any period during the two (2) years prior to the date of the employee's application.

## **8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)**

All employees who perform safety-sensitive functions shall annually<sup>67</sup> submit a written authorization for the District to conduct a limited query of the employee's information from the Clearinghouse. The District shall perform a limited query of all employees who perform safety-sensitive functions at least once each school year. If the District's limited query of the Clearinghouse shows that information exists in the Clearinghouse that may prohibit the employee from performing safety-sensitive functions, the District shall conduct a full query of the Clearinghouse on the employee within twenty-four (24) hours of conducting the limited query. If the District is unable to conduct a full query within twenty-four (24) hours due to the twenty-four (24) hours falling on a weekend, holiday, or other day the District is closed or due to the failure of the employee to authorize the District to receive information resulting from the full query of the Clearinghouse, the employee shall not be permitted to perform any safety-sensitive function until the District conducts the full query and the results confirm that the employee's Clearinghouse record contains no prohibitions on the employee performing safety-sensitive functions.

### **Methods of Testing**

The collection, testing methods and standards shall be determined by the agency or other medical organizations chosen by the School Board to conduct the collection and testing of samples. The drug and alcohol testing is to be conducted by a laboratory certified pursuant to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities. ("Mandatory Guidelines for Federal Workplace Drug Testing Programs").

### **Requirements**

Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing work and/or any time they are performing a safety-sensitive function. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to:

1. Random tests;
2. Testing in conjunction with an accident;
3. Receiving a citation for a moving traffic violation; and
4. Reasonable suspicion.

### **Prohibitions**

- A. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;

## **8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)**

- B. No driver shall use alcohol while performing safety-sensitive functions;
- C. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;
- D. No driver required to take a post-accident alcohol test under # 2 above shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first;
- E. No driver shall refuse to submit to an alcohol or drug test in conjunction with # 1, 2, and/or 4 above;
- F. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when using any controlled substance, except when used pursuant to the instructions of a licensed medical practitioner who, with knowledge of the driver's job responsibilities, has advised the driver that the substance will not adversely affect the driver's ability to safely operate his/her vehicle. It is the employee's responsibility to inform his/her supervisor of the employee's use of such medication;
- G. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Violation of any of these prohibitions may lead to disciplinary action being taken against the employee, which could include termination.

### **Testing for Cause**

Drivers involved in an accident in which there is a loss of another person's life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved: 1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or 2) one or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

### **Refusal to Submit**

Refusal to submit to an alcohol or controlled substance test means that the driver

- Failed to appear for any test within a reasonable period of time as determined by the employer consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a urine specimen for any required drug test;
- Failed to provide a sufficient amount of urine without an adequate medical reason for the failure;

## **8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)**

- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

School bus drivers should be aware that refusal to submit to a drug test when the test is requested based on a reasonable suspicion can constitute grounds for criminal prosecution.

### **Consequences for Violations**

Drivers who engage in any conduct prohibited by this policy, who refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety-sensitive functions. Actions regarding their continued employment shall be taken in relation to their inability to perform these functions and could include termination of their contract of employment.<sup>9</sup>

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol or controlled substances shall not be allowed to perform or continue to perform safety-sensitive functions if they exhibit those signs during, just preceding, or just after the period of the work day that the driver is required to be in compliance with the provisions of this policy. This action shall be based on specific, contemporaneous, articulable observations concerning the behavior, speech, or body odors of the driver. The Superintendent or his/her designee shall require the driver to submit to “reasonable suspicion” tests for alcohol and controlled substances. The direction to submit to such tests must be made just before, just after, or during the time the driver is performing safety-sensitive functions. If circumstances prohibit the testing of the driver the Superintendent or his/her designee shall remove the driver from reporting for, or remaining on, duty for a minimum of twenty-four (24) hours from the time the observation was made triggering the driver’s removal from duty.

If the results for an alcohol test administered to a driver is equal to or greater than 0.02, but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for a period not less than twenty-four (24) hours from the time the test was administered. Unless the loss of duty time triggers other employment consequence policies, no further other action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

### **Reporting Requirements**

The District shall report the following information about an employee who performs safety-sensitive functions to the Clearinghouse by the close of the third (3rd) business day following the date the District obtained the information:<sup>10</sup>

1. An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;

## 8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)

2. A negative return-to-duty test result;
3. A refusal to take an alcohol test;
4. A refusal to test determination; however, if the refusal to test determination is based on the employee's admission of adulteration or substitution of the specimen, the District shall only report the admissions made to the specimen collector; and
5. A report that the driver has successfully completed all follow-up tests as prescribed in the Substance Abuse Professional report.

The District shall report the following violations for an employee who performs safety-sensitive functions by the close of the third (3rd) business day following the date the District obtains actual knowledge of:<sup>11</sup>

1. On-duty alcohol use;
2. Pre-duty alcohol use;
3. Alcohol use following an accident; and
4. Controlled substance use.

**Notes:** You are required to give drivers a copy of the procedures that will be used in the testing for drugs and alcohol. If you are following your own policy in this regard give your drivers a copy of that policy, if you're using a drug testing company to administer the tests give your drivers a copy of the test administration procedures.

You are required to provide your drivers the name of the person you have designated to answer your drivers questions about the materials you give them regarding drug and alcohol testing. You are also required to give your employees "information pertaining to the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Give a copy of this policy to your drivers.

Have your drivers sign an acknowledgement that they have received all of the information contained in this policy and these footnotes.

<sup>1</sup> Students are not required to be transported on a school bus as long as the transporting vehicle is not scheduled for a regularly occurring route or takes a route that contains frequent stops to pick up or drop off students.

<sup>2</sup> The level of driver's license the employee is required to have is determined by the seating capacity or weight of the vehicle. There are vehicles that meet the definition of a school bus but do not require that the employee hold a commercial driver's license in order to operate the vehicle; however, any school bus that meets one of the following must be driven by an individual with a commercial driver's license:

- a. Combination Vehicle (Group A)—having a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or

## 8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)

- b. Heavy Straight Vehicle (Group B)—having a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), whichever is greater; or
- c. Small Vehicle (Group C) that does not meet Group A or B requirements but that either:
  - Is designed to transport 16 or more passengers, including the driver; or
  - Is of any size and is used in the transportation of hazardous materials.

<sup>3</sup> You have the option of also requiring an alcohol test, but you may not selectively require it, i.e. if you require it for one prospective employee you must require it for all prospective employees.

<sup>4</sup> A.C.A. § 6-19-108(f) requires extracurricular trips be made only by certified bus drivers who have a valid proof of in service training certification

<sup>5</sup> While A.C.A. § 6-19-108(e) permits a district to hire a non-certified bus driver in an emergency situation, 49CFR382.301 forbids a first time driver (employee) from performing any safety sensitive functions prior to the district receiving a negative drug test for the employee. Therefore, ASBA advises not hiring a bus driver under A.C.A. § 6-19-108(e) until he/she has had a negative drug/alcohol test.

<sup>6</sup> While the provisions for fines contained in A.C.A. § 27-23-209 do not apply to school districts, school districts are still required to comply with this law. It is for this reason, along with simple prudence in not hiring a person who receives a positive drug/alcohol test, that this language is included. The request for information required by the state is in addition to the federal requirement (49 C.F.R. § 40.25(a)(b)) that you request drug and alcohol test results from any U.S. Department of Transportation regulated employers who have employed the employee during any period during the two (2) years prior to the date of the employee's application.

<sup>7</sup> You may choose to have an employee submit a written authorization that is valid for a specific number of years instead of on an annual basis.

<sup>8</sup> Employers are required to report to the Office of Driver Services of the Revenue Division of the Department of Finance and Administration within three (3) business days the results of an alcohol test if it was performed due to cause or as part of random testing and the results were positive or the employee refused to provide a specimen for testing.

<sup>9</sup> The drivers required to have a teaching license as a prerequisite for their job are covered by Policy 3.7. Federal law requires you to remove them from safety-sensitive functions when a drug or alcohol related problem exists, but does not enter into the realm of dismissing them from their teaching duties. Bus drivers who are not also teaching licensed personnel are covered under this policy and may be dealt with given the specific provisions of their employment. ASBA recommends that licensed employees who are hired for driving a bus in addition to their teaching responsibilities be hired under separate contracts for each position.



## 8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)

<sup>10</sup> When submitting a report, you are required to include all of the following information, as applicable, and provide a copy of the submitted information to the employee, which the employee should sign off on having received:

- a. The reason for the test;
- b. Employee's name, date of birth, and CDL number and State of issuance;
- c. District name, address, and USDOT number;
- d. Date of the test;
- e. Date the result was reported; and
- f. Test result, which must be one of the following:
  - Negative, which is only required for return-to-duty tests;
  - Positive; or
  - Refusal to take a test, which shall include the following additional documentation for an employee's refusal to take a test due to the employee's failure to appear for the test:
    - Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the employee was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
    - Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
    - Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, showing that the C/TPA reporting the violation was designated as a service agent for an employer who employs himself/herself as a employee performing safety-sensitive functions when the reported refusal occurred (if applicable); and
- g. Documentation, including a certificate of service or other evidence, showing that the District provided the employee with all documentation reported under paragraphs (a) through (f) above.

<sup>11</sup> When submitting a report, you are required to include all of the following information, as applicable, and provide a copy of the submitted information to the employee, which the employee should sign off on having received:

- a. Employee's name, date of birth, CDL number and State of issuance;
- b. District name, address, and USDOT number;
- c. Date the District obtained actual knowledge of the violation;
- d. Witnesses to the violation, if any, including contact information;
- e. Description of the violation;
- f. Evidence supporting each fact alleged in the description of the violation, which may include, but is not limited to:
  - Affidavits;
  - Photographs;
  - Video or audio recordings;
  - Employee statements unless the admission is made in conformity with the District's written employer voluntary self-identification program or policy;
  - Correspondence; or
  - Other documentation; and
- g. A certificate of service or other evidence showing that the District provided the employee with all information reported under paragraphs (a) through (f) above.

## **8.4— CLASSIFIED EMPLOYEES DRUG TESTING (Cont.)**

This policy is similar to Policy 3.7. If you change this policy, review 3.7 at the same time to ensure applicable consistency between the two.

Legal Reference:   A.C.A. § 6-19-108  
                          A.C.A. § 6-19-119  
                          A.C.A. § 27-23-201 et seq.  
                          49 C.F.R. § 382-101 – 605  
                          49 C.F.R. § part 40  
                          49 C.F.R. § 390.5  
                          Arkansas Division of Academic Facilities and Transportation  
                          Rules Governing Maintenance and Operations of Arkansas Public  
                          School Buses and Physical Examinations of School Bus Drivers

Date Adopted: 09/13/2004

Last Revised: 12/17/2007; 2/18/2014; 1/23/2015; 2/11/2020; 5/26/2021; 5/2/2025

## **8.5— CLASSIFIED EMPLOYEES SICK LEAVE**

### **Definitions**

1. “Employee” is an employee of the District working twenty (20) or more hours per week who is not required to have a teaching license as a condition of his employment.
2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. “Excessive Sick Leave” is absence from work, whether paid or unpaid, that exceeds twelve (12) days in a contract year for an employee and that is not excused pursuant to: District policy; the Family Medical Leave Act; a reasonable accommodation of disability under the American’s With Disabilities Act; or due to a compensable Workers’ Compensation claim.
4. “Grossly Excessive Sick Leave” is absence from work, whether paid or unpaid, that exceeds ten percent (10%) of the employee’s contract length and that is not excused pursuant to: District policy; the Family Medical Leave Act; a reasonable accommodation of disability under the American’s With Disabilities Act; or due to a compensable Workers’ Compensation claim
5. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one (1) day of sick leave per month worked.
6. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of one hundred twenty (120) days accrued from previous contract, but not used. Accumulated sick leave also includes the sick leave transferred from an employee’s previous public school employment.<sup>2</sup>
7. “Immediate family” means an employee’s spouse, child, parent, or any other relative provided the other relative lives in the same household as the employee.

### **Sick Leave**

The principal has the discretion to approve sick leave for an employee to attend the funeral of a person who is not related to the employee, under circumstances deemed appropriate by the principal.

Employees who are adopting or seeking to adopt a minor child or minor children may use up to fifteen (15) sick leave days in any school year for absences relating to the adoption, including time needed for travel, time needed for home visits, time needed for document translation, submission or preparation, time spent with legal or adoption agency representatives, time spent in court and bonding time.

## **8.5— CLASSIFIED EMPLOYEES SICK LEAVE (Cont.)**

See also, 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE, which also applies. Except for bonding time, documentation shall be provided by the employee upon request.<sup>3</sup>

Pay for sick leave shall be at the employee's daily rate of pay, which is that employee's hourly rate of pay times the number of hours normally worked per day. Absences for illness in excess of the employee's accumulated and current sick leave shall result in a deduction from the employee's pay at the daily rate as defined above.

Each employee who misses five (5) or more consecutive days because of illness or accident must submit a doctor's statement or verification. Request may be made by the administration after two (2) days absence.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE the District may require a written statement from the employee's physician documenting the employee's illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

If the employees absences disciplinary action may be taken against the employee, which could include termination of the contract of employment. The superintendent shall have the authority when making a determination to consider the totality of the circumstances surrounding the absences and their impact on district operations

Excessive absenteeism, whatever the cause, to the extent that the employee is not carrying out his assigned duties to the degree that the education of students or the efficient operation of a school or the District is substantially adversely affected (at the determination of the principal or Superintendent) may result in dismissal.

Any accumulated personal leave days above five (5) will automatically roll into sick leave. Any accumulated personal leave days will be transferred to an employee's sick leave upon retirement or the employee's transfer to another District. Cross Reference: Policy 8.7 & 3.8

Payment of \$10.00 per day shall be made to classified personnel for each day of sick leave not used during the current year. Prior year/years accumulated days are not included in this policy. Retiring staff will be paid for unused sick days at current substitute pay rate for their position upon notification from the Arkansas Teacher Retirement System. (Effective 2001-2002 school year)

### **Sick Leave and Family Medical Leave Act (FMLA) Leave**

When an employee takes sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability<sup>3</sup> determination.

## 8.5— CLASSIFIED EMPLOYEES SICK LEAVE (cont.)

If the employee is eligible for FMLA leave and if the leave qualifies under the FMLA, the District will notify the employee in writing, of the decision within five (5) workdays. If the circumstances for the leave as defined in policy 8.23— CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE don't change, the District is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave within any applicable twelve (12) month period. To the extent the employee has accumulated sick leave, any sick leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave including once an employee exhausts his/her accumulated sick leave, vacation or personal leave. See 8.23— CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE.

### Sick Leave and Outside Employment

Sick leave related absence from work (e.g. sick leave for personal or family illness or accident, Workers Comp, and FMLA) inherently means the employee is also incapable of working at any source of outside employment. Except as provided in policy 8.36, if an employee who works a non-district job while taking district sick leave for personal or family illness or accident, Workers Comp, or FMLA shall be subject to discipline up to and including termination.

**Notes:** Mirror Policy - 3.8. This policy is similar to Policy 3.8. If you change this policy, review 3.8 at the same time to ensure applicable consistency between the two.

<sup>1</sup> For classified employees, your District has the choice of crediting sick leave days up front as is done for licensed employees, or of crediting sick leave at the rate of one (1) day per month worked. Choose your method and delete the portion of this sentence that doesn't reflect your choice.

<sup>2</sup> A.C.A. § 6-17-1206(b)(2) requires that leave transferred from prior public school employment be used first. In addition, 1206(b)(3) requires that the leave, if any remains, be included in the total count of accumulated sick leave if the district pays out unused sick leave upon retirement. While the statute only applies to licensed employees, we have included the language here for consistency.

<sup>3</sup> This paragraph is optional. Leave for adoption is protected by FMLA, but FMLA leave is unpaid unless otherwise provided for in policy. By including this paragraph, you would allow the employee to receive sick leave pay for the days missed during the adoption process. If you choose to include it, select the number of days of sick leave an employee may use annually for the adoption/bonding process (fifteen (15) is not a required number of days).

## **8.5— CLASSIFIED EMPLOYEES SICK LEAVE (cont.)**

<sup>4</sup> As used in this policy, “applicable” is a very important word. Some leave taken under FMLA also applies to sick leave and therefore, the employee will get paid for the leave to the extent the employee has accumulated sick leave. Other leave taken under FMLA is not applicable to sick leave and therefore the FMLA leave is unpaid unless vacation or personal leave is available. For instance, “applicable leave” in terms of time taken under FMLA due to the birth of a child will vary depending on the language in your District’s policy on sick leave.

For instance, if sick leave may be taken “for reason of personal illness or illness in the immediate family” (based on the statutory definition in 6-17-1302, and an employee gives birth to a child, she may take sick leave for the amount of time that her personal physician deems it necessary for her to physically recover from childbirth. Once the medically necessary time has passed, sick leave is no longer appropriate and cannot be used. While under the FMLA, the employee could take additional time off work, she would need to take unpaid FMLA leave for this purpose, unless she had personal days or vacation days available. However, if your District has a much more liberal definition of sick leave in District policy, the results could be entirely different. Another example would be the potential for overlap between pregnancy complications that arise to the level of a “serious health condition.” For instance, pregnancy complications that rose to the level of a “serious health condition” would qualify for both, while missing work for a dentist’s appointment would qualify for sick leave, but would not qualify for FMLA leave. Consult policy 8.23— CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE when making the determination of what sick leave qualifies under both policies. It may also be helpful to consult 29 CFR 825. 113, 114 , and 115 which are available by calling the ASBA office.

Cross Reference:     8.12—CLASSIFIED PERSONNEL OUTSIDE  
                                 EMPLOYMENT  
                                 8.23— CLASSIFIED PERSONNEL FAMILY MEDICAL  
                                 LEAVE Mirror Policy -3.8  
                                 8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES  
                                 AND WORKERS’ COMPENSATION

Legal References:     A.C.A. § 6-17-1301 et seq.  
                                 29 USC §§ 2601 et seq.  
                                 29 CFR 825.100 et seq.

Date Adopted: 9/13/2004

Last Updated: 9/25/2006; 10/27/2008; 6/27/2011; 07/27/2012; 1/24/2013; 2/18/2014;  
4/17/2015;1/8/2016; 5/2/2025

## **8.5a - ABSENCE – NOTIFICATION**

If a staff member is absent or needs to leave campus early, that employee must contact their immediate supervisor before the workday begins or before they leave campus.

Date Adopted: 09/06/2005

## **8.6— DONATION OF SICK LEAVE DAYS**

Donation of sick leave days may be granted upon request by any employee who works more than 20 hours per week. Donation days must be approved by immediate supervisor and superintendent.

Donated sick leave is not a sick leave “pool”, rather a voluntary gift from one employee with accumulated days of sick leave to another employee who has exhausted his or her accumulated sick leave days.

This process will involve a lateral transfer of a designated number of sick leave days between employees as decided by the giver. The given days would not go into a pool to be accessed by any other employee. The intent of the policy is to allow employees to help their fellow employees in times of need.

Any employee has the right to request from the board additional sick days when all their days have been exhausted, if other employees are willing to donate days to them.

No employee shall receive more than 120 days of donated sick leave during his or her time of employment with the Flippin School District. (Effective 07/01/99)

Date Adopted: 09/13/2004

### **Spousal Donations**

District employees who are a legally married couple are eligible to utilize each other's sick leave. Written permission must be received for each day of donated sick leave. If the employees are paid at different rates of pay, the lesser rate of pay shall be used for the purpose of the donated sick leave days.<sup>1</sup>

## **8.6b---CLARIFICATION OF ABSENTEE POLICY**

All employees will abide by the following guidelines concerning absenteeism.

The school day will consist of a schedule, for calculating purposes only, from 7:30 a.m. to 3:15 p.m.

Employees must fill out a "REQUEST FOR LEAVE" form when an advance notice of an absence is pending for all types of absences including sick, personal and professional leave. The employee will not need to sign out in the office for these approved absences. Those employees needing to leave the campus for a short time during the working hours but not requiring a substitute must notify the office or administrator and sign out in the office. This leave is not recorded as an absence. If an employee needs to leave at the end of the day before the buses leave, they must fill out a request for leave. If the employee can wait until after the buses leave, they must notify the respective administrator for approval and sign out in the office with no absence penalty, unless the absences become abused.

Employees who are absent must fill out an "EMPLOYEE ABSENCE REPORT" form which must then be signed by the employee, principal, and superintendent.

Partial day absences on the reports will be used to calculate absences in fifteen (15) minute intervals, and the cumulative totals recorded in the data base used by the district treasurer.

Date Adopted: 9/13/2004



## **8.7— CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE**

### **PERSONAL LEAVE**

For the District to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The District acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time employee shall receive two (2) days of personal leave per contract year. The leave may be taken in increments of no less than one hour.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions which are related to their job duties and do not qualify for other types of leave (Sick Leave or Professional Leave). School functions, for the purposes of this policy, means: Athletic or academic events related to a public school District; and meetings and conferences related to education.

The determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Any employee desiring to take personal leave may do so by making a written request to his supervisor at least two (2) days prior to the time of the requested leave. The two-day requirement may be waived by the supervisor when the supervisor deems it appropriate. These days cannot be used the first two weeks of school, or the last two weeks of school, or a day preceding or following a school vacation, except in the case of an emergency approved by the Superintendent.

Employees who fail to report to work when their request for a personal day has been denied or who have exhausted their allotted personal days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in medical emergencies) and/or as permitted by policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE) from their immediate supervisor. Failure to report to work without having received permission to be absent is grounds for discipline, up to and including termination.

## **8.7— CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE**

Personal Days may be accumulated. No more than five (5) days may be used in one year and no more than five (5) days may be carried over to the next year. Any accumulated personal leave days above five (5) will automatically roll into sick leave. Any accumulated personal leave days will be transferred to an employee's sick leave upon retirement or the employee's transfer to another District. (Cross reference: Policy 8.5 & 3.8)

Note: Please note that the provisions of A.C.A. § 21-4-216, which gives state employees eight (8) hours of paid leave to attend their children's school educational activities, ~~does~~ do **NOT** apply to public school employees.

Legal Reference: A.C.A. § 6-17-211

Date Adopted: 9/13/2004

Last revised: 12/17/2007; 10/27/2008; 1/8/2016

## **8.8—CLASSIFIED PERSONNEL RESPONSIBILITIES IN DEALING WITH SEX OFFENDERS ON CAMPUS**

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime), and Level 4 sex offenders having the most restrictions (highest likelihood of committing another sex crime).

While Levels 1 and 2 place no restrictions prohibiting the individual's presence on a school campus, Levels 3 and 4 have specific prohibitions. These are specified in Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) and it is the responsibility of District staff to know and understand the policy and, to the extent requested aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

It is the intention of the board of directors that District staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. Each school's administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.

Notes: This policy is similar to Policy 3.12. If you change this policy, review 3.12 at the same time to ensure applicable consistency between the two. \* For example, if a sex offender parent will arrive for conferences at the same time as other parents, staff should escort additional parents to their student's classroom, not just the sex offender parent. All principals, designees, and school employees who will or may have contact with the sex offender parents shall be required to keep confidential both the sex offender status and sex offender accommodations made for a parent.

Cross Reference: 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Legal Reference: A.C.A. § 5-14-132  
A.C.A. § 12-12-913 (g) (2)  
Division of Elementary and Secondary Education Guidelines for "Megan's Law"

Date Adopted: 12/17/2007 (New)

Last Revised: 10/27/2008 (Legal referenced changed); 5/23/2019

## **8.9—PUBLIC OFFICE – CLASSIFIED PERSONNEL**

An employee of the District who is elected to the Arkansas General Assembly or any elective or appointive public office (not legally constitutionally inconsistent with employment by a public school District) shall not be discharged or demoted as a result of such service.

No sick leave will be granted for the employee's participation in such public office. The employee may take personal leave or vacation (if applicable), if approved in advance by the Superintendent, during his absence.

Prior to taking leave, and as soon as possible after the need for such leave is discerned by the employee, he must make written request for leave to the Superintendent, setting out, to the degree possible, the dates such leave is needed.

An employee who fraudulently requests sick leave for the purpose of taking leave to serve in public office may be subject to discipline, up to and including termination.

Note: This policy is similar to Policy 3.13. If you change this policy, review 3.13 at the same time to ensure applicable consistency between the two.

Cross Reference: Policy # 8.17—Classified Personnel Political Activity

Legal Reference: A.C.A. § 6-17-115

Date Adopted: 9/13/2004

Last Revised: 5/2/2025

## **8.10—JURY DUTY – CLASSIFIED PERSONNEL**

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor.

The employee must present the original (not a copy) of the summons to jury duty to his supervisor in order to confirm the reason for the requested absence.

Employees shall receive their regular pay from the District while serving jury duty, and shall reimburse the District from the stipend they receive for jury duty, up to, but not to exceed, the cost of the substitute hired to replace the employee in his/her absence.<sup>1</sup>

**Notes:** This policy is similar to Policy 3.14. If you change this policy, review 3.14 at the same time to ensure applicable consistency between the two.

<sup>1</sup> This sentence is totally optional. Please note that public employees are exempt by law from jury duty recovery fees. Since school employees are not state employees, the law does not apply, but you may be asked about it by an employee.

Legal Reference: A.C.A. § 16-31-106

Date Adopted:  
Last Revised: 4/26/2010

## **8.11--OVERTIME, COMPTIME, and COMPLYING WITH FLSA**

The Flippin School District shall comply with those portions of the Fair Labor Standards Act (FLSA) that relate to the operation of public schools. The (FLSA) requires that covered employees receive compensation for each hour worked at greater than or equal to the applicable minimum wage for workweeks of less than or equal to forty (40) hours.<sup>A</sup> It also requires that employees be compensated for workweeks of greater than forty (40) hours at one and a half (1 ½) times their regular rate of pay either monetarily or through compensatory time off<sup>C</sup>.

### **Definitions**

“Covered Employees” (also defined as non-exempt employees) are those employees who are not exempt, generally termed classified, and include bus drivers, clerical workers, maintenance personnel, custodians, transportation workers, receptionists, paraprofessionals, food service workers, secretaries, and bookkeepers

“Exempt Employees” are those employees who are not covered under the FLSA. because the employee’s <sup>1,D</sup>

- A. Primary job duties are considered to be exempt eligible due to being administrative or professional in nature. Examples include teachers, counselors, registered nurses, and supervisors; and
- B. Salary meets or exceeds a minimum weekly/annual amount.  
Any employee who is unsure of their coverage status should consult with the District’s Administration.

“Overtime” is hours worked in excess of forty (40) per workweek. Compensation given for hours **not** worked such as for holidays or sick days do **not** count in determining hours worked per workweek.<sup>E</sup>

Regular Rate of Pay includes all forms of remuneration for employment<sup>2</sup> and shall be expressed as an hourly rate.<sup>F</sup> For those employees previously paid on a salary basis, the salary shall be converted to an hourly equivalent. Employees shall be paid for each and every hour worked.

“Straight time pay” is the amount of hourly compensation an employee receives for each hour worked during that week.

“Workweek” is the seven day consecutive period of time from 12:00AM on Sunday to midnight on the following Saturday.<sup>3</sup> Each workweek is independent of every other workweek for the purpose of determining the number of hours worked and the remuneration entitled to by the employee for that week.<sup>G</sup>

### **Employment Relationships**

The District does not have an employment relationship in the following instances:

1. Between the District and student teachers;
2. Between the District and its students;

## **8.11--OVERTIME, COMPTIME, and COMPLYING WITH FLSA (cont.)**

3. Between the District and individuals who as a public service volunteer or donate their time to the District without expectation or promise of compensation.

The District does not have a joint employment relationship in the following instances.

- a. Between the District and off-duty policemen or deputies who are hired on a part-time basis for security purposes or crowd control. The District is separate from and acts independently of other governmental entities.
- b. Between the District and any agency contracted with to provide transportation services, security services, substitute teachers or other temporary employees, or other services.

### **Hours Worked**

Employees shall be compensated for all the time they are required to be on duty<sup>H</sup> and shall be paid for all hours worked each workweek. Employees shall accurately record the hours they work each week.<sup>I</sup>

The District shall determine the manner to be used by employees to accurately record the hours they work. Each employee shall record the exact time they commence and cease work including meal breaks. Employees arriving early may socialize with fellow workers who are off the clock, but shall not commence working without first recording their starting time.<sup>J</sup>

Each employee is to personally record his or her own times. Any employee who signs in or out (or who punches a time clock) for another employee or who asks another employee to do so for him or her will be dismissed.

Employees whose normal workweek is less than forty (40) hours and who work more than their normal number of hours in a given workweek may, at the District's option, be given compensatory time for the hours they worked in excess of their normal workweek in lieu of their regular rate pay. Compensatory time given in this manner shall be subject to the same conditions regarding accumulation and use as compensatory time given in lieu of overtime pay.

### **Breaks and Meals**

Each employee working more than twenty (20) hours per week shall be provided two, paid, fifteen (15) minute duty free breaks per workday.<sup>K</sup>

Meal periods that are less than thirty (30) minutes in length or in which the employee is not relieved of duty are compensable. Employees with a bona fide meal period shall be completely relieved of their duty to allow them to eat their meal which they may do away from their work site, in the school cafeteria, or in a break area.

The employee shall not engage in any work for the District during meal breaks except in rare and infrequent emergencies.

## **8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA (Cont.)**

### **Overtime**

Covered employees shall be compensated at not less than one and a half (1.5) times his or her regular rate of pay for all hours worked over forty (40) in a workweek.<sup>M</sup> Overtime compensation shall be computed on the basis of the hours worked in each week and may not be waived by either the employee or the District. Overtime compensation shall be paid on the next regular payday for the period in which the overtime was earned.<sup>N</sup>

The rate of overtime pay for employees who work two (2) or more jobs for the District at different rates of pay shall be determined by creating a weighted average of the different rates (a.k.a. blended rate).<sup>O</sup> The weighted average will be calculated by multiplying the number of hours worked during that week for each position by the position's rate of pay, combining the resulting amounts for each position (straight time pay), and dividing the straight time pay by the total number of hours the employee worked in that week. The weighted average will then be multiplied by one half (0.5), which will then be multiplied by the number of hours the employee worked that week over forty (40).<sup>5</sup>

Provided the employee and the District have a written agreement or understanding before the work is performed,<sup>P</sup> compensatory time off may be awarded in lieu of overtime pay for hours worked over forty (40) in a workweek and shall be awarded on a one-and-one-half (1 1/2) time basis for each hour of overtime worked.<sup>Q</sup> The District reserves the right to determine if it will award compensatory time in lieu of monetary pay for the overtime worked. The maximum number of compensatory hours an employee may accumulate at a time is twenty (20).<sup>6</sup> The employee must be able to take the compensatory time off within a reasonable period of time that is not unduly disruptive to the District.

An employee whose employment is terminated with the District, whether by the District or the employee shall receive monetary compensation for unused compensatory time. Of the following methods, the one that yields the greatest money for the employee shall be used.

1. The average regular rate received by the employee during the last 3 years of employment, **or**
2. The final regular rate received by the employee.<sup>R</sup>

### **Overtime Authorization**

There will be instances where the District's needs necessitate an employee work overtime. It is the Board's desire to keep overtime worked to a minimum. To facilitate this, employees shall receive authorization from their supervisor in advance of working overtime except in the rare instance when it is unforeseen and unavoidable.

All overtime worked will be paid in accordance with the provisions of the FLSA, but unless the overtime was pre-approved or fit into the exceptions noted previously, disciplinary action shall be taken for failure to follow District policy. In extreme and repeated cases, disciplinary action could include the termination of the employee.



## **8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA (cont.)**

### **Leave Requests**

All covered employees shall submit a leave request form prior to taking the leave if possible. If a request for leave was not possible in advance due to unforeseen or emergency circumstances, the leave form shall be turned in the day the employee returns to work. Unless specifically granted by the Board for special circumstances, the reason necessitating the leave must fall within District policy.

Payment for leave could be delayed or not occur if an employee fails to turn in the required leave form.

Leave may be taken in a minimum of 30 minutes increments.<sup>7</sup>

### **Record Keeping<sup>S</sup> and Postings<sup>T</sup>**

The District shall keep and maintain records as required by the FLSA for the period of time<sup>U</sup> required by the act<sup>8</sup>.

The District shall display minimum wage posters where employees can readily observe them<sup>9</sup>.

### **Cooperation with Enforcement Officials<sup>V</sup>**

All records relating to the FLSA shall be available for inspection by, and District employees shall cooperate fully with, officials from the Department of Labor (DOL) and/or its authorized representatives in the performance of their jobs relating to:

- a. Investigating and gathering data regarding the wages, hours, and other conditions and practices of employment;
- b. Entering, inspecting, and/or transcribing the premises and its records;
- c. Questioning employees and investigating such facts as the inspectors deem necessary to determine whether any person has violated any provision of the FLSA.

Notes: <sup>1</sup> Registered nurses fall under the “Learned Professional” exemption of the FLSA; however, this exemption does not apply to LPNs.

While the DOL removed the bright line rule that a supervisor may not spend more than twenty percent (20%) of work time in a week performing non-supervisory duties, a supervisor must still commit a majority of time to supervisory duties and the higher the percentage of time each week the better.

Except for teachers and other staff whose primary job duties requires the employee to have a valid teaching license, in order for an employee to be an exempt employee under this policy, the Wage and Hour Division of the DOL requires the employee to receive a minimum amount of gross income on a weekly or annual basis. While the DOL released final regulations that included a requirement that starting July 1, 2024 an employee was required to receive a salary of at least eight hundred forty-four dollars (\$844) per week or forty-three thousand eight hundred eighty-eight dollars (\$43,888) annually to be exempt<sup>1</sup>; On January 1, 2025, that an employee would be required to receive a salary of

## 8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA (cont.)

at least one thousand one hundred twenty-eight dollars (\$1,128) per week or fifty-eight thousand six hundred fifty-six dollars (\$58,656) annually to be exempt; and that the U.S. DOL would increase the required salary minimum every three (3) years with the first increase becoming effective on July 1, 2027—, a U.S. Federal District Court in Texas has ruled that the DOL is not allowed to enforce the minimum salary increases or the automatic increases in the future. As a result of the ruling, the minimum salary an employee is required to receive is six hundred eighty-four dollars (\$684) a week or \$35,568 annually to be exempt.

- Legal References:
- A: 29 USC § 206(a), ACA § 6-17-2203
  - B: 29 USC § 207(a)(1), 29 CFR § 778.100
  - C: 29 USC § 207(o), 29 CFR § 553.50
  - D: 29 USC § 213(a), 29 CFR §§ 541 et seq.
  - E: 29 CFR § 778.218(a)
  - F: 29 USC § 207(e), 29 CFR § 778.108
  - G: 29 CFR § 778.105
  - H: 29 CFR §§ 785.9, 785.16
  - I: 29 CFR § 516.2(7)
  - J: 29 CFR §§ 785.1 et seq.
  - K: A.C.A. § 6-17-2205
  - L: 29 CFR §§ 785.19
  - M: 29 USC § 207(a), 29 CFR § 778.100, 29 USC § 207(o), 29 CFR §§ 553.20 – 553.32
  - N: 29 CFR § 778.106
  - O: 29 USC § 207(g)(2), 29 CFR § 778.115
  - P: 29 USC § 207(o)(2)(A), 29 CFR § 553.23
  - Q: 29 CFR § 553.20
  - R: 29 USC § 207(o)(4), 29 CFR § 553.27
  - S: 29 USC § 211(c), 29 CFR §§ 516.2, 516.3, 553.50
  - T: 29 CFR § 516.4
  - U: 29 CFR §§ 516.5, 516.6
  - V: 29 USC § 211(a)(b)

Date Adopted: 9/13/2004

Last Revised: 4/17/2015; 1/8/2016; 6/6/2016; 5/12/2017; 2/11/2020; 6/14/2024; 5/2/2025

## **8.12— CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT**

An employee of the District may not be employed in any other capacity during regular working hours.

An employee may not accept employment outside of his District employment which will interfere, or otherwise be incompatible with the District employment, including normal duties outside the regular work day; nor shall an employee accept other employment which is inappropriate for an employee of a public school.

The Superintendent, or his designee(s), shall be responsible for determining whether outside employment is incompatible, conflicting, or inappropriate.

When a classified employee is additionally employed by the District by a contract for a second classified position or to perform supplementary duties for a stipend or multiplier, the duties, expectations, and obligations of the primary position employment contract shall prevail over all other employment duties unless the needs of the district dictate otherwise. If there is a conflict between the expectations of the primary position and any other contracted position, the employee shall notify the employee's building principal as far in advance as is practicable. The Building principal shall verify the existence of the conflict by contacting the supervisor of the secondary contracted position. The building principal shall determine the needs of the district on a case-by-case basis and rule accordingly. The principal's decision is final with no appeal to the Superintendent or the School Board. Frequent conflicts or scheduling problems could lead to the non-renewal or termination of the conflicting contract of employment or the contract to perform the supplementary duties.

For employees who work two or more jobs for the District, the superintendent or designee shall specify which is the employee's primary job. If circumstances change, the determination can be changed to reflect the current needs of the District. Furthermore, if on any given day, one of the employee's jobs requires more hours worked than is customary, the District reserves the right to lessen the number of hours the employee may work in his/her other job such that the employee does not exceed forty (40) hours worked in that week.<sup>1</sup>

### **Sick Leave and Outside Employment**

Sick leave related absence from work (e.g. sick leave for personal or family illness or accident, Workers Comp, and FMLA) inherently means the employee is also incapable of working at any source of outside employment. Except as provided in policy 8.26, if an employee who works a non-district job while taking district sick leave for personal or family illness or accident, Workers Comp, or FMLA shall be subject to discipline up to and including termination.

## 8.12— CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT (cont.)

**Notes:** This policy is similar to Policy 3.18. If you change this policy, review 3.18 at the same time to ensure applicable consistency between the two.

<sup>1</sup> The fact that a district may reduce an employee's hours for one job due to extra hours being worked in the employee's second job does NOT permit the district to require the same duties in the reduced hours job, but merely pay for it to be done in fewer hours. Please also note that districts are obligated under the Fair Labor Standards Law (FLSA) (see policy 8.11) to pay every hourly employee (other than those few classified employees who meet FLSA's definition of "supervisor") for every minute worked. Classified employees' wages have to be based on an hourly wage even if paid as a salary; there are methods for determining the "blended" rate for employees working more than forty (40) hours in a week who are paid on the basis of more than one hourly wage. These requirements also apply to the calculation of stipends.

Cross References:   8.5—CLASSIFIED EMPLOYEES SICK LEAVE  
                          8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE  
                          8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES  
                          AND WORKERS' COMPENSATION

Legal Reference:    A.C.A. § 6-24-106, 107, 111

Date Adopted: 09/13/2004

Last Revised: 2/18/2014; 5/2/2025

## **8.13— CLASSIFIED PERSONNEL EMPLOYMENT**

All prospective employees must fill out an application form provided by the District, in addition to any resume provided, all of the information provided is to be placed in the personnel file of those employed.

If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal. . In particular, it will be considered a material misrepresentation and grounds for termination of contract of employment if an employee's application information is discovered to be other than as was represented by the employee, either in writing on application materials or in the form of representations made to the school district

It is grounds for termination of contract of employment if an employee fails a criminal background check or receives a true report on the Child Maltreatment Central Registry check.<sup>1</sup> All classified employees shall complete, at District expense, a criminal records background check and Child Maltreatment Central Registry check at least one (1) time every five (5) years.

An employee who receives notification of a failure to pass a criminal background check or a true result on the Child Maltreatment Central Registry check shall have thirty (30) days following the notification to submit to the superintendent, or designee, a written request for a hearing before the Board to request a waiver. The written request should include any documentation, such as police reports, or other materials that are related to the event giving rise to the failed background check or true result on the Child Maltreatment Registry as well as information supporting your request for the waiver. Employees requesting a board hearing to request a waiver should be aware that this hearing is subject to the Arkansas Freedom of Information Act and it must be fully open to the public as a result.

Before the superintendent may make a recommendation to the Board that an individual be hired by the District, the superintendent shall check the Arkansas Educator Licensure System to determine if the individual has a currently suspended or revoked teaching license or a current Level 3 or Level 4 public notification of ethics violation. 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. An individual with a current Level 3 or Level 4 public notification of ethics violation shall not be recommended for employment by the District.

If the superintendent finds probable cause that an employee has engaged in sexual misconduct with a minor, then the superintendent or the superintendent's designee shall not provide a favorable recommendation of employment on behalf of the employee.

The District is an equal opportunity employer and shall not discriminate on the grounds of race, color,

## 8.13— CLASSIFIED PERSONNEL EMPLOYMENT (cont.)

religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information <sup>2</sup>.

Inquiries on non discrimination may be directed to: disability (504 coordinator) or all other discriminatory concerns (equity coordinator), who may be reached at 870-453-2270.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

In accordance with Arkansas law<sup>5</sup>, the District provides a veteran preference to applicants who qualify for one of the following categories:

1. a veteran without a service-connected disability;
2. a veteran with a service-connected disability; and
3. a deceased veteran's spouse who is unmarried throughout the hiring process;

For purposes of this policy, "veteran" is defined as:

- a. A person honorably discharged from a tour of active duty, other than active duty for training only, with the armed forces of the United States; or
- b. Any person who has served honorably in the National Guard or reserve forces of the United States for a period of at least six (6) years, whether or not the person has retired or been discharged.

In order for an applicant to receive the veterans preference, the applicant must be a citizen and resident of Arkansas, be substantially equally qualified as other applicants and do all of the following:

1. Indicate on the employment application the category the applicant qualifies for;
2. Attach the following documentation, **as applicable**, to the employment application:
  - Form DD-214 indicating honorable discharge;
  - A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
  - Marriage license;
  - Death certificate;
  - Disability letter from the Veteran's Administration (in the case of an applicant with a service-related disability).

Failure of the applicant to comply with the above requirements shall result in the

## 8.13— CLASSIFIED PERSONNEL EMPLOYMENT (cont.)

applicant not receiving the veteran preference; in addition, meeting the qualifications of a veteran or spousal category does not guarantee either an interview or being hired.

**Notes:** This policy is similar to Policy 3.19. If you change this policy, review 3.19 at the same time to ensure applicable consistency between the two.

A.C.A. § 6-16-1507 requires that earning a high school diploma through the passage of a nationally recognized high school equivalency exam, such as the GED test, be treated the same as the receipt of a high school diploma from an accredited Arkansas secondary school for purposes of employment by a political subdivision of the State of Arkansas, which includes school districts.

<sup>1</sup> An expunged, sealed, or pardoned conviction shall not disqualify a person from employment unless the conviction involves the physical or sexual injury, mistreatment, or abuse of another.

<sup>2</sup> A copy of the non discrimination statement should be included in all district publications unless the publication is intended only for students and parents. Publications intended only for students and parents should include the nondiscrimination clause in Policy 4.11—EQUAL EDUCATIONAL OPPORTUNITY.

<sup>4</sup> Insert the office address, ~~and~~ phone number, and email address to be used to contact the designated position. If you have more than one position designated as set forth in footnote 4, you will need to include a contact number, email address, and office address for each position. The contact number and office address may be the school/district address and phone number. We recommend making the email address specific to the position, such as titleix@districtdomain.org, and having the emails sent to the coordinator's inbox to prevent having to amend the policy due to staff changes.

While 34 C.F.R. § 106.8 requires that an individual be able to submit a report, including by telephone, both inside and outside of business hours, we do not believe that this requires that the Title IX Coordinator must be on-call to receive phone calls at any time; instead, the number provided for individuals to use must allow individuals wanting to report sexual discrimination or sexual harassment to the Title IX Coordinator to be able to leave a voice message for the Title IX Coordinator.

<sup>5</sup> A.C.A. § 21-3-301 et seq., includes public schools in the list of employers required to provide a preference to applicants who qualify for a veteran or a deceased veteran's spouse category when selecting interview candidates, during the interview process, and selecting a new employee.

A.C.A. § 21-3-302 covers the requirements for giving a veteran preference during the application, interview, and hiring processes. The statute does not require districts to use a particular scoring method to demonstrate giving a preference and districts can continue using the system they have previously been using. However, A.C.A. § 21-3-302 and A.C.A. § 21-3-303 require districts be able to demonstrate that any qualifying applicant was given a preference during the entire application, interview, and hiring, processes.

## **8.13— CLASSIFIED PERSONNEL EMPLOYMENT (cont.)**

If a veteran who is not hired requests, the district must provide the veteran with his/her base score, adjusted score, and the successful candidate's score. While there is no statutorily required method, ASBA suggests districts use a numerical scoring rubric for the entire hiring process. The use of such a rubric makes it easy to demonstrate a preference was given as you can point to where qualifying applicants received additional points. Districts that don't use a numerical scoring method are required, upon a veteran's request, to provide all documentation allowed to be released under FOIA to the veteran to demonstrate how the preference was used to develop the list of qualified candidates to be interviewed and to select the person actually hired.

Legal References: Division of Elementary and Secondary Education Rules  
Governing Background Checks  
Division of Elementary and Secondary Education Rules  
Governing the Code of Ethics for Arkansas Educators  
A.C.A. § 6-16-1507  
A.C.A. § 6-16-2001 et seq.  
A.C.A. § 6-17-301  
A.C.A. § 6-17-414  
A.C.A. § 6-17-428  
A.C.A. § 6-17-429  
A.C.A. § 21-3-302  
A.C.A. § 21-3-303  
A.C.A. § 25-19-101 et seq.  
28 C.F.R. § 35.106  
29 C.F.R. part 1635  
34 C.F.R. § 100.6  
34 C.F.R. § 104.8  
34 C.F.R. § 106.8  
34 C.F.R. § 106.9  
34 C.F.R. § 108.9  
34 C.F.R. § 110.25

Date Adopted: 9/13/2004; 6/27/2011

Last Revised: 2/18/2014; 1/23/2015; 4/17/2015; 1/8/2016; 5/12/2017; 1/31/2018; 5/23/2019;  
5/26/2021; 2/3/2022; 5/1/2023; 6/14/2024; 5/2/2025



## **8.14— CLASSIFIED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES**

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervision with the authority to make school approvals), or the appropriate designee of the Superintendent and that the employee's attendance/travel was at the request of the District.

It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval.

Reimbursement claims must be made on forms provided by the District and must be supported by appropriate, original receipts, signed by the employee.

Tips paid by a school employee for meals associated with travel as defined in this policy are reimbursable for up to 15% of the cost of the meal provided the employee submits a receipt for the meal as part of an "accountable plan" for reimbursement .<sup>4</sup> Tips are not allowed if an employee is reimbursed using a "per diem" plan.

The provisions of policy 7.12----EXPENSE REIMBURSEMENT are incorporated by reference into this policy.

[Flippin School District will pay up to the current Coop rate per day for meals. Any amount above this will be the responsibility of the faculty/staff member. The District will pay for hotel expenses according to the rate of the convention hotel for the conference. Anyone who desires to stay at a more expensive hotel will pay the difference at his/her own expense.]

Cross Reference: Policy # 7.12

Date Adopted: 9/13/2004

Date Revised: 2/06/2007; 6/27/2011

## **8.15— CLASSIFIED PERSONNEL USE OF TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEM, AND RELATED PRODUCTS**

Smoking or the use of tobacco, or products containing tobacco in any form, in or on any property owned or leased by the District, including buses or other school vehicles, is prohibited.

Any person violating the provisions of this section shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100).

Violation of this policy by employees shall be grounds for disciplinary action up to, and including, dismissal.

Notes: This policy is similar to Policy 3.21. If you change this policy, review policy 3.21 at the same time to ensure applicable consistency between the two.

Law enforcement officers and employees of a school are immune from civil liability for the confiscation from a minor on school campus or at a school sponsored event of:

- Nicotine, tobacco products, vapor products, alternative nicotine products, e-liquid products, or cigarette papers; or
- A product that the individual reasonably believes to be a vapor product

Legal References: A.C.A. § 6-21-609  
A.C.A. § 20-65-103

Date Adopted: 9/13/2004  
Last Revised: 2/11/2020; 5/2/2025

## **8.16—DRESS OF CLASSIFIED EMPLOYEES**

Employees shall ensure that their dress and appearance are professional and appropriate to their positions.

No blue jeans are to be worn by teachers, paraprofessionals, and clerical staff during the 178 days when students are present unless approved by administration (principal and superintendent).

Date Adopted: 6/25/2001

## **8.17— CLASSIFIED PERSONNEL POLITICAL ACTIVITY**

Employees are free to engage in political activity outside of work hours and to the extent that it does not affect the performance of their duties or adversely affect important working relationships.

It is specifically forbidden for employees to engage in political activities on the school grounds or during work hours. The following activities are forbidden on school property:

1. Using students for preparation or dissemination of campaign materials;
2. Distributing political materials;
3. Distributing or otherwise seeking signatures on petitions of any kind;
4. Posting political materials; and
5. Discussing political matters with students, in or out of the classroom, in other than circumstances appropriate to the employee's responsibilities to the students and where a legitimate pedagogical reason exists.

**Note:** This policy is similar to Policy 3.23. If you change this policy, review 3.23 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 7-1-103  
A.C.A. § 7-1-111

Date Adopted: 9/13/2004  
Last Revised: 2/11/2020

## **8.18— CLASSIFIED PERSONNEL DEBTS**

For the purposes of this policy, "garnishment" of a district employee is when the employee has lost a lawsuit to a judgment creditor who brought suit against a school district employee for an unpaid debt, has been awarded money damages as a result, and these damages are recoverable by filing a garnishment action against the employee's wages. For the purposes of this policy, the word "garnishment" excludes such things as child support, student loan or IRS liens or deductions levied against an employee's wages.

All employees are expected to meet their financial obligations. If an employee writes a "hot" check or has income garnished by a judgment creditor, the superintendent will meet with the employee after a second violation. A third violation may result in dismissal. Each case will be examined individually and extenuating circumstances considered.

**Note:** This policy is similar to Policy 3.24. If you change this policy, review 3.24 at the same time to ensure applicable consistency between the two.

Date Adopted: 9/13/2004  
Date Revised: 2/26/2007; 1/24/2013

## **8.19— CLASSIFIED PERSONNEL GRIEVANCES**

The purpose of this policy is to provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this District.

### **Definitions**

“Employee” means any person employed under a written contract by this school district.

“Grievance” means a claim or concern raised by an individual employee of this school district related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules; federal laws and regulations; state laws and rules; or terms or conditions of employment, raised by an individual employee of this school District. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision. <sup>1</sup> A group of employees who have the same grievance may file a group grievance.

“Group Grievance” means a grievance that may be filed as a group grievance if all of the following criteria are met and the group’s issue is a subject that may be grieved under this policy’s definition of grievance:

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

Simply meeting all of the criteria above alone does not ensure that the subject presented by the group is eligible to be grieved.

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

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

### **Process**

Level One: An employee who believes that he/she has a grievance shall inform that employee’s immediate supervisor that the employee has a potential grievance. Except for a grievance concerning back pay, the employee must inform his/her immediate supervisor of the existence of a potential grievance within five (5) working days of the occurrence of the grievance. The supervisor shall schedule a conference with the employee to hear the employee’s potential grievance that shall be held no later than five (5) working days after the supervisor is informed of the existence of the potential grievance and offer the employee an opportunity to have a witness or representative who is not a member of the employee’s immediate family present at their conference.

## **8.19— CLASSIFIED PERSONNEL GRIEVANCES (Cont.)**

If the grievance is not advanced to Level Two within five (5) working days following the conference, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five (5) working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor.

The supervisor will have ten (10) working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the building principal or, in the event that the employee's immediate supervisor is the building principal, the superintendent.

Level Two (when appeal is to the building principal): Upon receipt of a Level Two Grievance Form, the building principal will have ten (10) working days to schedule a conference with the employee filing the grievance. The principal shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the principal will have ten (10) working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three within five (5) working days from the date of the principal's written response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

Level Two (when appeal is to the superintendent): Upon receipt of a Level Two Grievance Form, the superintendent will have ten (10) working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the superintendent by submitting a copy of the Level Two Grievance Form and the principal's reply to the superintendent within five (5) working days of his/her receipt of the principal's written reply. The superintendent will have ten (10) working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference.

After the conference, the superintendent will have ten (10) working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Directors within five (5) working days of his/her receipt of the Superintendent's written response by submitting a written request for a board hearing to the superintendent.<sup>2</sup>

## **8.19— CLASSIFIED PERSONNEL GRIEVANCES (Cont.)**

If the grievance is not appealed to the Board of Directors within five (5) working days of his/her receipt of the superintendent's written response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. Based on a review of the Level Two Grievance Form and the superintendent's reply, the board shall:

- a. For a grievance filed as an individual, determine if the grievance, on its face, is a subject that may be grieved under district policy.
- b. For a grievance that is filed as a group grievance, review the composition of the group and either:
  - Rule that the group has met the requirements to qualify as a group grievance and then determine whether the matter of the grievance is, on its face, a subject that may be grieved under District policy; or
  - Rule that the composition of the group does not meet the definition of a group grievance under District policy.

If the Board rules that the grievance, whether filed as an individual or as a group, is not a subject that may be grieved, the matter shall be considered closed. If the Board rules that the composition of the group does not meet the definition of a group grievance under District policy, employees who had filed a grievance as part of a group grievance that the Board ruled to not meet the policy's definition of a group grievance may choose to subsequently file an individual grievance by starting with Level One of the process; in such cases, a grievance will be considered to be timely filed if the notification of the employee's supervisor requirement under Level 1 is made within five (5) work days of the Board meeting where the Board ruled that the proposed group grievance did not meet the policy's definition of a group grievance. If multiple employees have filed individual grievances that are of the same nature so that they would meet the definition of a group grievance if they had been filed by a group, then the Board may consolidate the individual grievances that are of the same nature into a group grievance. If the Board consolidates individual grievances that are of the same nature into a group grievance, then the individuals whose grievances were consolidated shall select one (1) or more individuals from among those whose grievances were consolidated to represent the group grievance holders before the Board.

If the Board rules the grievance to be a subject that may be grieved, they shall immediately commence a hearing on the grievance. All parties have the right to representation at the appeal hearing by a person of their own choosing except that no party shall be represented by an individual who is a member of the employee's immediate family. The employee shall have no less than ninety (90) minutes to present his/her grievance, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open to the public, the parent or guardian of any student under the age of eighteen (18) years who gives testimony may elect to have the student's

## **8.19— CLASSIFIED PERSONNEL GRIEVANCES (Cont.)**

given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing. At the conclusion of an open hearing, board deliberations shall also be in open session unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

### **Records**

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

### **Reprisals**

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

**Note:** This policy is similar to Policy 3.25. If you change this policy, review 3.25 at the same time to ensure applicable consistency between the two.

<sup>1</sup> It is important to understand the implications of the language contained in this paragraph. Only matters specified in the first sentence of the paragraph are, in fact, subjects that may be grieved, but that cannot prohibit an employee from filing a grievance which the administration does not deem to be a subject that may be grieved and nonetheless advancing it through the grievance process. Ultimately, it is the board that determines whether or not the matter is actually a subject that may be grieved by comparing the written grievance to the definition of grievance in the grievance policy, and continuing on with the hearing only if the grievance is determined to be within the definition. This is addressed in the “Appeal to the Board of Directors” section.

<sup>2</sup> It is suggested that you date stamp the request for a board hearing upon receipt.

Legal Reference: ACA § 6-17-208, 210

Date Adopted: 09/13/2004;

Last Revised:: 05/22/2006; 12/17/2007; 5/23/2019; 2/11/2020; 5/1/2023

## 8.19F—LEVEL TWO GRIEVANCE FORM - CLASSIFIED

Name: \_\_\_\_\_

Date submitted to supervisor: \_\_\_\_\_

Classified Personnel Policy grievance is based upon:

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Grievance (be specific):

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What would resolve your grievance?

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Supervisor's Response:

Date submitted to recipient: \_\_\_\_\_

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Date Adopted: 09/13/04

**8.19 F**



## **8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT**

The Flippin School District is committed to having an academic and work environment that treats all students and employees with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sex-based harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational and work environment free from sex discrimination and sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- The nature of sexual harassment;
- The District's written procedures governing the complaint grievance process;<sup>1</sup>
- The process for submitting a complaint of sex discrimination or sexual harassment
- That the district does not tolerate sexual harassment;
- That students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

### **Definitions**

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sex discrimination or sex-based harassment.

"Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sex-based harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;<sup>2</sup> or

## **8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (cont.)**

- b. Uses the rejection of unwelcome sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
2. The conduct is:
  - a. Unwelcome; and
  - b. Subjectively and objectively office and so severe, or pervasive, that it limits or denies a person the ability to participate in or benefit from the District's education program or activity based on the totality of the circumstances; or
3. Constitutes:
  - a. Sexual assault;
  - b. Dating violence
  - c. Domestic violence; or
  - d. Stalking.

"Supportive measures" means individualized services that are offered to the complainant or made available to the respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a complaint or where no complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; restrictions on contact between one or more parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; and employees and non-employees.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;

## **8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (cont.)**

- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Treatment based on an individual's pregnancy or pregnancy related conditions;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Employees who believe they have been subjected to sexual harassment are encouraged to submit a report to their immediate supervisor, an administrator, or the Title IX coordinator. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the sexual harassment. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.
- Provide the complainant information on the District's grievance procedures.

### **Supportive Measures**

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - ✚ The identities of the parties involved in the incident, if known;
  - ✚ The conduct allegedly constituting sexual harassment; and
  - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's personnel policies and code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that

## 8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (Cont.)

- party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:
  - Whether obtained from a party or other source;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10)<sup>3</sup> days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10)<sup>3</sup> days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and

## 8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (Cont.)

evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than ten (10) days following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility.

The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's personnel policies or code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's personnel policies or code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or

## **8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (Cont.)**

- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.<sup>4</sup>

For all appeals, the District shall:

- 1. Notify the other party in writing when an appeal is filed;
- 2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
- 3. Implement appeal procedures equally for both parties;
- 4. Ensure that the decision-maker<sup>5</sup> for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- 5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 6. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or

## **8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (Cont.)**

- The extent necessary to provide either party due process during the grievance process.<sup>5</sup>

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a formal complaint of sexual harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Administrative Leave<sup>6</sup>**

The District may place a non-student employee respondent on administrative leave during the pendency of the District's grievance process.

### **Retaliation Prohibited**

Employees who submit a report or file a formal complaint of sexual harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for personnel policy violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

### **Disciplinary Sanctions**

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any employee who is found by the evidence to more likely than not<sup>7</sup> have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Employees who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including termination. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.



## 8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (Cont.)

### Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Notes: <sup>1</sup> 34 C.F.R. § 106.44 **requires** that a district have procedures governing the grievance process and the appeals process to accompany this policy. The procedures are required to cover all of the following:

- Direct that complainants and respondents shall be treated equitably by:
  - Offering supportive measures to the complainant;
  - Completing the District's grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
  - Providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent that are designed to restore or preserve equal access to the District's education program or activity, which may include the same individualized supportive measures;
  - Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence;
  - Provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness;
  - Require that any individual designated by the District as a Title IX Coordinator, investigator, or decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- Indicate that individuals selected by the District as Title IX Coordinators, investigators, and decision-makers have received training on:
  - The definition of sexual harassment;
  - The scope of the District's education program or activity;

## 8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (cont.)

- How to conduct an investigation and the grievance process, including appeals;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant; and
- Issues of relevance to create an investigative report that fairly summarizes relevant evidence;
- Provide the District webpage where the materials used to train the District's Title IX Coordinators, investigators, and decision-makers is located;
- Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process;
- Include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals;<sup>3</sup>
- A process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action, which may include:
  - The absence of a party, a party's advisor, or a witness;
  - Concurrent law enforcement activity; or
  - The need for language assistance or accommodation of disabilities;
- Describe the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility;
- State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard;<sup>7</sup>
- Include the procedures and permissible bases for the complainant and respondent to appeal;
- Describe the range of supportive measures available to complainants and respondents; and
- Indicate that the District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process.

<sup>2</sup> While we have left the language from the definition for sexual harassment from 34 C.F.R. § 106.30 requiring that the sexual conduct with an employee must be "unwelcome" in this policy, we have removed the word "unwelcome" from the student policy as A.C.A § 12-18-103 prohibits sexual conduct between district employees and students regardless of whether the student considers the sexual conduct to be welcome or unwelcome.

## **8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT (Cont.)**

<sup>3</sup> The minimum number of days you are required to provide for the parties to review the evidence is ten (10) days. Make sure that the number of days you include here matches with the time frame included in your procedures governing the grievance process.

<sup>4</sup> As A.C.A. § 6-18-502(c)(1)(B) provides that the superintendent has the authority to “modify the prescribed penalties for a student on a case-by-case basis”, we have left this appeal option in this policy in recognition that an employee may be sexually harassed by a student. 34 C.F.R. § 106.45 requires that either party must have an equal opportunity to appeal for the stated reasons; therefore, both the complainant and respondent have the right to appeal the initial determination-maker’s disciplinary sanctions.

<sup>5</sup> While the Family Educational Rights and Privacy Act (FERPA) ordinarily requires that documents containing information about more than one student be redacted so that a student may only view the portion of the educational record that is relevant to that particular student, 34 C.F.R. § 106.6 provides that FERPA does not apply to the extent necessary to provide due process to both parties involved in the grievance process; this includes allowing either party to review the names of the other party as well as any witnesses who have provided evidence relevant to the investigation.

<sup>6</sup> The language here does not change an individual’s rights under the IDEA, Section 504, or the ADA.

<sup>7</sup> We have opted to use the preponderance of the evidence standard for determination of responsibility. If you choose to use the clear and convincing evidentiary standard instead, change the language here to indicate so and make sure that your procedures indicate so as well. 34 C.F.R. § 106.45 requires that you use the same evidentiary standard for both students and employees.

Cross References: 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT  
4.27—STUDENT SEXUAL HARASSMENT  
5.20—DISTRICT WEBSITE  
7.15—RECORD RETENTION AND DESTRUCTION  
8.13—CLASSIFIED PERSONNEL EMPLOYMENT

Legal References: 20 USC 1681 et seq.  
34 C.F.R. Part 106  
A.C.A. § 6-15-1005  
A.C.A. § 6-18-502  
A.C.A. § 12-18-102

Date Adopted: 9/13/2004; 2/25/2011

Last Revised: 6/27/2011; 1/31/2018/ 6/12/2020; 2/3/2022; 6/14/2024; 5/2/2025

## 8.21— CLASSIFIED PERSONNEL SUPERVISION OF STUDENTS

All District personnel are expected to conscientiously execute their responsibilities to promote the health, safety, and welfare of the District's students under their care. The Superintendent shall direct all principals to establish regulations ensuring adequate supervision of students throughout the school day and at extracurricular activities.

Date Adopted: 09/13/2004

## 8.22— CLASSIFIED PERSONNEL TECHNOLOGY USE POLICY

### Definition

"Technology resources" means:

- The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
- The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;
- Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training;
- The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
- All electronic mail accounts issued by a public entity.

The Flippin School District provides technology resources for any employees, to assist employees in performing work related tasks. Employees are advised that they enjoy **no expectation of privacy** in any aspect of their technology use, including email, and that under Arkansas law, both email and technology use records maintained by the District are subject to disclosure under the Freedom of Information Act. Consequently, no employee or student-related reprimands or other disciplinary communications should be made through email except when specifically authorized by District policy.

Passwords or security procedures are to be used as assigned, and confidentiality of student records is to be maintained at all times. Employees must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the District's technology network security, alter data without authorization, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. It is the policy of this school District to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. The designated District Information Technology Security Officer or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

## **8.22— CLASSIFIED PERSONNEL TECHNOLOGY USE POLICY (cont.)**

District technology resources shall not be used to violate Arkansas or Federal law.

An employee shall not use District technology resources to express a political opinion to an elected official unless the opinion is either within the scope of the employee's regular job duties or requested by an elected official or public entity. District technology resources shall not be used to engage in lobbying an elected official on a personal opinion by an employee unless the employee is a registered lobbyist for the District.

Employees who misuse District-owned technology resources in any way, including excessive personal use, using computers for personal use during work or instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract.

Note: Mirror policy - 3.28.

Legal References: Children's Internet Protection Act; PL 106-554  
20 USC 6777  
47 USC 254(h)  
A.C.A. § 6-21-107  
A.C.A. § 6-21-111  
A.C.A. § 25-1-128  
Commissioner's Memo COM-24-038

Date Adopted: 07/25/2005

Last Revised: 10/27/2008; 10/26/2009; 1/9/2017; 1/5/2024

## 8.22a— CLASSIFIED PERSONNEL INTERNET USE AGREEMENT

Flippin School District

### STAFF ACCEPTABLE COMPUTER USE POLICY

The Flippin Public School District recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems is necessary. Staff will be expected to employ electronic mail on a daily basis at work as a primary tool for communications. The District may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily. Users are also expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources. All staff members are required to log off the network before they leave campus. Not logging off is a security risk and prevents network maintenance, which at times can only be done when all users are logged off. Staff are strongly urged to log off each time they leave their computer. Each staff member has a **network login** which serves as his or her electronic signature. Using anyone else's network login or sharing login information is a direct breach of this policy, and those violating the policy will be disciplined.

**The District network email program is the only authorized email. No other email program is permitted. Examples of unauthorized programs include but are not limited to: Yahoo mail, Hotmail, Outlook Express, email.com, dork.com, aol.com, Incredimail, and any other web based email programs.**

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on District servers will be private.

Flippin School District is providing access to computer networks and the Internet for educational purposes ONLY. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a District computer should be reported immediately to the technology department.

Flippin School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students, and staff from accessing visuals that are (1) obscene, (2) child pornography, or (3) harmful to minors.

#### I. Use of Computer Software

- A. Only software which is legally owned and/or authorized by the District may be installed on District computer hardware.

## **8.22— CLASSIFIED PERSONNEL INTERNET USE AGREEMENT (cont.)**

- B. The unlawful copying of any copyrighted software and/or its use on District hardware is prohibited.
- C. Modification or erasure of software without authorization is prohibited.
- D. The introduction of any viral agent is prohibited. Every removable storage device or diskette must be checked for a virus each time it is put into the computer system.
- E. Any individual who introduces a virus into the District system or violates the copyright laws shall be subject to appropriate District discipline policies and to the penalty provisions of the computer/network use policy.
- F. The technology coordinator and/or technology staff have the right to remove any software from District owned equipment if the user cannot provide original copies of the software and/or appropriate license for the software.

### **II. Liability for debts**

Users shall be liable for any and all costs (debts) incurred through their use of the District's computers or the internet including penalties for copyright violations

### **III. Use of Computer Hardware**

- A. Computer hardware is like any other school property and shall be treated accordingly.
- B. Only authorized individuals, authorized by the Technology Department, will install, service, and/or maintain District owned computer hardware.
- C. No hardware, including cables or peripherals, may be moved without authorization from technology staff.
- D. It is the responsibility of the faculty as well as other users (students and staff) to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
- E. It is the responsibility of the faculty member to whom the computer is checked out to report malfunctions of the hardware to the technology department. Report malfunctions by filling out a repair form provided by your school office.

### **IV. The following behaviors are NOT PERMITTED on District workstations, computers, or networks:**

- Sending of personal chain letters or broadcast messages to lists or to individuals

## **8.22— CLASSIFIED PERSONNEL INTERNET USE AGREEMENT (cont.)**

- Sending, viewing, downloading, or displaying offensive materials or pictures, per children's internet protection act, CIPA as codified at 47 U.S.C. § 254(h) and (l)
- Using obscene language, harassing, insulting, or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus) Violating copyright laws
- Using anyone else's network or email account other than your own
- Trespassing in others' folders, documents, or files
- Violating any regulations prescribed by the network provider
- Using District-connected technology to gain unauthorized access (hacking) into technology systems is not acceptable. This also includes the use of encryption software
- Using District-connected technology to perform any illegal activity is prohibited.
- Installing software on District computers without prior approval of technology director or his/her designee
- Wasteful use of limited resources provide by the school including paper
- Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the District or any of its schools
- Making unauthorized copies of computer software;
- Personal use of computers during instructional time;
- Installing software on district computers without prior approval of the Information Technology Security Officer or his/her designee except for District technology personnel as part of their job duties;
- Expressing a political opinion to an elected official unless the opinion is either within the scope of the employee's regular job duties or requested by an elected official or public entity; or
- Engaging in lobbying an elected official on a personal opinion by an employee unless the employee is a registered lobbyist for the District.

The network supervisor and/or technology staff will report inappropriate behaviors to the building principal, who will take appropriate disciplinary action. Staff who misuse District-owned computers in any way, including excessive personal use, using computers for personal use during instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract. When applicable, law enforcement agencies may become involved.

**Legal References:** 20 USC 6801 et seq. (Children Internet Protection Act; PL 106-554) A.C.A. § 6-21-107, A.C.A. § 6-21-111



## **8.22— CLASSIFIED PERSONNEL INTERNET USE AGREEMENT (cont.)**

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing a network account.

Sincerely,  
Flippin Public Schools

Approved by Board: 08/25/2008

**I have read the procedures above and agree to adhere to them**

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Print Name

Staff Member's Signature

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE\***

The Family and Medical Leave Act (FMLA) offers job protection for leave that what might otherwise be considered excessive absences. Employees need to carefully comply with this policy to ensure they do not lose FMLA protection due to inaction or failure to provide the District with needed information. The Family and Medical Leave Act provides up to twelve (12) work weeks (or, in some cases twenty-six (26) weeks) of job-protected leave to eligible employees with absences that qualify under the FMLA. While an employee can request FMLA leave and has a duty to inform the District, as provided in this policy, of foreseeable absences that may qualify for FMLA leave, it is the District's ultimate responsibility to identify qualifying absences as FMLA or non-FMLA. FMLA leave is unpaid, except to the extent that paid leave applies to any given absence as governed by the FMLA and this policy.

### **SECTION ONE-FMLA LEAVE GENERALLY**

#### **Definitions:**

"Eligible Employee": is an employee who has:

1. Been employed by the District for at least twelve (12) months, which are not required to be consecutive; and
2. Performed at least 1250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.<sup>1</sup>

"FMLA": is the Family and Medical Leave Act

"Health Care Provider" means:

- a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices;
- b. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law;
- c. Nurse practitioners, nurse-midwives, clinical social workers and physician assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law;
- d. Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. Where an employee or family member is receiving treatment from a Christian Science practitioner, an employee may not object to any requirement from an employer that the employee or family member submit to examination (though not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner except as otherwise provided under applicable State or local law or collective bargaining agreement; or
- e. Any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

“Instructional Employee” is a teacher whose principal function is to teach and instruct students in a class, a small group, or an individual setting and includes, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include, teacher assistants or aides who do not have as their principal job actual teaching or instructing, administrators, counselors, librarians, psychologists, and curriculum specialists.

“Intermittent leave” is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee’s schedule for a period of time, normally from full-time to part-time.

“Next of Kin” used in respect to an individual, means the nearest blood relative of that individual.

“Parent” is the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or a daughter. This term does not include parents “in-law.”

“Serious Health Condition” is an injury, illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider.<sup>2</sup>

“Son or daughter”, for numbers 1, 2, or 3 below: is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Year: the twelve (12) month period of eligibility shall begin on July first of each school-year.<sup>2</sup>

### **Policy**

The provisions of this policy are intended to be in line with the provisions of the FMLA. If any conflict(s) exist, the Family Medical Leave Act of 1993 as amended shall govern.

### **Leave Eligibility**

The District will grant up to twelve (12) weeks of leave in a year in accordance with the Family Medical Leave Act of 1993 (FMLA) as amended to its eligible employees for one or more of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

3. To care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee; and
5. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
6. To care for a spouse, child, parent or next of kin who is a covered service member with a serious illness or injury.

The entitlement to leave for reasons 1 and 2 listed above shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

A legally married couple who are both eligible employees employed by the District may not take more than a combined total of twelve (12) weeks of FMLA leave for reasons 1, 2, or to care for a parent under number 3 .

### **Provisions Applicable to both Sections One and Two**

#### **District Notice to Employees**

The District shall post, in conspicuous places in each school within the District, where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor.<sup>3</sup>

#### **Designation Notice to Employee**

When an employee requests FMLA leave or the District determines that an employee's absence may be covered under the FMLA, the District shall provide written notice within five (5) business days (absent extenuating circumstances) to the employee of the District's determination of his/her eligibility for FMLA leave.<sup>5</sup> If the employee is eligible, the District may request additional information from the employee and/or certification from a health care provider to help make the applicability<sup>6</sup> determination. After receiving sufficient information as requested, the District shall provide a written notice within five (5) business days (absent extenuating circumstances) to the employee of whether the leave qualifies as FMLA leave and will be so designated.<sup>7</sup>

If the circumstances for the leave don't change, the District is only required to notify the employee once of the determination regarding the designation of FMLA leave within any applicable twelve (12) month period.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

Employees who receive notification that the leave request does not qualify under the FMLA are expected to return to work; further absences that are not otherwise excused could lead to discipline for excessive absences, or termination for job abandonment.

### **Concurrent Leave Under The FMLA**

All FMLA leave is unpaid unless substituted by applicable accrued leave. The District requires employees to substitute any applicable accrued leave (in the order of parental, sick, personal, or vacation leave as may be applicable) for any period of FMLA leave.<sup>6</sup>

An employee who does not have enough accrued leave to cover the number of days of FMLA leave taken shall not have his/her number of contract days altered because some of the FMLA leave taken was unpaid.

### **Working at another Job while Taking FMLA for Personal or Family Serious Medical Condition**

No employee on FMLA leave for their own serious medical condition may perform work at another, non-district job while on FMLA leave. Except as provided in policy 8.36, employees who do perform work at another, non-district job while on FMLA leave for their own serious medical condition will be subject to discipline, which could include termination or nonrenewal of their contract of employment.

No employee on FMLA leave for the serious medical condition of a family member may perform work at another, non-district job while on FMLA leave. Employees who do perform work at another, non-district job while on FMLA leave for the serious medical condition of a family member will be subject to discipline, which could include termination or nonrenewal of their contract of employment.

### **Health Insurance Coverage**

The District shall maintain coverage under any group health plan for the duration of FMLA leave the employee takes at the level and under the conditions coverage would have been provided if the employee had continued in active employment with the District. Additionally, if the District makes a change to its health insurance benefits or plans that apply to other employees, the employee on FMLA leave must be afforded the opportunity to access additional benefits and/or the same responsibility for changes to premiums. Any changes made to a group health plan that apply to other District employees, must also apply to the employee on FMLA leave. The District will notify the employee on FMLA leave of any opportunities to change plans or benefits. The employee remains responsible for any portion of premium payments customarily paid by the employee. When on unpaid FMLA leave, it is the employee's responsibility to submit his/her portion of the cost of the group health plan coverage to the District's business office on or before it would be made by payroll deduction.<sup>7</sup>

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

The District has the right to pay an employee's unpaid insurance premiums during the employee's unpaid FMLA leave to maintain the employee's coverage during his/her leave. The District may recover the employee's share of any premium payments missed by the employee for any FMLA leave period during that the District maintains health coverage for the employee by paying the his/her share. Such recovery shall be made by offsetting the employee's debt through payroll deductions or by other means against any monies owed the employee by the District.

An employee who chooses to not continue group health plan coverage while on FMLA leave, is entitled to be reinstated on the same terms as prior to taking the leave, including family or dependent coverages, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.<sup>9</sup>

If an employee gives unequivocal notice of an intent not to return to work, or if the employment relationship would have terminated if the employee had not taken FMLA leave, the District's obligation to maintain health benefits ceases.

If the employee fails to return from leave after the period of leave the employee was entitled has expired, the District may recover the premiums it paid to maintain health care coverage unless:

1. The employee fails to return to work due to the continuation, reoccurrence, or onset of a serious health condition that entitles the employee to leave under reasons 3 or 4 listed above; and/or
2. Other circumstances exist beyond the employee's control.

Circumstances under "a" listed above shall be certified by a licensed, practicing health care provider verifying the employee's inability to return to work.

### **Reporting Requirements During Leave**

Employees shall inform the District every two (2) weeks<sup>10</sup> during FMLA leave of his/her current status and intent to return to work.

Unless circumstances exist beyond the employee's control, the employee shall inform the district every two weeks<sup>9</sup> during FMLA leave of their current status and intent to return to work.

### **Return to Previous Position**

An employee returning from FMLA leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An equivalent position must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, and authority. The employee may not be restored to a position requiring additional licensure or certification.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

The employee's right to return to work and/or to the same or an equivalent position does not supersede any actions taken by the District, such as conducting a RIF, that the employee would have been subject to had the employee not been on FMLA leave at the time of the District's actions.

### **Leave Acquired Through Fraud**

If it is discovered that an employee engaged in fraud or otherwise provided the District with documentation that includes a material misrepresentation of fact in order to receive FMLA leave, the District may discipline the employee up to and including termination.

## **Provisions Applicable to Section One**

### **Employee Notice to District**

#### **Foreseeable Leave:**

When the need for leave is foreseeable for reasons 1 through 4 listed above, the employee shall provide the District with at least thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave for the specified reason. An eligible employee who has no reasonable excuse for his/her failure to provide the District with timely advance notice of the need for FMLA leave have his/her FMLA coverage of such leave delayed until thirty (30) days after the date the employee provides notice.

If there is a lack of knowledge of approximately when the leave will be required to begin, a change in circumstances, or an emergency, notice must be given as soon as practicable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When the necessity for leave for reason 5 listed above is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on covered active duty, or because of notification of an impending call or order to covered active duty, the employee shall provide such notice to the District as is reasonable and practicable regardless of how far in advance the leave is foreseeable.

When the need for leave is for reasons 3 or 4 listed above, the eligible employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District subject to the approval of the health care provider of the spouse, son, daughter, or parent of the employee.

If the need for FMLA leave is foreseeable less than thirty (30) days in advance, the employee shall notify the District as soon as practicable. If the employee fails to notify as soon as practicable, the District may delay granting FMLA leave for

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

the number of days equal to the difference between the number of days in advance that the employee should have provided notice and when the employee actually gave notice.

### **Unforeseeable Leave:**

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the District notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the District within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, fax, email, or other electronic means. If the eligible employee fails to notify the District as required, unless the failure to comply is justified by unusual circumstances, the FMLA leave may be delayed or denied.

### **Medical Certification**

**Second and Third Opinions:** In any case where the District has reason to doubt the validity of the certification provided, the District may require, at its expense, the employee to obtain the opinion of a second health care provider designated or approved by the employer. If the second opinion differs from the first, the District may require, at its expense, the employee to obtain a third opinion from a health care provider agreed upon by both the District and the employee. The opinion of the third health care provider shall be considered final and be binding upon both the District and the employee.

**Recertification:** The District may request, either orally or in writing, the employee obtain a recertification in connection with the employee's absence,, at the employee's expense, no more often than every thirty (30) days unless one or more of the following circumstances apply;

- The original certification is for a period greater than thirty (30) days. In this situation, the District may require a recertification after the time of the original certification expires, but in any case, the District may require a recertification every six (6) months.
- The employee requests an extension of leave;
- Circumstances described by the previous certification have changed significantly; and/or
- The District receives information that casts doubt upon the continuing validity of the certification.

The employee must provide the recertification within no more than fifteen (15) calendar days after the District's request.



## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

No second or third opinion on a recertification may be required.

The District may deny FMLA leave if an eligible employee fails to provide a requested certification.

### **Substitution of Paid Leave**

When an employee's leave has been designated as FMLA leave for reasons 1 (as applicable), 2, 3, or 4 above, the District requires employees to substitute accrued sick, vacation, or personal leave for the period of FMLA leave in addition to leave taken under the District's parental leave policy <sup>11</sup>

To the extent the employee has accrued paid vacation or personal leave, any leave taken that qualifies for FMLA leave for reasons 1 or 2 above shall be paid leave and charged against the employee's accrued leave.

Workers Compensation: FMLA leave may run concurrently with a workers' compensation absence when the injury is one that meets the criteria for a serious health condition. To the extent that workers compensation benefits and FMLA leave run concurrently, the employee will not be charged for any paid leave accrued by the employee at the rate necessary to bring the total amount of combined income up to 100% of usual contracted daily rate of pay.. If the health care provider treating the employee for the workers compensation injury certifies the employee is able to return to a "light duty job," but is unable to return to the employee's same or equivalent job, the employee may decline the District's offer of a "light duty job." As a result, the employee may lose his/her workers' compensation payments, but for the duration of the employee's FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

### **Return to Work<sup>12</sup>**

If the District's written designation determination that the eligible employee's leave qualified as FMLA leave under reason 4 above stated that the employee would have to provide a "fitness-for-duty" certification from a health care provider for the employee to resume work, the employee must provide such certification prior to returning to work. The employee's failure to do so voids the District's obligation to reinstate the employee under the FMLA and the employee shall be terminated.

If the District's written designation determination that the eligible employee's leave qualified as FMLA leave under reason 4 above stated that the employee would have to provide a "fitness-for-duty" certification from a health care provider for the employee to resume work **and** the designation determination listed the employee's essential job functions, the employee must provide certification that

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

the employee is able to perform those functions prior to returning to work. The employee's failure to do so or his/her inability to perform his/her job's essential functions voids the District's obligation to reinstate the employee under the FMLA and the employee shall be terminated.

### **Failure to Return to Work**

In the event that an employee is unable or fails to return to work within FMLA's leave timelines, the superintendent will make a determination at that time regarding the documented need for a severance of the employee's contract due to the inability of the employee to fulfill the responsibilities and requirements of his/her contract.

### **Intermittent or Reduced Schedule Leave**

To the extent practicable, employees requesting intermittent or reduced schedule leave shall provide the District with not less than thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave.

Eligible employees may only take intermittent or reduced schedule leave for reasons 1 and 2 listed above if the District agrees to permit such leave upon the request of the employee. If the District agrees to permit an employee to take intermittent or reduced schedule leave for such reasons, the agreement shall be consistent with this policy's requirements governing intermittent or reduced schedule leave. The employee may be transferred temporarily during the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties.

Eligible employees may only take intermittent or reduced schedule leave for reasons 1 and 2 listed above if the District agrees to permit such leave upon the request of the employee. If the District agrees to permit an employee to take intermittent or reduced schedule leave for such reasons, the agreement shall be consistent with this policy's requirements governing intermittent or reduced schedule leave. The employee may be transferred temporarily during the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties.

Eligible employees may take intermittent or reduced schedule FMLA leave due to reasons 3 or 4 listed above when the medical need is best accommodated by such a schedule. The eligible employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

When granting leave on an intermittent or reduced schedule for reasons 3 or 4 above that is foreseeable based on planned medical treatment, the District may temporarily transfer eligible employees for the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties.

When the employee is able to return to full-time work, the employee shall be placed in the same or equivalent job as he/she had when the leave began. The employee will not be required to take more FMLA leave than necessary to address the circumstances requiring the need for the leave.

### **Special Provisions relating to Instructional Employees as Defined in This Policy**

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and whose FMLA leave falls under the FMLA's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

## **SECTION TWO-FMLA LEAVE CONNECTED TO MILITARY SERVICE**

### **Leave Eligibility**

The FMLA provision of military associated leave is in two categories. Each one has some of its own definitions and stipulations. Therefore, they are dealt with separately in this Section of the policy. Definitions different than those in Section One are included under the respective reason for leave. Definitions that are the same as in Section One are NOT repeated in this Section.

### **Qualifying Exigency**

An eligible employee may take FMLA leave for any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Examples include issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities as defined by federal regulations.<sup>12</sup>

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

### **Definitions:**

“Covered active duty” means:

- in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the armed forces to a foreign country; and
- in the case of a member of a reserve component of the Armed Forces, duty during deployment of the member with the armed forces to a foreign country under a call to order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

“Son or daughter on active duty or call to active duty status” means the employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active duty status, and who is of any age.

### **Certification<sup>14</sup>**

The District may require the eligible employee to obtain certification to help the district determine if the requested leave qualifies for FMLA leave for the purposes of a qualifying exigency. The District may deny FMLA leave if an eligible employee fails to provide the requested certification.

### **Employee Notice to District**

#### **Foreseeable Leave:**

When the necessity for leave for any qualifying exigency is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on covered active duty, or because of notification of an impending call or order to covered active duty, the employee shall provide such notice to the District as is reasonable and practicable regardless of how far in advance the leave is foreseeable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

#### **Unforeseeable Leave:**

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the District notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the District within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, fax, email, or other electronic means. If the eligible employee fails to notify the District as required unless the failure to comply is justified by unusual circumstances, the FMLA leave may be delayed or denied.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

### **Substitution of Paid Leave**

When an employee's leave has been designated as FMLA leave any qualifying exigency, the District requires employees to substitute accrued vacation, or personal leave for the period of FMLA leave.

### **Intermittent or Reduced Schedule Leave**

Eligible employees may take intermittent or reduced schedule leave for any qualifying exigency. The employee shall provide the district with as much notice as is practicable.

### **Special Provisions relating to Instructional Employees as Defined in This Policy**

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and who's FMLA leave falls under the FMLA's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

### **Serious Illness**

An eligible employee is eligible for leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury under the following conditions and definitions.

### **Definitions:**

“Covered Service Member” is:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is a undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Outpatient Status”, used in respect to a covered service member, means the status of a member of the Armed Forces assigned to

- a. A military medical treatment facility as an outpatient; or
- b. A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

“Parent of a covered servicemember” is a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Serious Injury or Illness”:

- A. In the case of a member of the Armed Forces, including the National Guard or Reserves, it means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating. And
- B. In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard of Reserves, at any time during a period as a covered service member defined in this policy, it means a qualifying (as defined by the U.S Secretary of Labor) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.<sup>2</sup>

“Year”: for leave to care for the serious injury or illness of a covered service member, the twelve (12) month period begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends twelve (12) months after that date.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) weeks of leave during one twelve (12)-month period to care for the service member who has a serious injury or illness as defined in this policy. An eligible employee who cares for such a covered service member continues to be limited for reasons 1 through 4 in Section One and for any qualifying exigency to a total of twelve (12) weeks of leave during a year as defined in this policy. For example, an eligible employee who cares for such a covered service member for sixteen (16) weeks

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

during a twelve (12) month period could only take a total of ten (10) weeks for reasons 1 through 4 in Section One and for any qualifying exigency. An eligible employee may not take more than twelve (12) weeks of FMLA leave for reasons 1 through 4 in Section One and for any qualifying exigency regardless of how little leave the eligible employee may take to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury.

If a legally married couple are both eligible employees employed by the District, the legally married couple are entitled to a combined total of twenty-six (26) weeks of leave during one twelve (12) month period to care for their spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness, as defined in this policy. The leave taken by a legally married couple who care for such a covered service member continues to be limited to a total of twelve (12) weeks of FMLA leave for reasons 1 through 4 in Section One and for any qualifying exigency during a year, as defined in this policy, regardless of whether or not the legally married couple uses less than a combined total of fourteen (14) weeks to care for a covered service member with a serious injury or illness; moreover, the legally married couple's twelve (12) weeks are combined when taken for reasons 1, 2, or to care for a parent under reason 3 in Section One.

. For example, a legally married couple who are both eligible employees and who care for such a covered service member for sixteen (16) weeks during a twelve (12) month period could:

1. Each take up to ten (10) weeks for reason 4 in section 1 or a qualifying exigency;
2. Take a combined total of ten (10) weeks for reasons 1, 2, or to care for a parent under reason 3 in Section One; or
3. Take a combination of numbers 1 and 2 that totals ten (10) weeks of leave.

### **Medical Certification<sup>15</sup>**

The District may require the eligible employee to obtain certification of the covered service member's serious health condition to help the District determine if the requested leave qualifies for FMLA leave. The District may deny FMLA leave if an eligible employee fails to provide the requested certification.

### **Employee Notice to District**

#### **Foreseeable Leave:**

When the need for leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury is clearly foreseeable at least thirty (30) days in advance, the employee shall provide the District with not less than thirty (30) days' notice before the date the employee intends for the leave is to begin for the specified reason. An eligible employee who has no reasonable excuse for his/her failure to provide the District with timely advance notice of the need for FMLA leave may his/her FMLA coverage of such leave delayed until thirty (30) days after the date the employee provides notice.

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

If the need for FMLA leave is foreseeable less than thirty (30) days in advance, the employee shall notify the District as soon as practicable. If the employee fails to notify as soon as practicable, the District may delay granting FMLA leave for an amount of time equal to the difference between the length of time that the employee should have provided notice and when the employee actually gave notice.

When the need for leave is to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the district subject to the approval of the health care provider of the spouse, son, daughter, or parent of the employee.

### **Unforeseeable Leave:**

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the District notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the District within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, fax, email, or other electronic means. If the eligible employee fails to notify the District as required unless the failure to comply is justified by unusual circumstances, the FMLA leave may be delayed or denied.

### **Substitution of Paid Leave**

When an employee's leave has been designated as FMLA leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury, the District requires employees to substitute accrued sick, vacation, or personal leave for the period of FMLA leave.

### **Intermittent or Reduced Schedule Leave**

To the extent practicable, employees requesting intermittent or reduced schedule leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury shall provide the District with at least thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave.

Eligible employees may take intermittent or reduced schedule FMLA leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury when the medical need is best accommodated by such a schedule. The eligible employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider.



## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

When granting leave on an intermittent or reduced schedule to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury that is foreseeable based on planned medical treatment, the District may temporarily transfer eligible employees for the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties. When the employee is able to return to full-time work, the employee shall be placed in the same or equivalent job as he/she had when the leave began.

### **Special Provisions relating to Instructional Employees (as defined in this policy)**

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and whose FMLA leave falls under the FMLA's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

Notes: This policy is similar to Policy 3.32. If you change this policy, review 3.32 at the same time to ensure applicable consistency between the two.

All school districts are covered under the Family Medical Leave Act and are required to keep certain payroll and employee identification records and post pertinent notices regarding FMLA for its employees; however, employees are only eligible for FMLA benefits if the district has fifty (50) or more employees within a seventy-five (75) mile radius of the district's offices. Your district may choose to offer FMLA benefits to your employees even though they are not technically eligible. If your district has less than fifty (50) employees and chooses not to offer FMLA benefits, replace the above policy with the following language to inform your employees of why FMLA benefits do not apply to them and to help avoid possible confusion resulting from the posting of FMLA notices:

*Employees are eligible for benefits under the Family Medical Leave Act when the district has fifty (50) or more employees. The \_\_\_\_\_ School District has less than fifty (50) employees and therefore employees are not eligible for FMLA benefits.*

<sup>1</sup> It is possible for a full time employee to be eligible for FMLA leave one year and not the next. For example, if an employee on a 190 day contract takes the full twelve (12) weeks of FMLA leave in year one, that would mean the employee only worked 130 days. Assuming the employee is credited for eight (8) hours per workday, the employee would have only worked 1040 hours during that time (130 x 8=1040), which would make the employee ineligible for FMLA leave for the year following the year that the employee took the leave.

<sup>2</sup> The Wage and Hour Division of the Department of Labor has issued a Guidance to help interpret the scope of the definition of "son or daughter" as it applies to an

## 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)

employee standing “in loco parentis” to a child. The following quote from the Guidance is offered to give an idea of the complexity of the definition. (The Guidance, in full, is available by calling the ASBA office or at the link in footnote #4.)

*Congress intended the definition of “son or daughter” to reflect “the reality that many children in the United States today do not live in traditional ‘nuclear’ families with their biological father and mother. Increasingly, those who find themselves in need of workplace accommodation of their child care responsibilities are not the biological parent of the children they care for, but their adoptive, step, or foster parents, their guardians, or sometimes simply their grandparents or other relatives or adults.” Congress stated that the definition was intended to be “construed to ensure that an employee who actually has day-to-day responsibility for caring for a child is entitled to leave even if the employee does not have a biological or legal relationship to that child.”*

<sup>3</sup> Districts can choose one of four (4) possible “twelve (12) - month periods.” Each one has possible advantages and disadvantages. Choose the one that will work best for your district. The four (4) options are:

- 1) the calendar year;
- 2) Any fixed twelve (12) - month leave year such as a fiscal year or a year starting on an employee’s “anniversary” date;
- 3) The twelve (12) - month period measured forward from the date any employee’s first FMLA leave for reasons 1 through 5 begins;
- 4) A rolling twelve (12) - month period measured backward from the date an employee uses any FMLA leave for reasons 1 through 5.

<sup>4</sup> A Department of Labor poster along with several additional forms that are necessary to fulfill FMLA’s requirements are available at <http://www.dol.gov/whd/fmla/index.htm>. Please note that the DOL forms lack the required disclaimer required by the Genetic Information Nondiscrimination Act (GINA). We suggest that you include the following language taken from the final rule implementing the GINA:

*The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

<sup>5</sup> We suggest you use the Department of Labor’s *Notice of Eligibility and Rights and Responsibilities* form (otherwise known as WH-381) to help you fulfill the requirements of this section. It’s available at the link in footnote #4 or by calling the ASBA office. When making the determination, we suggest initially erring on the side of granting it. Retroactively designating leave as FMLA has more potential liability for the district if the employee can demonstrate the initial failure to grant the leave under FMLA caused him/her harm or injury. If due to receipt of the medical certification, it turns out that the leave does not qualify, you will need to readjust the available FMLA leave accordingly.

## 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)

<sup>6</sup> As used in this policy, “applicable” is a very important word. Some leave taken under FMLA also applies to sick leave and therefore, the employee will get paid for the leave to the extent the employee has sick leave accrued. Other leave taken under FMLA is not applicable to sick leave and therefore the FMLA leave is unpaid. For instance, “applicable leave” in terms of time taken under FMLA due to the birth of a child will vary depending on the language in your District’s policy on sick leave and whether your district has adopted a paid parental leave policy in addition to sick leave. For instance, if sick leave may be taken “for reason of personal illness or illness in the immediate family” (based on the statutory definition in A.C.A. § 6-17-1202, and an employee gives birth to a child, she may take sick leave for the amount of time that her personal physician deems it necessary for her to physically recover from childbirth. Once the medically necessary time has passed, sick leave is no longer appropriate and cannot be used. While under the FMLA, the employee could take additional time off work, she would need to take unpaid FMLA leave for this purpose, unless she had personal days or vacation days available or your district had adopted a paid parental leave policy in addition to other forms of leave. However, if your district has a much more liberal definition of sick leave in District policy, the results could be entirely different. Another example would be the potential for overlap between pregnancy complications that arise to the level of a “serious health condition.” For instance, pregnancy complications that rose to the level of a “serious health condition” would qualify for both, while missing work for a dentist’s appointment would qualify for sick leave, but would not qualify for FMLA leave. Consult policy 8.5—CLASSIFIED EMPLOYEES SICK LEAVE when making the determination of what sick leave qualifies under both policies. If your district did not adopt a paid parental leave policy in addition to other forms of leave, do not include it in the list of leave options here.

<sup>7</sup> There are several issues that must be addressed in the written notice. The *Designation Notice* (WH-382) available from the Wage and Hour Division of the US Department of Labor is a good way to both give your employee written notice and help ensure you have included the necessary information in the notice. The *Designation Notice* is available at the link contained in footnote #4 or by calling the ASBA office.

<sup>8</sup> The District cannot cancel an employee’s insurance for the employee’s failure to pay his/her share of the premium until the payment is thirty (30) or more days late. The District must give prior, written notice to the employee at least fifteen (15) days prior to the cancelation of the policy stating that the policy will be terminated on a given date if payment is not received by that date, which must be at least fifteen (15) days from the date of the letter.

<sup>9</sup> Due to the district’s liability for meeting the requirement of this paragraph and similar obligations for life insurance premiums or other benefits, the District needs to consider picking up the costs of such premiums during an employee’s **unpaid** FMLA leave **if** the employee fails to pay his/her share of the costs. If the District elects to maintain such benefits during the leave, at the conclusion of leave the District is entitled to recover only the costs incurred for paying the employee’s share of any premiums whether or not the employee returns to work. To help you decide if you should choose to pay premium costs in such a situation, the following excerpt from 29 CFR 825.212(c):

## 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)

*If coverage lapses because an employee has not made required premium payments, upon the employee's return from FMLA leave the employer must still restore the employee to coverage/benefits equivalent to those the employee would have had if leave had not been taken and the premium payment(s) had not been missed, including family or dependent coverage. See § 825.215(d)(1) through (5). In such case, an employee may not be required to meet any qualification requirements imposed by the plan, including any new preexisting condition waiting period, to wait for an open season, or to pass a medical examination to obtain reinstatement of coverage. If an employer terminates an employee's insurance in accordance with this section and fails to restore the employee's health insurance as required by this section upon the employee's return, the employer may be liable for benefits lost by reason of the violation, for other actual monetary losses sustained as a direct result of the violation, and for appropriate equitable relief tailored to the harm suffered.*

<sup>10</sup> You may choose the time interval of the required duty to report, but it must be reasonable.

<sup>11</sup> ASBA model policy 8.5—CLASSIFIED EMPLOYEES SICK LEAVE includes language entitling employees with up to fifteen (15) days of sick leave in a school-year for issue relating to the adoption of a child. If you have not adopted this provision, delete #2 from this sentence. Include reason #1 if you have a liberal sick leave policy that would permit leave to be taken for bonding with a new born son or daughter. If you district did not adopt a paid parental leave policy in addition to other forms of leave do no include the reference to it here.

<sup>12</sup> The Department of Labor's *Designation Notice* has entries that address this section's requirements. It's very helpful. For this section, you will need both the *Designation Notice* (WH-382) and the appropriate *Medical Certification form* (WH-380-E or WH-380-F); the *Designation Notice* to fulfill your notice requirements and the medical certification form to enable you to determine if the employee's leave is actually covered under the FMLA. They are available at the link in footnote #4 or by calling the ASBA office.

<sup>13</sup> The types and amounts of leave available for a particular type of qualifying exigency are covered in 29 C.F.R. § 825.126. Call the ASBA office for a copy.

<sup>14</sup> You can use WH-384, *Certification of Qualifying Exigency for Military Family Leave* to obtain the certification. It's available at the link in footnote #4 or by calling the ASBA office.

<sup>15</sup> You can use WH-385, *Covered Service Member Serious Injury* form to obtain the certification. It's available at the link in footnote #4 or by calling the ASBA office.

Cross References: 8.5— CLASSIFIED EMPLOYEES SICK LEAVE  
8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT  
8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES  
AND WORKERS' COMPENSATION  
8.46—CLASSIFIED PERSONNEL Parental LEAVE

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE (cont.)**

Legal References: 29 USC §§ 2601 et seq.  
29 CFR 825.100 et seq.  
A.C.A. § 6-17-122

Date Adopted:

Last Revised: 4/26/2010; 1/24/2013; 2/18/2014; 1/8/2016; 2/11/2020; 5/1/2023

## **8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES**

“School Bus” is a motorized vehicle that meets the following requirements:

1. Is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District; and
2. Is operated for the transportation of students from home to school, from school to home, or to and from school events.<sup>1</sup>

Any driver of school bus shall not operate the school bus while using a device to browse the internet, make or receive phone calls or compose or read emails or text messages. A school bus driver may use a two-way radio communications device or any device used in a similar manner as a two-way radio communications device to communicate with the District’s central dispatch or transportation center. In addition, if the school bus is safely off the road with the parking brake engaged, exceptions are allowed to call for assistance due to a mechanical problem with the bus, or to communicate with any of the following during an emergency:

- An emergency system response operator or 911 public safety communications dispatcher;
- A hospital or emergency room;
- A physician's office or health clinic;
- An ambulance or fire department rescue service;
- A fire department, fire protection district, or volunteer fire department; or
- A police department.

In addition to statutorily permitted fines, violations of this policy shall be grounds for disciplinary action up to and including termination.

Notes: This policy is similar to Policy 3.51. If you change this policy, review 3.51 at the same time to ensure applicable consistency between the two.

<sup>1</sup> Students are not required to be transported on a school bus as long as the transporting vehicle is not scheduled for a regularly occurring route or takes a route that contains frequent stops to pick up or drop off students.

<sup>2</sup> A.C.A. § 6-19-120 only prohibits "cell phone" use; A.C.A. § 27-51-1504 prohibits the use of a “handheld wireless telephone” for browsing the internet, sending or receiving emails, and sending or receiving text messages at any time; and A.C.A. § 27-51-1609 prohibits the use of a “handheld wireless communication device” for any purpose while in a school zone. The terminology in this sentence is designed to combine these statutes and to cover all the distractions that could affect a driver's ability to safely drive the bus.

Legal References:   A.C.A. § 6 –19 -120  
                          A.C.A. § 27-51-1504  
                          A.C.A. § 27-51-1609

Date Adopted: 9/13/2004

Last Revised: 2/18/2001; 1/23/2015; 5/23/2019

## 8.25— CLASSIFIED PERSONNEL CELL PHONE USE

Use of cell phones or other electronic communication devices by employees during their designated work time for other than District approved purposes is strictly forbidden unless specifically approved in advance by the superintendent, building principal, or their designees. In addition to the language in this policy, the use of District provided cell phones is governed by Policy 8.22—CLASSIFIED PERSONNEL TECHNOLOGY USE POLICY.

District staff shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use a school issued cell phones for non-school purposes, except as permitted by District policy, shall be subject to discipline, up to and including termination. School employees who are issued District cell phones due to the requirements of their position may use the phone for personal use on an “as needed” basis provided it is not during designated work time.<sup>2</sup>

Except when authorized in Policy 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, all employees are forbidden from using school-issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

Except when authorized in Policy 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, no employee shall use any device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including termination.<sup>4</sup>

**Notes:** This policy is similar to Policy 3.34. If you change this policy, review 3.34 at the same time to ensure applicable consistency between the two.

<sup>1</sup> The goal is to eliminate the use of cell phones during designated work time. You may change who has the authority to approve the use of cell phones if you wish to.

<sup>2</sup> The IRS has changed its position regarding the use of district issued cell phones for personal use for those employees who have a genuine **need** for a cell phone due to their job’s duties. Cell phones **cannot** be issues as a fringe benefit, but only as a “legitimate” need related to their job’s responsibilities. There is no longer a need to keep track of personal calls and claim their value as income. The district has the option of supplying the phone directly to the employee or of reimbursing the employee for the cost of the employee’s personal phone that is used for both District and personal purposes. Any such reimbursement can only be for the specific employee and not any other individuals associated with that employee’s cell phone plan. There has been no change to the use of school computers for personal purposes.

## **8.25— CLASSIFIED PERSONNEL CELL PHONE USE (cont.)**

<sup>3</sup> This sentence is included because insurance companies have ruled that injuries occurring while driving and talking on school issued cell phones are subject to workers comp awards.

<sup>4</sup> This sentence was added due to the dangers involved for both drivers and pedestrians associated with distracted driving. A.C.A. § 27-51-1609 prohibits the use of a “wireless handheld telephone” while in a school zone for any purpose when that use is not hands free. While the policy language exceeds the statutory language, we believe the expanded language is important for the protection of students and employee alike.

Cross References: 4.47— POSSESSION AND USE OF PERSONAL  
ELECTRONIC DEVICES  
7.14—USE OF DISTRICT CELL PHONES AND  
COMPUTERS  
8.22—CLASSIFIED PERSONNEL TECHNOLOGY USE  
POLICY  
8.24—SCHOOL BUS DRIVER’S USE OF MOBILE  
COMMUNICATION DEVICES

Legal References: IRS Publication 15 B  
A.C.A. § 6-19-120  
A.C.A. § 25-1-128  
A.C.A. § 27-51-1602  
A.C.A. § 27-51-1609  
Commissioner’s Memo COM-24-038

Date Adopted: 9/13/2004

Date Revised: 5/22/2006; 5/26/2009; 2/18/2014; 1/23/2015; 4/17/2015; 5/23/2019; 5/2/2025



## **8.26-- CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING**

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that;

1. May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
2. Involves an actual or reasonably perceived power imbalance;
3. Is repeated or has a high likelihood of repetition; and
4. Causes or creates actual or reasonably foreseeable
  - Physical harm to a public school employee or student or damage to the public school employee's or student's property;
  - Substantial interference with a student's education or with a public school employee's role in education;
  - A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
  - Substantial disruption of the orderly operation of the school or educational environment;

Examples of “Bullying” include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 8.20, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as

## **8.26-- CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING (cont.)**

homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

"Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment;

"Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as

## **8.26-- CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING (cont.)**

- an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District staff are required to help enforce implementation of the district's anti-bullying policy. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:

## 8.26-- CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING (cont.)

- a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
    - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
    - b. Any action taken as a result of the investigation; and
  6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

District employees are held to a high standard of professionalism, especially when it comes to employee-student interactions. Actions by a District employee towards a student that would constitute bullying if the act had been performed by a student shall result in disciplinary action, up to and including termination. This policy governs bullying directed towards students and is not applicable to adult on adult interactions. Therefore, this policy does not apply to interactions between employees. Employees may report workplace conflicts to their supervisor.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

**Notes:** A school employee who has reported violations under the school District's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

This policy is similar to Policy 3.38. If you change this policy, review 3.38 at the same time to ensure applicable consistency between the two.

Act 907 of 2011 requires all personnel to receive training related to compliance with the District's antibullying policies.

DESE has created a guidance document on bullying that could be useful in developing staff and student training on bullying. The document can be found at <https://dese.ade.arkansas.gov/Offices/District-Operations/school-safety/bullying-and-violence-prevention>.

<sup>1</sup> This paragraph is optional. We have included it because we have received multiple

**8.26** (p. 4)

## **8.26-- CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING (cont.)**

phone calls where district employees were attempting to use the policy against fellow employees.

Legal References: A.C.A. § 6-18-514  
DESE Rules Governing Student Discipline and School  
Safety

Date Adopted: 9/13/2004

Last Revised: 5/22/2006; 12/17/2007; 6/27/2001; 1/24/2013; 1/23/2015;  
1/8/2016; 1/31/2018; 5/23/2019; 6/12/2020; 6/1/2022; 5/2/2025

## **8.27—CLASSIFIED PERSONNEL LEAVE — INJURY FROM ASSAULT**

Any staff member who, while in the course of their employment, is injured by an assault or other violent act; while intervening in a student fight; while restraining a student; or while protecting a student from harm, shall be granted a leave of absence for up to one (1) year from the date of the injury, with full pay.

A leave of absence granted under this policy shall not be charged to the staff member's sick leave.

In order to obtain leave under this policy, the staff member must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the staff member to return to work, and written statements from witnesses (or other documentation as appropriate to a given incident) to prove that the incident occurred in the course of the staff member's employment.

Legal Reference: A.C.A. § 6-17-1308

Date Adopted: 09/13/2004

Date Revised: 07/11/2011

## **8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL**

The conduct of District staff plays a vital role in the social and behavioral development of our students. It is equally important that the staff have a safe, healthful and professional environment in which to work. To help promote both interests, the District shall have a drug free workplace. It is, therefore, the District's policy that District employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate or illegal use of prescription drugs. Such actions are prohibited both while at work or in the performance of official duties while off District property; violations of this policy will subject the employee to discipline, up to and including termination.

To help promote a drug free workplace, the District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. Substance abuse resources include but are not limited to: *Pinnacle/LR, Ozark Counseling Services/MH, Friendship Community Care/Russellville, Vista/Harrison.*

An employee living on campus or on school owned property is permitted to possess alcohol in his/her residence. The employee is bound by the restrictions stated in this policy while at work or performing his/her official duties.

Possession, use or distribution of drug paraphernalia by any employee, whether or not engaged in school or school-related activities, may subject the employee to discipline, up to and including termination. Possession in one's vehicle or in an area subject to the employee's control will be considered to be possession as though the substance were on the employee's person.

It shall not be necessary for an employee to test at a level demonstrating intoxication by any substance in order to be subject to the terms of this policy. Any physical manifestation of being under the influence of a substance may subject an employee to the terms of this policy. Those physical manifestations include, but are not limited to: unsteadiness; slurred speech; dilated or constricted pupils; incoherent and/or irrational speech; or the presence of an odor associated with a prohibited substance on one's breath or clothing.

Should an employee desire to provide the District with the results of a blood, breath or urine analysis, such results will be taken into account by the District only if the sample is provided within a time range that could provide meaningful results and only by a testing agency chosen or approved by the District. The District shall not request that the employee be tested, and the expense for such voluntary testing shall be borne by the employee.

## **8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL (cont.)**

Any incident at work resulting in injury to the employee requiring medical attention shall require the employee to submit to a drug test, which shall be paid at the District's worker's compensation carrier's expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of worker's compensation benefits in accordance with policy 8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION.<sup>2</sup>

Any employee who is charged with a violation of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, must notify his immediate supervisor within five (5) week days (i.e., Monday through Friday, inclusive, excluding holidays) of being so charged. The supervisor who is notified of such a charge shall notify the Superintendent immediately. If the supervisor is not available to the employee, the employee shall notify the Superintendent within the five (5) day period.

Any employee so charged is subject to discipline, up to and including termination. However, the failure of an employee to notify his supervisor or the Superintendent of having been so charged shall result in that employee being recommended for termination by the Superintendent.

Any employee convicted of any criminal drug statute violation for an offense that occurred while at work or in the performance of official duties while off District property shall report the conviction within 5 calendar days to the superintendent. Within 10 days of receiving such notification, whether from the employee or any other source, the District shall notify federal granting agencies from which it receives funds of the conviction. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Any employee convicted of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, shall be recommended for termination.

Any employee who must take prescription medication at the direction of the employee's physician, and who is impaired by the prescription medication such that he cannot properly perform his duties shall not report for duty. Any employee who reports for duty and is so impaired, as determined by his supervisor, will be sent home. The employee shall be given sick leave, if owed any. The District or employee will provide transportation for the employee, and the employee may not leave campus while operating any vehicle. It is the responsibility of the employee to contact his physician in order to adjust the medication, if possible, so that the employee may return to his job unimpaired. Should the employee attempt to return to work while impaired by prescription medications, for which the employee has a prescription, he will, again, be sent home and given sick leave, if owed any. Should the employee attempt to return to work while impaired by prescription medication a third time the employee may be subject to discipline, up to and including a recommendation of termination.



## 8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL (Cont.)

Any employee who possesses, uses, distributes or is under the influence of a prescription medication obtained by a means other than his own current prescription shall be treated as though he was in possession, possession with intent to deliver, or under the influence, etc. of an illegal substance. An illegal drug or other substance is one which is (a) not legally obtainable; or (b) one which is legally obtainable, but which has been obtained illegally. The District may require an employee to provide proof from his physician and/or pharmacist that the employee is lawfully able to receive such medication. Failure to provide such proof, to the satisfaction of the Superintendent, may result in discipline, up to and including a recommendation of termination.

A report to the appropriate licensing agency shall be filed within seven (7) days of:

- 1) A final disciplinary action taken against an employee resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances; or
- 2) The voluntary resignation of an employee who is facing a pending disciplinary action resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances.

The report filed with the licensing authority shall include, but not be limited to:

- The name, address, and telephone number of the person who is the subject of the report; and
- A description of the facts giving rise to the issuance of the report.

When the employee is not a healthcare professional, law enforcement will be contacted regarding any final disciplinary action taken against an employee for the diversion of controlled substances to one (1) or more third parties.

**Notes:** This policy addresses the requirement for Safe and Drug Free Schools which is required for your District to be eligible to receive **any** federal grants. It is required that all employees receive a copy of the policy and be advised of the contents and requirements of the policy. In addition to publishing a policy statement, the statutes require employers to establish a drug-free awareness program to educate employees about the dangers of drug abuse as well as about the specifics of their policy. The statute does not specify a particular format for the awareness program, although it does state that the education effort must be ongoing and not just a one-time event. For assistance in constructing a drug awareness program the Department of Labor has the following web site: <https://www.dol.gov/agencies/eta/RRW-hub/Getting-started/Preventing-substance-use>.

<sup>2</sup> Requiring employees who need medical treatment for injuries at work to be drug tested is optional but is recommended. A.C.A. § 11-9-102 states that an injury resulting while the employee is under the influence of alcohol or illegal drugs is not a compensable injury. Requiring all employees to be drug tested for work injuries resulting in medical treatment will allow the district to abide the prohibition against paying worker's comp for a drug related injury.

## **8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL (Cont.)**

This policy is similar to Policy 3.31. If you change this policy, review 3.31 at the same time to ensure consistency between the two.

Legal References: 41 USC § 8101, 8103, and 8104  
A.C.A. § 5-71-231  
A.C.A. § 11-9-102  
A.C.A. § 17-80-117

Date Adopted: 09/06/2005

Date Revised: 05/22/2006; 10/26/2009; 1/23/2015; 4/17/2015; 1/8/2016; 1/9/2017;  
1/5/2024; 5/2/2025

### **8.28F—DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT\***

#### **CERTIFICATION**

I, hereby, certify that I have been presented with a copy of the Flippin School District's Drug-Free Workplace Policy, that I have read the statement, and that I will abide by its terms as a condition of my employment with District.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date Approved: 09/06/2005

\*See Combined Signature Form.

## **8.29— CLASSIFIED 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<sup>1</sup>, 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<sup>2</sup>.

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<sup>3</sup>. 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<sup>4</sup>.

Videos<sup>5</sup>, 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<sup>6</sup>.

Staff who vandalize, damage, defeat, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment<sup>1</sup>, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings<sup>5</sup> and automatic identification or data compilation records may become a part of a staff member's personnel record.

Notes: This policy is similar to policies 3.41 and 4.48. If you change this policy, review 3.41 and 4.48 at the same time to ensure applicable consistency between the policies.

<sup>1</sup> A.C.A. § 6-21-122 requires audio recording devices be installed in each locker room and changing room located on the District's property by the 2027-2028 school year. When your district installs the required audio recording devices, add "audio recording devices" to the list.

<sup>2</sup> When your district installs the required audio recording devices from footnote 1, add the following sentence to this paragraph:

## **8.29— CLASSIFIED PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING (cont.)**

*In accordance with Arkansas law, the District has audio recording devices in each of the District's locker rooms, changing rooms, and dressing rooms.*

<sup>3</sup> When your district installs the required audio recording devices from footnote 1, add the following sentence to this paragraph:

*Signs shall be posted in a conspicuous place in each of the District's locker rooms, changing rooms, and dressing rooms notifying individuals of the presence of an audio recording device in the locker room, changing room, or dressing room.*

<sup>4</sup> When your district installs the required audio recording devices from footnote 1, add the following language to the paragraph:

*Other than audio recordings being retained under the provisions of this policy's following paragraph, audio recordings shall be retained for one (1) year from the date when the audio recording was made. At least ten (10) days before the destruction or deletion of an audio recording the District shall publish a notice on the District's website that the District intends to destroy or delete the audio recording.*

<sup>5</sup> When your district installs the required audio recording devices from footnote 1, add "audio recordings" to the list.

<sup>6</sup> A.C.A. § 6-21-122 restricts access to the audio recordings to only a:

- District administrator; or
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who presents an allegation of wrongdoing that the audio recording may be used as evidence for.

Legal Reference: A.C.A. § 6-21-122

Date Adopted: 10/27/2008

Date Revised: 2/25/2011; 6/27/2011; 5/2/2025

## **8.30—CLASSIFIED PERSONNEL REDUCTION IN FORCE**

### **SECTION ONE**

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the District as determined by the superintendent.

In effecting a RIF, the primary goals of the school District shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools and/or the North Central Association; and the needs of the District. A RIF will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any RIF will be conducted by evaluating the needs and long- and short-term goals of the school District in relation to the staffing of the District.

If a RIF becomes necessary, the RIF shall be conducted separately for each occupational category of classified personnel identified within the District on the basis of each employee's points as determined by the schedule contained in this policy. The employee within each occupational category with the fewest number of points will not be recommended for renewal or will be terminated first. .

#### **Points<sup>1</sup>**

- Employee evaluation scores<sup>2</sup>
  - 3 points - Received the highest evaluation score
  - 2 points - Received the second highest evaluation score
- Advanced degree in any area relevant to the employee's position (only the highest level of points apply)
  - 1 point - Master's degree
  - 2 points - Master's degree plus thirty additional hours
  - 3 points - Doctoral degree
- License or credential relevant to the position
  - 1 point - Basic license or certification
  - 2 points - Advanced license or certification

When the District is conducting a RIF, all potentially affected. Classified employees shall receive a listing of the personnel within their category with corresponding point totals. Upon receipt of the list, each employee has ten (10) working days within which to appeal their point total to the superintendent whose decision shall be final. Except for changes made pursuant to the appeals process, no changes will be made to the list that would affect an employee's total after the list is released.

Except as may occur during a RIF in the District's teaching staff, there is no right or implied right for any employee to "bump" or displace any other employee.

## **8.30—CLASSIFIED PERSONNEL REDUCTION IN FORCE (cont.)**

When there is a RIF of the District's teaching staff, a teacher with full licensure in a position shall prevail over a teacher with greater points but who is lacking full licensure in that subject area.

In the event of a tie between two (2) or more employees, the employee(s) shall be retained based on the following:<sup>2</sup>

1. An employee with the highest evaluation rating shall be retained over an employee with the second highest evaluation rating.
2. If both employees have the same evaluation rating, the employee whose name appears first in the Board minutes to be hired shall be retained.

Pursuant to any brought about by consolidation or annexation and as a part of it, the salaries of all employees will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule. Further adjustments will be made if length of contract or job assignments change.<sup>3</sup> A Partial RIF may also be conducted in conjunction with any job reassignment whether or not it is conducted in relation to an annexation or consolidation.

For a period of up to two (2) years from June 30 of the year an employee was not renewed or was terminated under this policy, a classified employee shall be offered an opportunity to fill a classified vacancy comparable as to pay, responsibility and contract length to the position from which the employee was not renewed or was terminated, and for which the employee is qualified. No right of recall shall exist for the elimination or reduction of a stipend or a reduction in contract length. Recall of employees under this policy shall be in reverse order of that used to determine the employees that would be RIFed (i.e. the employee with the highest points will be recalled first and the employee with the lowest points will be recalled last)

Notice of vacancies to non-renewed employees shall be by first class mail to all employees reasonably believed to be both qualified for and subject to rehire for a particular position and they shall have ten (10) working days from the date the notification is mailed in which to conditionally accept or reject the offer of a position with the actual offer going to the qualified employee with the most points who responds within the ten (10) day time period. A lack of response, as evidenced by an employee's failure to respond within ten (10) working days, or an employee's express refusal of an offer of a position or an employee's acceptance of a position but failure to sign an employment contract within two (2) business days of the contract being presented to the employee shall constitute a rejection of the offered position and shall end the district's obligation to rehire the employee. No further rights to be rehired because of the RIF shall exist.

### **SECTION TWO**

The employees of any school District which annexes to, or consolidates with, the Flippin School District will be subject to dismissal or retention at the discretion of the school board, on the recommendation of the superintendent, solely on the

## **8.30—CLASSIFIED PERSONNEL REDUCTION IN FORCE (cont.)**

basis of need for such employees on the part of the Flippin School District, if any, at the time of the annexation or consolidation, or within ninety (90) days after the effective date of the annexation or consolidation. The need for any employee of the annexed or consolidated school District shall be determined solely by the superintendent and school board of the Flippin School District.

Such employees will not be considered as having any seniority within the Flippin School District and may not claim an entitlement under a RIF to any position held by a Flippin School District employee prior to, or at the time of, or prior to the expiration of ninety (90) days after the consolidation or annexation, if the notification provision below is undertaken by the superintendent.

The superintendent shall mail, e-mail, or have hand-delivered the notification to such employee of the superintendent's intention to recommend the employee not be renewed or be terminated pursuant to a RIF within ninety (90) days of the implementation of the District's RIF policy. Any employees who were not renewed or were terminated pursuant to Section Two are not subject to recall. Any such employees shall be paid at the rate for each person on their appropriate level on the salary schedule of the annexed or consolidated District during those ninety (90) days and/or through the completion of the RIF process.

This subsection of the RIF policy shall not be interpreted to provide that the superintendent must wait ninety (90) days from the effective date of the annexation or consolidation in order to issue notification of the superintendent's intention to recommend dismissal through RIF, but merely that the superintendent has that period of time in which to issue a notification so as to be able to invoke the provisions of this section.

The intention of this section is to ensure that those Flippin District employees who are employed prior to the annexation or consolidation shall not be displaced by employees of the annexed or consolidated district by application of the RIF policy.

**Notes:** In addition to this policy, districts are required to adopt a written plan for conducting a RIF that includes Staff positions that are to be eliminated and the performance and effectiveness metrics that will be used to determine retention of each position. Districts are required to submit a copy of the reduction in force plan to the Division of Elementary and Secondary Education each time it is updated.

<sup>1</sup> The list may be changed to reflect the beliefs of your district regarding what criteria are the most beneficial to students and the district. You may choose to add or delete additional criteria and/or change the value of the points given to each criterion. For example, you could choose to lessen or increase any of the point

## 8.30—CLASSIFIED PERSONNEL REDUCTION IN FORCE (cont.)

values for a criterion, or you could add or delete point categories. A.C.A. § 6-13-636 requires that “effectiveness” be the primary determining factor for retention of an employee and prohibits using seniority as the primary factor. In addition, A.C.A. § 6-17-2407 prohibits an employee's seniority, an employee's length of service with the school district, an employee's total professional development hours, and the education level of an employee from factoring for more than fifty percent (50%) of the total criteria used by a district.

<sup>2</sup> For example, if the district's salary schedule provided for a range of salaries for maintenance employees ranging from \$8.50 an hour to \$12.50 an hour, and one maintenance employee is making \$14.00 an hour, the superintendent, as part of the RIF, would send a letter of partial nonrenewal to the maintenance employee to bring the salary into compliance with the salary schedule.

<sup>3</sup> For example, if the district's salary schedule provided for a range of salaries for maintenance employees ranging from \$.11.50 an hour to \$126.50 an hour, and one maintenance employee is making \$20.00 an hour, the superintendent, as part of the RIF, would send a letter of partial nonrenewal to the maintenance employee to bring the salary into compliance with the salary schedule

<sup>4</sup> For either Options 1 and 2 or Options A and B, select the option that will work best for your district. If you choose Option B, the ninety (90) day time period may be lengthened or shortened (within reason) to suit your preference.

Legal Reference:     A.C.A. § 6-13-636  
                              A.C.A. § 6-17-230  
                              A.C.A. § 6-17-2407

Last Revised: 07/11/2011; 1/24/2013; 2/11/2020; 2/2/2021; 5/1/2023



## **8.31—CLASSIFIED PERSONNEL RENEWAL AND TERMINATION AND NON-RENEWAL**

### **Renewal**

When determining whether to make a recommendation of renewal of an employee's contract to the District's Board of Directors, the superintendent, with input from the appropriate employee's supervisor, shall make the determination based upon the following, as applicable:

1. Effectiveness, including the employee's evaluations;
  2. Performance, including disciplinary infractions;
  3. Qualifications, including relevant education degrees or credentials.
- Seniority shall be used in determining whether or not an employee shall be renewed only when determining whom to renew and all else is equal between the employees in question.

If the superintendent finds probable cause that an employee has engaged in sexual misconduct with a minor, then the superintendent shall not recommend the renewal of the employee.

Following the superintendent's recommendation for renewal and approval by the Board, a copy of the next year's employment contract shall be provided to each employee.

### **Termination**

The superintendent is empowered to make a recommendation to terminate an employee's employment contract to the Board for an employee's violation of District policies; State or Federal laws; State Rules; or Federal regulations. If the superintendent determines that it is necessary to make a recommendation for termination, the superintendent shall provide the employee written notice of the superintendent's intention to recommend that the employee be terminated. The written notice may be mailed to the employee's address on file with the District, e-mailed to the employee's District provided e-mail address, or hand delivered to the employee. The written notice shall contain a statement:

- Of the grounds for the recommendation of termination that are set forth in separately numbered paragraphs;
- Of the date, time, and location when the superintendent's recommendation for termination shall be presented to the Board, which shall be no earlier than ten (10) days and no later than the next regular scheduled Board meeting following the ten (10) day period unless another date is agreed to in writing by the superintendent and the employee;
- That time shall be provided for the employee to provide a defense against the recommendation for termination at a hearing before the Board;
- That the employee has the right to be represented by legal counsel at the hearing;
- That the hearing before the Board shall be open to the public; and
- That the superintendent shall present the reason for recommending termination of the employee to the Board in executive session should the

## **8.31—CLASSIFIED PERSONNEL RENEWAL AND TERMINATION AND NON-RENEWAL (cont.)**

employee choose not to attend the hearing or choose not to provide a defense at the hearing.

The superintendent shall provide the employee written notification of the Board's decision regarding the recommendation for termination as soon as possible by mail to the employee's address on file with the District, e-mail to the employee's District provided e-mail address, or hand delivery to the employee.

Legal references:   A.C.A. § 6-13-636  
                          A.C.A. § 6-17-414  
                          A.C.A. § 6-17-2301

Date Adopted: 09/06/2005

Date Revised: 09/25/2006; 10/26/2009; 5/1/2023; 5/2/2025

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*Note: ASBA Policies **8.32** (Personnel Assignments) & **8.33** (School Calendar) are addressed in Policies **8.3** & **8.1d** respectively.*

*As new policies are recommended by ASBA, the ASBA policy numeration, #8.32 & #8.33 will be skipped in order to avoid confusion.*

## 8.33—CLASSIFIED PERSONNEL SCHOOL CALENDAR

The superintendent shall present to the personnel policies committee (PPC) a school calendar which the board has adopted as a proposal. The Superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The PPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the board may vote to adopt the calendar.

The District shall not establish a school calendar that interferes with any scheduled statewide assessment that might jeopardize or limit the valid assessment and comparison of student learning gains.

The Flippin School District shall operate by the following calendar.

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<b>Notes</b> 173 Days/1,081.1 Hours of Instruction (1068 Required) 5 PD Days August 4-8 1 PD Day Summer 1 PD Day 9/19 (2 Hr), 9/26 (2 Hr), 10/17 (2 Hr) 1 PD Day 11/7 (2 Hr), 1/16 (2 Hr), 2/13 (2 Hr) 1 PD Day 2/27 (2 Hr), 5/18 (2 Hr), 5/19 (2 Hr) 1 PD Day 5/20 (2 Hr), 4 Hrs after school Principal discretion 2 PTC Days Employee Planning (no school for students) Graduation-May 8 End of School																																																							
<b>Legend:</b> <span style="background-color: #f0f0f0; border: 1px solid black; padding: 2px;">School Closed</span> <span style="background-color: #d3d3d3; border: 1px solid black; padding: 2px;">Parent Teacher Conference</span> <span style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;">Beginning of School</span> <span style="background-color: #ffff00; border: 1px solid black; padding: 2px;">PD</span> <span style="background-color: #ffcc00; border: 1px solid black; padding: 2px;">Employee Planning (no school for students)</span> <span style="background-color: #ff9900; border: 1px solid black; padding: 2px;">Graduation-May 8</span> <span style="background-color: #ff6600; border: 1px solid black; padding: 2px;">End of School</span> <span style="background-color: #00b0f0; border: 1px solid black; padding: 2px;">Dismissal Students 1:00 p.m./PD 2 Hrs</span> <span style="background-color: #92d050; border: 1px solid black; padding: 2px;">Grading Period Ends</span> <span style="background-color: #ffcc00; border: 1px solid black; padding: 2px;">No Students-Possible Snow Days</span>																																																							

## **8.33—CLASSIFIED PERSONNEL SCHOOL CALENDAR**

Note: A.C.A. § 6-17-201 requires that personnel policies include the annual calendar, holidays and non-instructional days, and designation of workdays. While we feel that this phrasing is redundant, to be in compliance with the statute be sure that the calendar spells out which days are holidays, non-instructional days, and work days.

Legal References: A.C.A. § 6-15-2907(f)  
A.C.A. § 6-17-2301  
ADESE Rules Governing the Arkansas Educational Support  
and Accountability Act

Date Adopted:

Last Revised: 5/23/2019; 4/27/2020; 5/26/2021; 6/27/2023; 6/26/2023; 6/24/2024;  
5/2/2025

## 8.34—CLASSIFIED PERSONNEL DUTIES AS MANDATED REPORTERS

It is the statutory duty of school district employees to:

- If the employee has reasonable cause to suspect child abuse or maltreatment, then the employee shall directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964 or by submitting a report through the online reporting system. Failure to report suspected child abuse, maltreatment, or neglect through the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.
- If the classified employee has a good faith belief that there is a serious and imminent threat to the public based on a threat made by an individual regarding violence in or targeted at a school that has been communicated to the classified employee in the ordinary course of his/her professional duties, then the classified employee shall make every attempt to immediately notify law enforcement of the serious and imminent threat to the public and have notified law enforcement within twenty-four (24) hours of learning of the serious and imminent threat to the public.

The duty of mandated reporters to report suspected child abuse or maltreatment or serious and imminent threats to the public is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person or that form the basis of the serious and imminent threat to the public; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment, or neglect has occurred; that a serious and imminent threat to the public exists; or to rule out such a belief<sup>2</sup>.

Employees and volunteers who notify the Child Abuse Hotline or who report serious and imminent threats to the public to law enforcement in good faith are immune from civil liability and criminal prosecution.

By law, no school District or school District employee may prohibit or restrict an employee or volunteer **who is a mandated reporter** from directly reporting suspected child abuse, maltreatment, or a serious and imminent threat to the public, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline or law enforcement.

Child Abuse/Maltreatment Hotline number—1 (800) 482-5964  
Child Care Licensing number—1 (501) 682-8590

Notes: This policy is similar to Policy 3.40. If you change this policy, review 3.40 at the same time to ensure applicable consistency between the two.

## **8.34—CLASSIFIED PERSONNEL DUTIES AS MANDATED REPORTERS (cont.)**

<sup>1</sup> This is a delicate matter and the district would be wise to avail itself of professional development (PD) in this area available from DHS and other sources. While A.C.A. § 6-61-133 requires PD related to child maltreatment for only licensed employees and includes school nurses, school social workers, and school psychologists in the list of “licensed employees” who must receive the required PD, the list of mandated reporters under A.C.A. § 12-18-402 includes all district employees; as a result, Policy 3.6—LICENSED PERSONNEL EMPLOYEE TRAINING includes language requiring all district employees to receive at least two (2) hours of PD on this topic on a rotating basis.

Legal References:   A.C.A. § 6-18-110  
                          A.C.A. § 12-18-107  
                          A.C.A. § 12-18-201 et seq.  
                          A.C.A. § 12-18-302  
                          A.C.A. § 12-18-402

Date Adopted: 10/27/2008; 6/27/2011; 5/23/2019; 5/23/2019; 2/11/2020;  
5/26/2021; 5/1/2023

## 8.35— OBTAINING and RELEASING STUDENT’S FREE AND REDUCED PRICE MEAL ELIGIBILITY INFORMATION

### Obtaining Eligibility Information

A fundamental underpinning of the National School Lunch and School Breakfast Programs (Programs) is that in their implementation, there will be no physical segregation of, discrimination against, or overt identification of children who are eligible for the Program’s benefits. While the requirements of the Programs are defined in much greater detail in federal statutes and pertinent Code of Federal Regulations, this policy is designed to help employees understand prohibitions on how the student information is obtained and/or released through the Programs. Employees with the greatest responsibility for implementing and monitoring the Programs should obtain the training necessary to become fully aware of the nuances of their responsibilities.

The District is required to inform households with children enrolled in District schools of the availability of the Programs and of how the household may apply for Program benefits. However, the District and anyone employed by the district is **strictly forbidden** from **requiring** any household or student within a household from submitting an application to participate in the program. There are NO exceptions to this prohibition and it would apply, for example, to the offer of incentives for completed forms, or disincentives or negative consequences for failing to submit or complete an application. Put simply, federal law requires that the names of the children shall not be published, posted or announced in any manner.

In addition to potential federal criminal penalties that may be filed against a staff member who violates this prohibition,<sup>1</sup> the employee shall be subject to discipline up to and including termination.

### Releasing Eligibility Information

As part of the District’s participation in the National School Lunch Program and the School Breakfast Program, the District collects eligibility data from its students. The data’s confidentiality is very important and is governed by federal law. The District has made the determination to release student eligibility status or information<sup>2</sup> as permitted by law. Federal law governs how eligibility data may be released and to whom. The District will take the following steps to ensure its confidentiality:

Some data may be released to government agencies or programs authorized by law to receive such data without parental consent, while other data may only be released after obtaining parental consent. In both instances, allowable information shall only be released on a need to know basis to individuals authorized to receive the data. The recipients shall sign an agreement with the District specifying the names or titles of the persons who may have access to the eligibility information. The agreement shall further specify the specific purpose(s) for which the data will be used and how the recipient(s) shall protect the data from further, unauthorized disclosures.

### 8.35— OBTAINING and RELEASING STUDENT’S FREE AND REDUCED PRICE MEAL ELIGIBILITY INFORMATION (cont.)

The superintendent shall designate the staff member(s) responsible for making eligibility determinations. Release of eligibility information to other District staff shall be limited to as few individuals as possible who shall have a specific need to know such information to perform their job responsibilities. Principals, counselors, teachers, and administrators shall not have routine access to eligibility information or status.

Each staff person with access to individual eligibility information shall be notified of their personal liability for its unauthorized disclosure and shall receive appropriate training on the laws governing the restrictions of such information.<sup>1</sup>

Notes: This policy is similar to policy 3.42. If you change this policy, review policy 3.42 at the same time to ensure applicable consistency between the two.

The Child Nutrition Unit of the DESE website <https://dese.ade.arkansas.gov/Offices/child-nutrition-unit>) has the referenced Commissioner’s Memos as well as helpful information to develop your policy statement packet. Additionally, Commissioner’s Memo FIN 09-041 has two attachments that will go a long way toward explaining the restrictions on the release of eligibility information and status.

<sup>1</sup> The penalty for improper disclosure of eligibility information is a fine of not more than \$1000 per student name if a violation is by either the district or a person in the disclosure without authorization under federal confidentiality regulations and/or imprisonment of not more than one year.

<sup>2</sup> The district owns the data and has the right to choose whether or not to release it to **anyone**. Therefore, the district must make the decisions concerning its release. With the ownership comes the responsibility to ensure proper security of the data.

Legal References: Commissioner’s Memos IA-05-018, FIN 09-041, IA 99-01 , and FIN 13-018  
DESE Eligibility Manual for School Meals Revised July 2017  
A.C.A. § 6-18-715  
7 CFR 210.1 – 210.31  
7 CFR 220.1 – 220.22  
7 CFR 245.5, 245.6, 245.8  
42 USC 1758(b)(6)

Date Adopted: 5/26/2009

Last Revised: 1/24/2013; 5/23/2019; 5/26/2021



## **8.36— CLASSIFIED PERSONNEL WORKPLACE INJURIES and WORKERS' COMPENSATION**

The District provides Workers' Compensation (WC) Insurance, as required by law. Employees who sustain **any** injury at work must immediately notify their immediate supervisor, or in the absence of their immediate supervisor notify the superintendent. An injured employee must fill out a Form N and the employee's supervisor will determine whether to report the claim or to file the paperwork if the injury requires neither medical treatment or lost work time. While many injuries will require no medical treatment or time lost at work, should the need for treatment arise later, it is important that there be a record that the injury occurred. All employees have a duty to provide information and make statements as requested for the purposes of the claim assessment and investigation.

The District may discipline an employee, up to and including termination of the employee's contract, if it is discovered that the employee:

1. Deliberately made false statements concerning the origin of an injury or the circumstances surrounding the injury; or
2. submitted a WC claim that the employee knew to be based substantially or entirely on false information.

An employee shall not be disciplined solely because the District's WC carrier denied the employee's WC claim.

For injuries requiring medical attention, the District will exercise its right to designate the initial treating physician and an injured employee will be directed to seek medical attention, if necessary, from a specific physician or clinic. In addition, the employee whose injuries require medical attention shall submit to a drug test, which shall be paid at the District's WC carrier's expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of WC benefits.<sup>2</sup>

A WC absence may run concurrently with FMLA leave (policy 3.32) when the injury is one that meets the criteria for a serious health condition. To the extent that WC benefits and FMLA leave run concurrently, the employee will be charged for any paid leave accrued by the employee at the rate necessary to bring the total amount of combined income up to one hundred percent (100%) of usual contracted daily rate of pay. If the health care provider treating the employee for the WC injury certifies the employee is able to return to a "light duty job," but is unable to return to the employee's same or equivalent job, the employee may decline the District's offer of a "light duty job." As a result, the employee may lose his/her workers' compensation payments, but for the duration of the employee's FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

Employees who is absent from work in the school district due to a WC claim may not work at a non-district job until they have returned to full duties at their same or equivalent district job; those who violate this prohibition may be subject to discipline up to and including termination.

## **8.36— CLASSIFIED PERSONNEL WORKPLACE INJURIES and WORKERS' COMPENSATION (cont.)**

This prohibition does NOT apply to an employee whose has been cleared by his/her doctor to return to "light duty" but the District has no such position available for the employee and the employee's second job qualifies as "light duty."

To the extent an employee has accrued sick leave and a WC claim has been filed, and employee:

- Will be charged for a day's sick leave for the all days missed until such time as the WC claim has been approved or denied;
- Whose WC claim is accepted by the WC insurance carrier as compensable and who is absent for eight (8) or more days shall be charged sick leave at the rate necessary, when combined with WC benefits, to bring the total amount of combined income up to one hundred percent (100%) of the employee's usual contracted daily rate of pay;
- Whose WC claim is accepted by the WC insurance carrier as compensable and is absent for fourteen (14) or more days will be credited back that portion of sick leave for the first seven (7) days of absence that is not necessary to have brought the total amount of combined income up to one hundred percent (100%) of the employee's usual contracted gross pay.

Notes: <sup>2</sup> Requiring employees who need medical treatment for injuries at work to be drug tested is optional but is recommended. A.C.A. § 11-9-102 states that an injury resulting while the employee is under the influence of alcohol or illegal drugs is not a compensable injury. Requiring all employees to be drug tested for work injuries resulting in medical treatment will allow the district to abide the prohibition against paying worker's comp for a drug related injury.

Cross Reference: 8.5—CLASSIFIED EMPLOYEES SICK LEAVE  
8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT  
8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE  
Policy 3.32—CERTIFIED PERSONNEL FAMILY MEDICAL LEAVE  
Policy 3.44 (If this policy is changed, review both policies to ensure consistency.)

.Legal References: Ark. Workers Compensation Commission RULE 099.33 –  
MANAGED CARE  
A.C.A. § 11-9-102  
A.C.A. § 11-9-508(d)(5)(A)  
A.C.A. § 11-9-514(a)(3)(A)(i)

Date Adopted: 10/26/2009

Last Revised: 2/18/2014; 1/23/2015; 2/2/2021; 5/2/2025

## **8.37—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS**

### **Definitions**

“Social Media Account” means 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, LinkedIn, or Instagram.

“Professional/education Social Media Account” means 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, LinkedIn, or Instagram.

“Blogs” means a type of networking and can be either social or professional in their orientation. Professional blogs, approved by the principal or his/her designee, are encouraged and can provide a place for staff to inform students and parents on school related activities. Social blogs are discouraged to the extent they involve staff and students in a non-education oriented format.

### **Policy**

District staff are encouraged to use educational technology, the Internet, and professional/education social networks to help raise student achievement and to improve communication with parents and students. However, 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.

Staff members are discouraged from creating personal social media accounts to which they invite students to be friends or followers.<sup>1</sup> Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

## **8.37—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS (cont.)**

District employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines<sup>1</sup> 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 face-to-face in a group, 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 interact with students, thus undermining the employee'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 of the contract of employment.

Staff who are employed by the district as a teacher under a waiver from licensure should be aware that, in addition to the restrictions on inappropriate interactions with students and dissemination of information under this policy, they are required to follow the Division of Elementary and Secondary Education (DESE) Rules Governing The Code Of Ethics For Arkansas Educators. Violations of this policy that would also violate the Code of Ethics for Arkansas Educators may result in the filing of an ethics complaint with DESE.<sup>2</sup>

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. Except when expressly authorized by the employee's job duties, 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. Except when expressly authorized by the District employee's job duties and when District procedures have been followed, all school district employees who participate in social media

## **8.37—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS (cont.)**

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. The posting of prohibited material or posting without following proper procedures may result in disciplinary action against the District employee, up to and including termination.

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden:<sup>2</sup>

### **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. Except as provided below, 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; local laws; ~~or~~ state laws and rules; or federal laws and 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 accordance 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 8.22—CLASSIFIED PERSONNEL TECHNOLOGY POLICY)

## 8.37—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS (cont.)

Notes: This policy is similar to policy 3.45. If you change this policy, review 3.45 at the same time to ensure applicable consistency between the two.

While only the Privacy of Employee's Social Media Accounts section of this policy is required by statute, ASBA strongly recommends adopting the policy in its entirety after consulting with staff for localizing purposes.

<sup>1</sup> The policy's separate definitions for "social media websites" and "professional/education social media accounts" are important. Districts are encouraged to establish "professional/education social media accounts" as an acceptable means of teacher and district communication with students and parents. This can serve to discourage inappropriate staff/student interactions on "social media websites." ASBA strongly suggests using the discussions for modifying/personalizing this policy as a means for generating the acceptable guidelines and procedures for staff creation of private social networks. We recommend **NOT** incorporating the guidelines into the policy, but have them available for all staff to review. Incorporating them into the policy will make it much harder to change them if the need arises.

<sup>2</sup> If you do not have a waiver allowing individuals to be employed as a teacher under a waiver from licensure, remove this language.

<sup>3</sup> What is and is not acceptable staff/student interaction on social networking websites is an education community decision, and will vary from district to district. As a general rule, the greater the degree of real-life connections and interactivity between staff and students that normally occur in the community, the greater the tolerance will be for virtual connections and interactivity. Use the following list to help guide discussions with staff to determine which items should be included in the policy and with what modifications/stipulations. It is as important to include in the policy what **is** permitted as what **is not** permitted. Your discussions may elicit additional bullets to include in the policy:

- Sharing personal landline or cell phone numbers with students;
- Text messaging students;
- 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;
- 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;

### **8.37—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS (cont.)**

- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

Cross reference: 8.22—CLASSIFIED PERSONNEL TECHNOLOGY USE  
POLICY

Legal Reference: A.C.A. § 11-2-124  
DESE Rules Governing The Code Of Ethics For Arkansas  
Educators

Date Adopted: 5/23/2019

Last Revised: 2/11/2020; 2/2/2021; 5/2/2025

## 8.38—CLASSIFIED PERSONNEL VACATIONS

Two hundred forty (240) day contracted employees are credited with ten (10) days of vacation<sup>1</sup> at the beginning of each fiscal year; this is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of eight hundred thirty-three thousandths (0.833) days per month, or major portion of a month, for any days used but not earned.

All vacation time must be approved, in advance to the extent practicable, by the superintendent or designee who shall consider the staffing needs of the District in making his/her determination.<sup>2</sup> If vacation is requested, but not approved, and the employee is absent from work in spite of the vacation denial, disciplinary action will be taken against the employee, which may include termination or nonrenewal.

No employee shall be entitled to more than fifteen (15) days of vacation as of the first day of each fiscal year. The permissible carry forward includes the ten (10) days credited upon the start of the fiscal year. Employees having accrued vacation totaling more than fifteen (15) days as of the date this policy is implemented shall not be eligible to increase the number of days carried forward during their employment with the District.<sup>3</sup> Earned but unused vacation will be paid upon resignation, retirement, termination, or non-renewal at the employee's current daily rate of pay.<sup>4</sup>

Notes: This policy is similar to policy 3.46. If you change this policy, review policy 3.46 at the same time to ensure applicable consistency between the two.

<sup>1</sup> Select your eligibility criteria and number of vacation days. Eligibility does not have to be two hundred forty (240) day employees and vacation does not have to be 10 days. If you choose a number other than ten (10) days, you will need to change the proration rate in the paragraph's final sentence for used, but unearned vacation.

<sup>2</sup> Insert the position that will be responsible for approving vacation requests.

<sup>3</sup> This sentence should be included whether you are changing your previous policy or you have not had a policy but have had the **practice** of allowing and paying accrued vacation greater than fifteen (15) days. It will help limit your future fiscal liability.

<sup>4</sup> Unlike sick leave, vacation is not transferable from one district to another and so we have included resignation, retirement, termination, and non-renewal as instances when the district will pay the employee for unused vacation. You may replace the list for when the district will pay for unused vacation with "any severance of employment". In any instance of such pay, the rate of pay for accrued, but unused vacation, does not have to be at the daily rate of pay. It may be at a set sum (so many dollars for each unused day) or as a percentage of the employee's daily rate of pay. If the district does not choose to place limits on the amount payable at employment severance, then the rate payable would be that employees current daily rate of pay.

Date Adopted: 05/16/2011

Last Revised: 1/24/2013; 1/23/2015; 5/2/2025



## **8.39—DEPOSITING COLLECTED FUNDS**

From time to time, staff members may collect funds in the course of their employment. It is the responsibility of any staff member to deposit such funds they have collected daily<sup>1</sup> into the appropriate accounts for which they have been collected. The Superintendent or his/her designee shall be responsible for determining the need for receipts for funds collected and other record keeping requirements and of notifying staff of the requirements.

Staff that use any funds collected in the course of their employment for personal purposes, or who deposit such funds in a personal account, may be subject to discipline up to and including termination.

Notes: This policy is similar to policy 3.47. If you change this policy, review 3.47 at the same time to ensure applicable consistency between the two.

<sup>1</sup> “Daily” is a suggested length of time. You may select a different time period, but if you change it, be sure to change policy 7.7 to match. The reason for this policy and the shorter timeline is to protect both the district and employees from possible overnight theft which is only covered by insurance if there are receipts to prove the existence of the funds and even then, there is a deductible (often \$1000). It could often be the case that the receipts and the funds would be in the same envelope and be stolen at the same time. The bottom line is that the daily timeline is to protect both the district and the employee.

Date adopted: 05/16/2011

Last Revised: 08/27/2012; 5/2/2025

## **8.40—CLASSIFIED PERSONNEL WEAPONS ON CAMPUS**

### Firearms<sup>1</sup>

Except as permitted by this policy, no employee of this school district, including those who may possess a “concealed carry permit,” shall possess a firearm on any District school campus or in or upon any school bus or at a District designated bus stop.

Employees who meet one or more of the following conditions are permitted to bring a firearm onto school property.

- He/she is participating in a school-approved educational course or program involving the use of firearms such as ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs;
- The firearms are securely stored and located in an employee's on-campus personal residence and/or immediately adjacent parking area;<sup>2</sup>
- He/she is a registered, commissioned security guard acting in the course and scope of his/her duties.
- He/she is a certified law enforcement officer, either on or off duty;
- He/she has a valid conceal carry license and leaves his/her handgun in his/her locked vehicle in the district parking lot.

Possession of a firearm by a school district employee who does not fall under any of the above categories anywhere on school property, including parking areas and in or upon a school bus, will result in disciplinary action being taken against the employee, which may include termination of the employee.

### Other Weapons<sup>2</sup>

An employee may possess a

1. Pocket knife that has a blade or blades that:
  - Can be folded into a case; and
  - Are less than three inches (3”) in length each.
2. Container of tear gas<sup>4</sup> or mace that has a capacity of one hundred fifty cubic centimeters (150 cc) or less.

Employees are expected to safeguard allowable items the employee possesses in such a way as to ensure they are not possessed by students. Such items are not to be used against students, parents or other school district employees. Possession of weapons, knives, or self-defense items that do not comply with the limits contained herein; the failure of an employee to safeguard such items; or the use of such items against students, parents, or other school district employees may result in disciplinary action being taken against the employee, which may include termination of the employee.

Employees who are participating in a Civil War reenactment may bring a Civil War era weapon onto campus with prior permission of the building principal. If the weapon is a firearm, the firearm must be unloaded.<sup>5</sup>

## 8.40—CLASSIFIED PERSONNEL WEAPONS ON CAMPUS (cont.)

Notes: This policy is similar to Policy 3.48. If you change this policy, review Policy 3.48 at the same time to ensure applicable consistency between the two.

<sup>1</sup> The possession of handguns and firearms is a very hot topic. In Arkansas, the laws governing their possession on school grounds are both complicated and less than clear. The two statutes most directly affecting schools are A.C.A. § 5-73-119 ( 119) and A.C.A. § 5-73-306 ( 306).

119 governs firearms (including handguns) while 306 deals strictly with concealed handguns (those guns having a barrel length of 12" or less).

119 prohibits firearms on "developed school property" while 306 prohibits concealed handgun permit holders from carrying their handguns into school buildings or events but permits the concealed carry license to leave a handgun in his/her locked vehicle at a publicly owned parking lot.

119 permits those who are on a "journey" to carry handguns and firearms on school property. Technically, this would allow employees to bring their firearms to school; however, Federal law, 18 U.S.C. § 922(q)(2) prohibits anyone who is on a "journey" and who does not fall under another allowable category, such as a law enforcement officer, from doing more than having the firearm in their vehicle. While we accept that concealed carry licensees may leave their handgun in their locked vehicle in the parking lot, we see this as complicated to enforce and generally problematic. Also, as we interpret the statute, parents visiting the school for an athletic or other event can bring their firearms with them. We cannot control that through policy.

<sup>2</sup> If your district has housing for any employee and that employee chooses to have any firearms in the house, they should be kept in a very secure place. It would be wise to keep them in a locked gun safe so that no one other than the employee has access to them.

<sup>3</sup> Select the option that works best for your district. In making your decision, note that in Option #2, you can choose to include only the first or the second sentence or you can keep both sentences. If you keep the first sentence, the length of the blade allowed is limited by A.C.A. § 5-73-120(b)(4) to less than three 3". Also, A.C.A. § 5-73-120(a) prohibits individuals from carrying a weapon "with a purpose to employ the... weapon against a person." Presumably, an employee could possess a small pocket knife with no intent to use it against another person. Inherent in making the decision on either sentence in Option #2 is the possibility of a student taking the knife or the tear gas and misusing it.

<sup>4</sup> You can replace "tear gas" with "pepper spray" or leave "tear gas" in the policy and add "pepper spray."

<sup>5</sup> While the policy language only specifically covers employees, A.C.A. § 6-5-502 permits any person who is a Civil War reenactor to bring a Civil War era weapon onto campus with the prior permission of the principal.

Legal References:   A.C.A. § 5-73-119  
                          A.C.A. § 5-73-120  
                          A.C.A. § 5-73-124(a)(2)  
                          A.C.A. § 5-73-301

## **8.40—CLASSIFIED PERSONNEL WEAPONS ON CAMPUS (cont.)**

A.C.A. § 5-73-306

A.C.A. § 6-5-502

18 U.S.C. § 922

Date Adopted: 1/23/2014

Last Revised: 2/18/2014; 4/17/2015; 5/23/2019; 5/2/2025

## **8.41—WRITTEN CODE OF CONDUCT FOR EMPLOYEES INVOLVED IN PROCUREMENT WITH FEDERAL FUNDS**

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 Federal funds, including 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; or
- f. Items of nominal value (e.g. calendar or coffee mug).<sup>1</sup>

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 District personnel involved in purchases with Federal funds, including child nutrition personnel, 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.<sup>2</sup>

## **8.41—WRITTEN CODE OF CONDUCT FOR EMPLOYEES INVOLVED IN PROCUREMENT WITH FEDERAL FUNDS (cont.)**

Notes: This policy is similar to Policy 3.52. If you change this policy, review 3.52 at the same time to ensure applicable consistency between the two.

<sup>1</sup> Districts may set standards covering instances where the financial interest is not substantial and the gift is an unsolicited item of nominal value. If you do wish to set standards for these situations, delete this sentence and add a statement permitting such acceptance and the circumstances where it is acceptable.

<sup>2</sup> The training provided should cover instances where there is doubt concerning the appropriateness of accepting gifts, favors, etc. the employee should be instructed to consider the following questions:

- How would the public perceive this action of receiving the gift, favor, etc.?
- Will acceptance of the gift, favor, etc. possibly influence a future purchasing decision?

The training should cover the Rules Governing Ethical Guidelines And Prohibitions For Educational Administrators, Employees, Board Members And Other Parties including the contract disclosure forms checklists from Commissioner's Memo FIN 09-036.

Legal References: A.C.A. § 6-24-101 et seq.  
Division of Elementary and Secondary Education Rules  
Governing the Ethical Guidelines And Prohibitions For  
Educational Administrators, Employees, Board Members  
And Other Parties  
Commissioner's Memo FIN 09-036  
Commissioner's Memo FIN-10-048  
Commissioner's Memo FIN 15-074  
2 C.F.R. § 200.318  
7 C.F.R. § 3016.36  
7 C.F.R. § 3019.42

Date Adopted:  
Last Revised: 5/23/2019

## **8.42—CLASSIFIED PERSONNEL BUS DRIVER END of ROUTE REVIEW**

Each bus driver shall walk inside the bus from the front to the back to make sure that all students have gotten off the bus after each trip. If a child is discovered through the bus walk, the driver will immediately notify the central office and make arrangements for transporting the child appropriately. If children are left on the bus after the bus walk through has been completed and the driver has left the bus for that trip, the driver shall be subject to discipline up to and including termination.

Date Adopted: 7/28/2014  
Last Revised:

## **8.43—CLASSIFIED PERSONNEL USE OF PERSONAL PROTECTIVE EQUIPMENT**

Employees whose job duties require the use or wearing of Personal Protective Equipment (PPE) shall use or wear the prescribed PPE at all times while performing job duties that expose employees to potential injury or illness. Examples of PPE include, but are not limited to:<sup>1</sup>

- Head and face protection:
  - Hard hat;
  - Bump cap;
  - Welding helmet;
  - Safety goggles;
  - Safety glasses;
  - Face shield;
- Respiratory protection:
  - Dust/mist mask;
  - Half-face canister respirators;
- Hearing protection:
  - Ear plugs;
  - Ear muffs;
- Hand protection, which is based on hazard exposure(s) and type(s) of protection needed:
  - Leather;
  - Latex;
  - Rubber;
  - Nitrile;
  - Kevlar;
  - Cotton;
- Body protection:
  - Welding apron;
  - Welding jackets;
  - Coveralls/Tyvek suits;
- Foot Protection:
  - Metatarsal protection;
  - Steel toed boots/shoes;
  - Slip resistant shoes;
- Fall Protection:
  - Belts, harnesses, lanyards;
  - Skylight protection;
  - Safe ladders;
  - Scissor lifts.

Employees operating a school-owned vehicle that is equipped with seat belts for the operator shall be secured by the seat belt at all times the employee is operating the vehicle. If the vehicle is equipped with seat belts for passengers, the employee operating the vehicle shall not put the vehicle into motion until all passengers are secured by a seat belt. Employees traveling in, but not operating, a school owned vehicle that is equipped with seat belts for passengers shall be secured by a seat belt at all times the vehicle is in motion.



## **8.43—CLASSIFIED PERSONNEL USE OF PERSONAL PROTECTIVE EQUIPMENT (cont.)**

Employees who fail to use or wear the prescribed PPE required by their job duties put themselves and co-workers at risk of sustaining personal injuries. Employees who are found to be performing job duties without using or wearing the necessary PPE required by the employee's job duties may be disciplined, up to and including termination.

A supervisor may be disciplined, up to and including termination, if the supervisor:

1. Fails to ensure the employee has the prescribed PPE before the employee assumes job duties requiring such equipment;
2. Fails to provide an employee replacement PPE when necessary in order for the employee to continue to perform the job duties that require the PPE; or
3. Instructs the employee to perform the employee's job duties without the prescribed PPE required by those job duties.

An employee shall **not** be disciplined for refusing to perform job duties that require the employee to use/wear PPE if:

- a. The employee has not been provided the prescribed PPE; or
- b. The PPE provided to the employee is damaged or worn to the extent that the PPE would not provide adequate protection to the employee.

An employee's immediate Supervisor is responsible for providing the employee training on the proper use, care, and maintenance of any and all PPE that the employee may be required to use.

Notes: This policy is similar to Policy 3.55. If you change this policy, review 3.55 at the same time to ensure applicable consistency between the two.

When designing employee schedules, be sure to account for the time employees spend putting on and taking off PPE. The time an employee spends putting on and taking off PPE at the worksite is compensable and may result in overtime issues for non-exempt employees under Policy 8.11.

<sup>1</sup> This is not intended to be an all-inclusive list, and you may add or remove items from the list based on what PPE your employees should be using.

Cross Reference: 8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

Date Adopted: 6/25/2018

Last Revised:

## **8.44—CLASSIFIED PERSONNEL CONTRACT RETURN**

An employee shall have thirty (30) days from the date of the receipt of the employees contract for the following school year in which to return the contract, signed, to the office of the Superintendent. The date of receipt of the contract shall be presumed to be the date of a cover memo<sup>1</sup>, which will be attached to the contract.

Failure of an employee to return the signed contract to the office of the Superintendent within thirty (30) days of the receipt of the contract shall operate as a rejection of the offer of employment by the employee. No further action on the part of the employee, the Superintendent, or the School Board shall be required in order to make the employee's rejection of the offer of employment final.

An employee may unilaterally rescind a signed employment contract for the subsequent school year if the employee submits a signed written notification to the superintendent, or the superintendent's designee, of the employee's intent to rescind the contract for the subsequent school year by the end of business on:<sup>2</sup>

- May 15; or
- The Friday before May 15 if May 15 falls on a weekend.

Notes: This policy is similar to Policy 3.5. If you change this policy, review Policy 3.5 at the same time to ensure applicable consistency between the two.

<sup>1</sup> The following language is offered as suggestive for the cover memo:  
*Attached please find your contract of employment for the (date/date) school year. You have thirty (30) calendar days from the date of this memo to sign and return your contract of employment to the office of the Superintendent. According to personnel policy 8.44, the failure of an employee to sign and return his or her contract by the thirtieth (30<sup>th</sup>) day shall operate as a rejection of the offer of employment provided by the contract, and steps will immediately begin to fill that vacated position for the next school-year.*

<sup>2</sup> An employee's right to unilaterally rescind an employment contract for the subsequent school year is required by A.C.A. § 6-17-311. The rest of the policy is optional. We have included it to act as an incentive to have employees timely return contracts for the next school year.

Legal Reference: A.C.A. § 6-17-311

Date Adopted: 5/23/2019

Last Revised: 5/1/2023; 5/2/2025

## **8.45—CLASSIFIED PERSONNEL CODE OF CONDUCT**

### **Definitions**

“Insubordination” means the willful disregard of a supervisor's instructions or the refusal to obey a lawful order from a supervisor. Insubordination does not mean the refusal to follow an order from a supervisor that would violate Federal or state law; Federal regulations; state rules; or a court order.

“Sexual harassment” means conduct on the basis of sex that may not reach the definition of sexual harassment under Policy 8.20 but is nevertheless inappropriate within the education setting. Examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Sexual grooming;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating, ranking, or assessing students or other employees as to:
  - Physical attractiveness;
  - Sexual activity or performance; or
  - Sexual preference;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Employee actions that meet the definitions within this policy are prohibited.

In recognition of the level of trust placed in District employees, the duty of care District employees have towards their charges, and the need for District employees to model appropriate behavior for their charges, the District has, and will continue to hold, its employees to a high standard of behavior. Employees whose actions are determined to be in violation of the provisions of this policy, another personnel policy, the Division of Elementary and Secondary Education Rules Governing the Code of Ethics for Arkansas Educators<sup>1</sup>, or criminal conduct that statutorily prohibits employment by a school district may be recommended for discipline up to and including termination of the employee's contract for employment. In addition to other forms of discipline, conduct in violation of the Rules may be reported to the Professional Licensure Standards Board<sup>1</sup>.

## **8.45—CLASSIFIED PERSONNEL CODE OF CONDUCT (cont.)**

Notes: This policy is similar to Policy 3.17. If you change this policy, review Policy 3.17 at the same time to ensure applicable consistency between the two.

<sup>1</sup> If you do not have individuals teaching under an individual licensure plan, remove references to the Code of Ethics from this policy.

Legal References: A.C.A. § 6-17-301  
A.C.A. § 6-17-414  
A.C.A. § 6-17-415  
DESE Rules Governing the Code of Ethics for Arkansas  
Educators

Date Adopted: 6/27/2022

Last Revised: 5/1/2023; 6/14/2024; 5/2/2025

## **8.46—CLASSIFIED PERSONNEL PARENTAL LEAVE**

In collaboration with the Division of Elementary and Secondary Education, the District provides up to twelve (12)<sup>1</sup> weeks of paid leave for the following:

1. Birth of an eligible employee's biological child; or
2. Placement of an adoptive child under one (1) year of age in the home of an eligible employee; or
3. Foster placement of an infant under one (1) year of age in the home of an eligible employee.

An employee shall be eligible to take paid leave under this policy if the:

- Individual was employed full time<sup>2</sup> by the District for more than one (1) year immediately preceding the request for leave; and
- Leave is taken within the first twelve (12) weeks of the cause for leave; and
- Employee has not been disciplined for any leave abuse during the past year prior to the need for leave.

An employee shall only be eligible for a total of twelve (12) weeks of paid parental leave when the parental leave is due to the adoption of a child and the adoption is following the foster placement of the same child in the employee's home.

Any day during the academic year designated as a day when academic classes will not be held, including holidays, shall not be counted when calculating:<sup>3</sup>

- A. The twelve (12) weeks from the cause for leave; or
- B. The total number of days approved as parental leave.

Eligible leave taken under this policy shall run concurrently with leave under Policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE but shall be used before other forms of paid leave.

Notes: This policy is similar to Policy 3.56. If you change this policy, review Policy 3.56 at the same time to ensure applicable consistency between the two.

While we have chosen to set our model to cover maternity and paternity leave, A.C.A. § 6-17-122 and DESE Rules Governing Maternity Leave Cost Sharing only expressly address maternity leave. We chose to make it parental leave to protect against sex discrimination lawsuits for providing leave to one parent and not the other.

<sup>1</sup> District may not choose to provide less than the full twelve (12) weeks of leave and still receive reimbursement for costs related to maternity leave that is taken by an employee. The state will not reimburse for costs associated with paternity leave taken under this policy.

<sup>2</sup> Full time means being employed for at least thirty (30) hours per week or as a full-time school bus driver who is employed to drive regular routes during the school year.

## **8.46—CLASSIFIED PERSONNEL PARENTAL LEAVE (cont.)**

<sup>3</sup> The law provides that if you count the days during the academic year, including holidays, when classes are not held against the employee's available parental leave, the days must be treated as paid days so the employee would be eligible for the employee's daily rate of pay.

Cross Reference: 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE

Legal References: A.C.A. § 6-17-122  
DESE Rules Governing Maternity Leave Cost Sharing

Date Adopted:  
Last Revised: 1/5/2024; 6/14/2024; 5/2/2025

## **8.47—CLASSIFIED PERSONNEL NAME, TITLE, OR PRONOUN**

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A District employee shall not be subject to adverse employment action for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's biological sex.

Legal Reference: A.C.A. § 6-1-108

Date Adopted: 5/2/2025

Last Revised:

## **8.48—CLASSIFIED PERSONNEL DUTY TO MAINTAIN LICENSE IN GOOD STANDING**

The District has several classified positions that require the individual employed in that position to hold a license or certification. The failure of an employee in such a position to keep the employee's license or certification in good standing places the District at risk of being determined to be operating in violation of Arkansas or Federal law. Classified employees who are required to hold a license or certification as part of their position are required to maintain their license or certification in good standing. A classified employee who is required to hold a license or certification as part of the employee's position who fails to maintain their license or certification in good standing may be discipline, up to and including termination.

Date Adopted:

Last Revised:



## **8.49—CLASSIFIED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE**

### **Definitions**

“Artificial Intelligence (AI)” means a machine-based system that can, based on a given set of human-devised objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.

“AI Tools” means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning. For purposes of this policy, AI tools does not include items such as spell check or grammar check.

"Automated decision tool" means an AI tool that has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.

This policy governs the use of AI tools by classified employees in the performance of their job duties.

The District will provide training on the use of AI tools, including data privacy requirements. All classified employees shall participate in the District’s training on AI tools before they may use AI tools to assist with any job duties. Classified employees shall participate in additional training sessions and are expected to stay informed about changes to this and related policies regarding the use of AI and data privacy and security.

The use of AI tools by District employees shall adhere to the following:

- Only those AI tools approved by the District’s committee for the selection of AI tools may be used;
- The use of AI tools by employees shall adhere to District policy; State and Federal law; State rules; and federal regulations governing data privacy; and
- Employees shall consult their supervisor or the IT department if unsure about using a particular AI tool.<sup>1</sup>

Classified employees are encouraged to use AI tools to enhance job performance and efficiency. Any use of AI tools shall be done in an ethical and responsible manner that protects other employees, students, parents, and the District as a whole.

The following actions are expressly prohibited:

- The inputting or uploading of information into AI tools unless the AI tool has been approved by the District to accept such information and appropriate data privacy measures are in place to comply with the District’s policies; State and Federal laws; State Rules; and federal regulations on data privacy and security;
- Using AI tools to generate false or misleading information; and

## **8.49—CLASSIFIED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE (cont.)**

- Attempting to bypass security protocols or access restricted data.

While AI tools, including automated decision tools, may be used to assist with administrative tasks, such as scheduling, data analysis, and managing student records, final decisions impacting students or employees must involve human oversight.

Employees are responsible for their use of AI tools and for safeguarding sensitive information. Employees shall report any security incidents or potential data breaches immediately to a supervisor or the IT department.<sup>1</sup>

Employees are encouraged to provide feedback on the usage of AI tools to help the District ensure the effectiveness, ethical compliance, and relevance to the District's educational goals of the AI tools the District is using.

The failure to comply with this policy or a District policy governing the release of information may result in disciplinary action, up to and including termination.

Notes: This policy is similar to Policy 3.58. If you change this policy, review 3.58 at the same time to ensure applicable consistency between the two.

<sup>1</sup> Insert the position or department where reports should be made. Make sure that it is in alignment with Policy 7.16.

Cross References: 3.58—LICENSED PERSONNEL USE OF ARTIFICIAL  
INTELLIGENCE  
4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY  
INFORMATION  
5.10—ARTIFICIAL INTELLIGENCE  
7.16—INFORMATION TECHNOLOGY SECURITY

Legal References: A.C.A. § 6-18-2601 et seq.  
A.C.A. § 25-1-128  
15 U.S.C. § 6501  
20 U.S.C. § 1232g  
34 C.F.R. Part 99

Date Adopted: 5/2/2025  
Last Revised:

## 8.50—ANTISEMITISM PROHIBITED

“Antisemitism” means a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Antisemitism may be expressed in speech; writing; visual forms; and actions, and employs sinister stereotypes and negative character traits.

The following are examples of actions, when taken as a whole, that may constitute antisemitism:

- The targeting of the state of Israel, conceived as a Jewish collectivity;
- Charging Jews with conspiring to harm humanity;
- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion;
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions;
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews;
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust);
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust;
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations;
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor;
- Applying double standards by requiring of Israel a behavior not expected or demanded of any other democratic nation;
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis;
- Drawing comparisons of contemporary Israeli policy to that of the Nazis;
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitism does not include criticism of Israel similar to the criticism leveled against any other country.

Discrimination and harassment based on antisemitism is expressly prohibited.

The District shall appoint an individual to act as the District’s Title VI Coordinator, who shall be responsible for investigating any complaints of discrimination or harassment based on antisemitism. The District shall:

1. Include contact information for the Title VI Coordinator in information that is provided to staff, students, and parents; and

## **8.50—ANTISEMITISM PROHIBITED (cont.)**

2. Provide the following on the District website that may be accessed through a link titled “Antisemitism/Title VI”:
  - a. The District’s definition of antisemitism;
  - b. A statement that antisemitism is prohibited in the District’s educational programs and activities;
  - c. A statement that complaints of discrimination or harassment based on antisemitism may be filed with the Title VI Coordinator;
  - d. Contact information for the District’s Title VI Coordinator; and
  - e. Information on how to file a complaint of antisemitism with the Title VI Coordinator at the Arkansas Department of Education.

A student or a student’s parent may contact the District Title VI Coordinator directly with any complaints of discrimination or harassment based on antisemitism. District employees are responsible for timely notifying the District Title VI Coordinator of any complaints they receive or incidents they witness of discrimination or harassment based on antisemitism.

Complaints of discrimination or harassment based on antisemitism shall be investigated and handled in accordance with Policy 6.7—COMPLAINTS.

An employee who is found to have violated the provisions of this policy may be subject to discipline, up to and including termination.

The District Title VI Coordinator shall report an incident or complaint of discrimination or harassment under this policy to the Arkansas Department of Education Title VI Coordinator.

In addition to the filing of a complaint under this policy, complaints of discrimination or harassment based on antisemitism may be submitted directly to the Title VI Coordinator at the Arkansas Department of Education.

Nothing in this policy shall be construed to diminish or infringe upon any right protected under the First Amendment to the United States Constitution or Arkansas Constitution, Article 2, §§ 4, 6, and 24.

Notes: This policy is similar to Policy 3.59. If you change this policy, review policy 3.59 at the same time to ensure applicable consistency between the two.

In accordance with A.C.A. § 6-16-2002(1), the definition for antisemitism is taken from the definition adopted on May 26, 2016, by the International Holocaust Remembrance Alliance.

A.C.A. § 6-16-2003 encourages schools to:

- Incorporate antisemitism awareness training into any required anti-bias training for students, employees, administrators, and campus police; and
- Integrate Jewish-American heritage curriculum for students that incorporates

## **8.50—ANTISEMITISM PROHIBITED (cont.)**

Jewish experiences in the United States pre- and post-American Revolution; pre- and post-World War II and the Holocaust; and in modern times.

Cross Reference: 6.7—COMPLAINTS

Legal Reference: A.C.A. § 6-16-2001 et seq.

Date Adopted: 5/2/2025

Last Revised: