

## **2016-17 Licensed Personnel Policies**

### **Signature Page**

Arkansas Code Annotated §6-17-201, §6-17-2301 and Act 989 of 2011 requires the Charleston School District to post to its website by September 15 each year a copy of certain personnel policies for the current year. Should any section of these policies that are published for website reporting found to be in conflict with the District Personnel Policy Manual as approved by the Charleston Board of Education, the superintendent's printed copy shall prevail.

Trey Gage,  
School Board President

July 28, 2016  
Date Signed

# TABLE OF CONTENTS

## SECTION 3—LICENSED PERSONNEL

- 3.1—LICENSED PERSONNEL SALARY SCHEDULE
- 3.2—LICENSED PERSONNEL EVALUATIONS
- 3.3—EVALUATION OF LICENSED PERSONNEL BY RELATIVES
- 3.4—LICENSED PERSONNEL REDUCTION IN FORCE
- 3.5—LICENSED PERSONNEL **CONTRACT AND** CONTRACT RETURN
- 3.6—LICENSED PERSONNEL PROFESSIONAL DEVELOPMENT
- 3.7—LICENSED PERSONNEL DRUG AND ALCOHOL TESTING
  - 3.7F1—DRUG AND ALCOHOL TESTING —CONSENT**
  - 3.7F2—DRUG AND ALCOHOL TESTING —REASONABLE SUSPICION DOCUMENT**
- 3.8—LICENSED PERSONNEL SICK LEAVE
- 3.9—**CATASTROPHIC** LEAVE BANK
  - 3.9F1—CATASTROPHIC LEAVE BANK—APPLICATION FOR MEMBERSHIP**
  - 3.9F2—CATASTROPHIC LEAVE BANK—LIABILITY AGREEMENT**
  - 3.9F3—CATASTROPHIC—APPLICATION FOR LEAVE**
  - 3.9F4—CATASTROPHIC LEAVE BANK—PHYSICIAN’S CERTIFICATE**
  - 3.9F5— CATASTROPHIC LEAVE BANK—DONATION TO AN EMPLOYEE**
- 3.10—LICENSED PERSONNEL PLANNING TIME
- 3.11—LICENSED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE

- 3.12—LICENSED PERSONNEL RESPONSIBILITIES IN DEALING WITH SEX OFFENDERS ON CAMPUS
- 3.13—LICENSED PERSONNEL PUBLIC OFFICE
- 3.14—LICENSED PERSONNEL JURY DUTY
- 3.15—LICENSED PERSONNEL LEAVE — INJURY FROM ASSAULT
- 3.16—LICENSED PERSONNEL REIMBURSEMENT FOR PURCHASE OF SUPPLIES
- 3.17—INSULT OR ABUSE OF LICENSED PERSONNEL
- 3.18—LICENSED PERSONNEL OUTSIDE EMPLOYMENT
- 3.19—LICENSED PERSONNEL EMPLOYMENT
- 3.20—LICENSED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES
- 3.21—LICENSED PERSONNEL TOBACCO USE
- 3.22—DRESS OF LICENSED EMPLOYEES
- 3.23—LICENSED PERSONNEL POLITICAL ACTIVITY
- 3.24—LICENSED PERSONNEL DEBTS
- 3.25—LICENSED PERSONNEL GRIEVANCES
- 3.25F—LICENSED PERSONNEL LEVEL TWO GRIEVANCE FORM
- 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT
- 3.27—LICENSED PERSONNEL SUPERVISION OF STUDENTS
- 3.28—LICENSED PERSONNEL COMPUTER USE POLICY AND **VIRTUAL PRIVATE NETWORK POLICY**
- 3.28F—LICENSED PERSONNEL EMPLOYEE INTERNET USE AGREEMENT AND **VIRTUAL PRIVATE NETWORK POLICY**
- 3.29—LICENSED PERSONNEL SCHOOL CALENDAR

- 3.30—PARENT-TEACHER COMMUNICATION
- 3.31—DRUG FREE WORKPLACE - LICENSED PERSONNEL
- 3.31F—DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT
- 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE
- 3.33—ASSIGNMENT OF EXTRA DUTIES FOR LICENSED PERSONNEL
- 3.34—LICENSED PERSONNEL CELL PHONE USE
- 3.35—LICENSED PERSONNEL BENEFITS
- 3.36—LICENSED PERSONNEL DISMISSAL AND NON-RENEWAL
- 3.37—ASSIGNMENT OF TEACHER AIDES
- 3.38—LICENSED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING
- 3.39—LICENSED PERSONNEL RECORDS AND REPORTS
- 3.40—LICENSED PERSONNEL DUTY TO REPORT CHILD ABUSE, MALTREATMENT  
OR NEGLECT
- 3.41—LICENSED PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING
- 3.42—OBTAINING and RELEASING STUDENT’S FREE AND REDUCED PRICE MEAL  
ELIGIBILITY INFORMATION
- 3.43—DUTY OF LICENSED EMPLOYEES TO MAINTAIN LICENSE IN GOOD  
STANDING
- 3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS’  
COMPENSATION
- 3.45—LICENSED PERSONNEL SOCIAL NETWORKING AND ETHICS
- 3.46—LICENSED PERSONNEL VACATIONS
- 3.47—DEPOSITING COLLECTED FUNDS

- 3.48—LICENSED PERSONNEL WEAPONS ON CAMPUS
- 3.49—TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM
- 3.50—ADMINISTRATOR EVALUATOR CERTIFICATION
- 3.51—SCHOOL BUS DRIVER'S USE OF MOBILE COMMUNICATION DEVICES
- 3.52—Policy Deleted
- 3.53—LICENSED PERSONNEL BUS DRIVER END of ROUTE REVIEW
- 3.54—LICENSED PERSONNEL VOLUNTARY TEACHING DURING PLANNING PERIOD OR OF MORE THAN THE MAXIMUM NUMBER OF STUDENTS PER DAY

### **3.1—LICENSED PERSONNEL SALARY SCHEDULE**

State law requires each District to include its teacher salary schedule, including stipends and other material benefits, in its written personnel policies. In developing the salary schedule, the District will establish a normal base contract period for teachers. The District is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year licensed policies and salary schedule.

For the purposes of the salary schedule, a teacher will have worked a “year” if he/she works at least 130 days. **Paid sick leave shall count toward the total number of days worked.**

For the purposes of this policy, a master’s degree or higher is considered “relevant to the employee’s position” if it is related to education, guidance counseling, or the teacher’s content area and has been awarded for successful completion of a program at the master’s level or higher by an institution of higher education accredited under Arkansas statutory requirements applicable at the time the degree was awarded.

**For course work required by the district to retain employment or to add areas of certification, tuition will be paid by the district for no more than twelve (12) hours without board approval. If the teacher takes graduate level courses, the hours will count toward steps on the salary schedule.**

Teachers who have earned additional, relevant degrees or sufficient college hours to warrant a salary change are responsible for reporting and supplying a transcript to the **superintendent. Employees who anticipate earning additional college hours should provide verbal advance notice at the earliest possible time. A current year’s pay increase will be triggered by additional college hours if the teacher provides original transcripts no later than September 30<sup>th</sup>.**

#### **Arkansas Professional Pathway to Educator Licensure (APPEL) Program**

Each employee newly hired by the district to teach under the Arkansas Professional Pathway to Educator Licensure (APPEL) Program shall initially be placed on the salary schedule in the category of a bachelor’s degree with no experience, unless the APPEL program employee has previous teaching experience which requires a different placement on the schedule. Upon receiving his/her initial or standard teaching license, the employee shall be moved to the position on the salary schedule that corresponds to the level of education degree earned by the employee which is relevant to the employee’s position. Employee’s degrees which are not relevant to the APPEL program's position shall not apply when determining his/her placement on the salary schedule. A teacher with a non-traditional provisional license shall be eligible for step increases with each successive year of employment, just as would a teacher possessing a traditional teaching license.

#### **Licensed employee, seeking additional area or areas of licensure**

Licensed employees who are working on an alternative licensure plan (ALP) to gain licensure in an additional area are entitled to placement on the salary schedule to commensurate with their current license, level of education degrees and years of experience.

## **Salary increases of 5% or more**

Act 1120 (codified at A.C.A. § 6-13-635) 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.

## **National Board Certification Incentive**

The Charleston School Board of Education recognizes the value of National School Board Certification and offers a stipend as an incentive for a licensed teacher to endeavor toward this worthy goal.

Upon successful completion of National Board Certification that is obtained during mid-school year (generally in November), the Charleston School District shall pay a \$1000 stipend to full-time licensed personnel upon obtaining certification the first year and \$2000 annually thereafter for the life of the certificate.

Full-time licensed personnel newly employed by the Charleston School District who have already obtained National Board Certification shall receive a \$2000 stipend during the first year of initial employment with the district and \$2000 annually thereafter for the life of the certificate.

Full-time is defined as personnel hired on at least a 191 day contract (7/7). Less than full-time National Board Certified personnel shall be paid a pro-rated stipend based on the applicable above provisions.

## **Licensed, Long-Term Substitute Teacher's Salary**

The salary schedule for a degreed or certified substitute teacher for an extended period of time shall be as follows:

- A. Day 1-10—The regular substitute teacher rate.
- B. Day 11-20—Two times the regular substitute teacher rate.
- C. Licensed substitutes working for an extended period of time may receive compensation up to the district's beginning certified teacher rate of pay if steps A & B are waived by the administration.

Cross Reference: Policy 1.9—POLICY FORMULATION  
Legal References: A.C.A. § 6-17-201, 202, 2403  
A.C.A. § 6-20-2305(f)(4)  
A.C.A. § 21-5-405  
ADE Rules Governing School District Requirements for Personnel Policies, Salary Schedules, Minimum Salaries, and Documents Posted to District Websites

Date Adopted: March 30, 2015

## 3.2—LICENSED PERSONNEL EVALUATIONS

### Definitions

“Building level or district level leader” means an individual employed by the District whose job assignment is that of a building level or district level administrator or an equivalent role, including an administrator licensed by the State Board of Education, an unlicensed administrator, or an individual on an Administrator Licensure Completion Plan. Building level or district level leader does not include the superintendent, deputy superintendents, associate superintendents, and assistant superintendents.

"Inquiry category" is a category in which the building level or district level leader consistently demonstrates progressing, proficient, and/or exemplary performance on standards and functions in the Leader Excellence and Development System (LEADS) rubric.

“Intensive Category” is a category in which a building level or district level leader receives a rating of not meeting standards on the summative evaluation rubric as defined by the LEADS Rules.

"Novice Category" is a building level or district level leader who has not completed three consecutive years of experience in one district as a building level or district level administrator.

“Probationary” is a building level or district level leader who has transitioned within the District from one building level or district level administrator position to another or who is hired by the District and has completed his/her novice category period at another district. The probationary period is one-year.

"Probationary teacher" has the same definition as A.C.A. § 6-17-1502.

"Teacher" has the same definition as A.C.A. § 6-17-2803(19).

### Teachers

Teachers will be evaluated under the provisions and timelines of the Teacher Excellence Support System (TESS).

The superintendent or designee(s) shall develop procedures to govern the evaluation process and timelines for the evaluations.

Teachers will be evaluated under the schedule and provisions required by TESS. Each school-year, the district will conduct a summative evaluation over all domains and components on all probationary teachers as well as any teacher currently on an "intensive support" improvement plan or who has successfully completed intensive support or participated in an improvement plan during the current or previous school-year. All teachers not covered in the previous sentence will have a summative evaluation over all domains and components at least once every four (4) years. To establish the initial four-year rotation schedule for non-probationary teachers to be summatively evaluated, at least one-quarter of each school's non-probationary teachers will be selected for evaluation by the school principal.



All teachers shall develop a Professional Growth Plan (PGP) annually that must be approved by the teacher's evaluator. If there is disagreement between a teacher and the teacher's evaluator concerning the PGP, the decision of the evaluator shall be final.

In an interim appraisal year, the teacher's annual performance rating will be derived from the average score of the components that align with the teacher's PGP.

In a summative evaluation year, the teacher's annual overall rating will be derived from both the teacher's performance rating and the applicable student growth measure as defined in the Arkansas Department of Education (ADE) TESS Rules.

While teachers are required to be summatively evaluated once every four-years, the teacher's evaluator may conduct a summative evaluation in any year.

In addition to a teacher's summative evaluation, an evaluator or designee shall conduct interim teacher appraisals during the year to provide a teacher with immediate feedback about the teacher's teaching practices; engage the teacher in a collaborative, supportive learning process; and help the teacher use formative assessments to inform the teacher of student progress and adapt teaching practices based on the formative assessments.

Evaluators may also conduct informal classroom observations during the year for the same purpose as a formal classroom observation but these are of shorter duration and are unannounced.

#### Building Level or District Level Evaluations

Building level or district level leaders will be evaluated under the schedule and provisions required by LEADS.

The superintendent or designee(s) shall develop procedures to govern the evaluation process and timelines for the evaluations.

Novice category and probationary building level or district level leaders, those building level or district level leaders who have been placed in the Intensive category, and those building level or district level leaders who have not had a summative evaluation the previous three (3) years will have a summative evaluation. A building level or district level leader shall complete a PGP based on the standards and functions determined during the initial summative evaluation meeting with the superintendent or designee. If there is disagreement between a building level or district level leader and the leader's evaluator concerning the PGP, the decision of the evaluator shall be final. In subsequent years, he/she shall revise his/her PGP and associated documents required under LEADS.

The building level or district level leader shall annually revise his/her PGP and associated documents required under LEADS. In a non-summative evaluation year, his/her job performance will be measured on how well the PGP's goals have been met.

When the Superintendent or designee conducts a summative evaluation, he/she will base the building level or district level leader's continuing employment recommendation on:

- The level of performance based on the performance functions and standards of the evaluation rubric;

- The evidence of teacher performance and growth applicable to the building- or district-level leader and,
- The building- or district-level leader's progression on his or her professional growth plan.

To establish the initial four-year rotation schedule for inquiry category building level or district level leaders to be summatively evaluated, at least one-quarter of each school's inquiry category building level or district level leaders will be selected for evaluation by the school principal.

While building level or district level leaders are required to be summatively evaluated once every three-years, the Superintendent or designee may conduct a summative evaluation in any year.

Legal References:       A.C.A. § 6-17-1501 et seq.  
                              A.C.A. § 6-17-2801 et seq.  
                              ADE Rules Governing the Teacher Excellence and Support System  
                              ADE Rules Governing the Leader Excellence and  
                              Development System (LEADS)

Date Adopted:           March 30, 2015

Last Revised :          June 29, 2015

### **3.3—EVALUATION OF LICENSED PERSONNEL BY RELATIVES**

No person shall be evaluated by any relative, by blood or marriage, including spouse, parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, or first cousin.

Date Adopted:            March 30, 2015

### **3.4—LICENSED 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 reduction in force, the primary goals of the school district shall be: what is in the best interest 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 reduction in force will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the school district, and by examining the staffing of the district in each licensure area and/or, if applicable, specific grade levels.

If a reduction in force becomes necessary in a licensure area and/or specific grade level(s), the teacher's length of service in the district shall be the initial determining factor. The teacher with the most years of employment as a licensed teacher in the district **as compared to other teachers in the same licensure area and/or specific grade level (s)** shall prevail. Length of service in a classified position shall not count for the purpose of length of service for a licensed position. Total years of service to the district shall include non-continuous years of service. Being employed fewer than 130 days in a school year shall not constitute a year.

In the event that two employees subject to a RIF have the same length of service, the teacher(s) shall be retained whose name(s) appear first in the board's minutes of the date of hire. There is no right or implied right for any teacher to "bump" or displace any other teacher.

#### **Recall:**

For a period of up to **one (1)** year from the date of board action on the licensed employee's non-renewal or termination recommendation under this policy, a licensed employee shall be offered an opportunity to fill a licensed vacancy comparable as to pay, responsibility and contract length to the position from which the employee was non-renewed, and for which he or she is qualified. The non-renewed employee shall be eligible to be recalled for a period of **one (1)** year in reverse order of the non-renewal to any position for which he or she is qualified/certified. No right of recall shall exist for non-renewal from a stipend, or non-renewal or reduction of a stipend, or non-renewal to reduce contract length.

#### **SECTION TWO**

The employees of any school district which annexes to, or consolidates with, the Charleston District will be subject to dismissal or retention at the discretion of the school board, on the recommendation of the superintendent, solely on the basis of need for such employees on the part of the Charleston 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 Charleston District.

Such employees will not be considered as having any seniority within the Charleston District and may not claim an entitlement under a reduction in force to any position held by a Charleston 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 or have hand-delivered the notification to such employee of his intention to recommend non-renewal or termination pursuant to a reduction in force within ninety (90) days of the effective date of the annexation or consolidation in order to effect the provisions of this section of the Charleston District's reduction-in-force policy. Any such employees who are non-renewed or terminated pursuant to Section Two are not subject to recall notwithstanding any language in any other section of this policy. Any such employees shall be paid at the rate for each person on the appropriate level on the salary schedule of the annexed or consolidated district during those ninety (90) days and/or through the completion of the reduction-in-force process.

This subsection of the reduction-in-force 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 his intention to recommend dismissal through reduction-in-force, but merely that the superintendent has that period of time in which to issue notification so as to be able to invoke the provisions of this section.

The intention of this section is to ensure that those Charleston 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 reduction-in-force policy.

Legal Reference:       A.C.A. § 6-17-2407

Date Adopted:         March 30, 2015

### **3.5—LICENSED PERSONNEL CONTRACT AND CONTRACT RETURN**

#### **Contract**

##### **A. Superintendent**

The Board of Education shall determine the salary, benefits, and contract length of the Superintendent. The Superintendent's evaluation will be reviewed annually in January.

##### **B. Principals**

The Board of Education shall renew a one-year or two-year contract to Principals and other Administrators. Principal's and other Administrator's evaluations will be reviewed annually in February.

##### **C. Licensed Personnel**

The Board of Education shall renew a one-year contract to licensed personnel before May 1<sup>st</sup>.

#### **Contract Return**

An employee shall have thirty (30) days from the date of the receipt of his 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 **as stated on the contract itself with dates as printed: "given this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_."**

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 resignation 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 resignation final.

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

Date Adopted:            March 30, 2015

### 3.6—LICENSED PERSONNEL PROFESSIONAL DEVELOPMENT

For the purposes of this policy, professional development (PD) means a set of coordinated, planned learning activities for District employees who are required to hold a current license issued by the State Board of Education as a condition of employment that:

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

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

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

A.C.A. § 6-17-2402(1) defines a "basic contract" as a teacher employment contract for 190 days that includes 10 days of PD. Each licensed employee who is **on a least a 190 day contract** shall receive a minimum of sixty (60) hours of PD annually to be fulfilled **between June 1 and May 30 in accordance with the district's ACSIP. Of these sixty (60) hours, 36 hours of approved PD each year over a five-year period as part of their licensure renewal requirements.** PD hours earned in excess of each licensed employee's required number of hours in the designated year cannot be carried over to the next year.

Licensed employees who are prevented from obtaining the required PD hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1202 have until the end of the following school year to make up the deficient hours. Missed hours of PD shall be made up with PD that is substantially similar to that which was missed and can be obtained by any method, online or otherwise, approved by ADE. This time extension does not absolve the employee from also obtaining the following year's required hours of PD. Failure to obtain required PD or to make up missed PD could lead to disciplinary consequences, up to termination or non-renewal of the contract of employment.

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

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

improvement plan. Flexible PD hours (flex hours) are those hours which an employee is allowed to substitute PD activities, different than those offered by the District, but which are still aligned to the employee's Individual Improvement Plan, Professional Growth Plan, or the school's ACSIP. The District shall determine on an annual basis how many, if any, flex hours of PD it will allow to be substituted for District scheduled PD offerings. The determination may be made at an individual building, a grade, or by subject basis. The District administration and the building principal have the authority to require attendance at specific PD activities. Employees must receive advance approval from the building principal for activities they wish to have qualified for flex PD hours. To the fullest extent possible, PD activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Six (6) approved flex hours credited toward fulfilling the licensed employee's required hours shall equal one contract day. Hours of PD earned by an employee that are not at the request of the District and are in excess of the employee's required hours, or not pre-approved by the building principal, shall not be credited toward fulfilling the required number of contract days for that employee. Hours earned that count toward the licensed employee's required hours also count toward the required number of contract days for that employee. Employees shall be paid their daily rate of pay for PD hours earned at the request of the District that necessitate the employee work more than the number of days required by their contract.

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

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

To the extent required by ADE Rules, employees will receive up to six (6) hours of educational technology professional development that is **integrated** within other professional development offerings including taking or teaching an online or blended course.

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

Licensed personnel may earn up to twelve (12) hours of PD for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction **provided the time is spent in accordance with state law and current ADE rules that deal with PD.** The hours may be earned through online PD approved by the ADE provided the PD relates to the district's ACSIP and the teacher's professional growth plan. Licensed personnel who meet the requirements of this paragraph, the associated statute, and ADE Rules shall be entitled to one (1) hour of PD for each hour of approved preparation.

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

**With administrative approval, licensed personnel shall receive five (5) PD hours for each credit hour of an undergraduate course above thirty six (36) hours PD that meets the criteria identified in law and applicable ADE rules.**

In addition to other required PD, personnel of Alternative Learning Environments shall receive PD on classroom management and on the specific needs and characteristics of students in alternative education environments.

District administrators as well as licensed personnel selected by the superintendent or building principal shall receive training on the appropriate use of restraint and seclusion in accordance with ADE's Advisory Guidelines for the Use of Student Restraints in Public School or Educational Settings.

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

Approved PD activities may include:

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

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

PD activities shall relate to the following areas:

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

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

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

Cross-References:      Policy 3.50—ADMINISTRATOR EVALUATOR CERTIFICATION  
                                  Policy 4.37—EMERGENCY DRILLS

Legal References:      Arkansas State Board of Education: Standards of Accreditation 15.04  
                                  ADE Rules Governing Professional Development  
                                  ADE Rules Governing the Arkansas Financial Accounting and Reporting  
                                  System and Annual Training Requirements  
                                  ADE Rules Governing Student Special Needs Funding  
                                  ADE Advisory Guidelines for the Use of Student Restraints in Public School or  
                                  Educational Settings  
                                  A.C.A. § 6-10-121  
                                  A.C.A. § 6-10-122  
                                  A.C.A. § 6-10-123  
                                  A.C.A. § 6-15-404(f)(2)  
                                  A.C.A. § 6-15-420  
                                  A.C.A. § 6-15-426(f)(g)(h)  
                                  A.C.A. § 6-15-438

A.C.A. § 6-15-1004(c)  
A.C.A. § 6-15-1302  
A.C.A. § 6-15-1303  
A.C.A. § 6-15-1703  
A.C.A. § 6-16-1203  
A.C.A. § 6-17-703  
A.C.A. § 6-17-704  
A.C.A. § 6-17-708  
A.C.A. § 6-17-709  
A.C.A. § 6-17-2806  
A.C.A. § 6-17-2808  
A.C.A. § 6-18-502(f)  
A.C.A. § 6-18-514(f)  
A.C.A. § 6-20-2204  
A.C.A. § 6-20-2303 (15)  
A.C.A. § 6-41-608  
A.C.A. § 6-61-133

Date Adopted:	March 30, 2015
Last Revised :	May 21, 2015
Last Revised:	April 25, 2016
Last Revised:	May 23, 2016



### **3.7—DRUG AND ALCOHOL TESTING POLICY**

The Charleston School District values its employees and recognizes the need for a safe and healthy environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism, resulting in the potential for increased accidents, costs and risks to the school district. The district is committed to maintaining a safe place for students and employees that is free from illegal drug use and the misuse of alcohol.

The use, sale, purchase, possession, or presence in an applicants and/or employee's system of any controlled substance (except medically prescribed drugs) or alcohol while on district premises, in a district vehicle or in a personal vehicle located on district premises or worksite is strictly prohibited. Failure to submit to drug and alcohol testing is misconduct and is grounds for discipline, up to and including termination of employment. Any illegal substance obtained from an employee may be turned over to the appropriate law enforcement agency, which may result in criminal prosecution. Employees shall also notify the Charleston School District superintendent within (5) five days of any criminal drug status conviction.

#### **CONDITION OF EMPLOYMENT**

Compliance with this policy is a condition of employment with the Charleston School District. All employees SHALL be provided and required to sign a one-time written copy of the district's Drug and Alcohol Testing Policy. Violation of the Drug and Alcohol Testing Policy, regulations and laws SHALL result in severe disciplinary action, up to and including termination of employment.

The Charleston School District is dedicated to providing a drug and alcohol-free workplace for all employees. As a condition of employment, employees are advised that the following activities are prohibited on public school property or at any public school function.

- 1) Use of alcohol or drugs which includes being under the influence of a controlled substance;
- 2) Possession of illegal drugs or alcohol;
- 3) Distribution (in any manner) of drugs or alcohol to any person; and
- 4) Manufacture of drugs or alcohol.

As part of our continuing policy to ensure fair and equal treatment of our employees, we understand that there may be questions and concerns involving the district's Drug and Alcohol Testing Policy, testing programs and procedures. To assist you in understanding the requirements placed on both you, and us, the employer, please contact the superintendent if you have questions regarding the district's alcohol and drug testing programs. Please call (479) 965-7160 if you have any questions.

#### **Safety Sensitive**

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. The offer of employment is also conditioned upon the employee's signing an authorization for the request for information by the district from the Commercial Driver Alcohol and Drug Testing Database, employee's signing an authorization

from the Arkansas Traffic Report Section, possess a current commercial vehicle driver's license for driving a school bus, have undergone a physical examination, and hold a current valid certificate of school bus driver in service training.

Safety-sensitive position means a position involving a safety-sensitive function pursuant to regulations governing drug and alcohol testing adopted by the United States Department of Transportation. Safety-sensitive position also means a position in which a drug or alcohol impairment constitutes an immediate and direct threat to public health or safety, or a position in which momentary lapse in attention could result in injury or death.

## PROHIBITED CONDUCT

An employee SHALL not:

- Report for or remain on duty performing a safety-sensitive function while having a blood/ breath/ or saliva alcohol concentration of 0.02 or greater. (Employees with a .02 blood, breath or saliva alcohol concentration will be removed from services for 24 hours.)
- Use alcohol while performing safety-sensitive function or while in a safety sensitive position.
- Abuse controlled substances.
- Perform a safety-sensitive function within four (4) hours after using alcohol.
- Use alcohol for eight (8) hours following an accident unless the employee has been given a post-accident test.
- Refuse to submit to a required alcohol and/or drug test involving post-accident, reasonable suspicion or random testing.
- Use alcohol for four hours or less before a work shift. If an employee is on call or attending a student activity trip, the same rules shall apply.

## EMPLOYEES SUBJECT TO ALCOHOL AND DRUG TESTING

The Charleston School District has adopted employee drug testing programs.

- 1) Reasonable Suspicion - conducted when noticeable behavioral signs or appearances that are characteristic of drug abuse or alcohol abuse are evident.
- 2) Post-Accident – conducted after accidents that may, or may not, result in either property damage or employee injury.
- 3) Random - conducted on a random basis just before, during or just after performance of safety-sensitive function. (Safety-sensitive position for random testing means a position involving a safety-sensitive function pursuant to regulations governing drug and alcohol testing adopted by the United States Department of Transportation.)

- 4) Pre-Employment - conducted before employees perform safety sensitive functions.(Safety-sensitive position for pre-employment testing means a position involving a safety-sensitive function pursuant to regulations governing drug and alcohol testing adopted by the United States Department of Transportation.)

## TESTING PROGRAMS

### REASONABLE SUSPICION TESTING

Reasonable suspicion means that the Charleston School District believes that the employee's appearance, conduct or actions are indicative of the use of drugs and/or alcohol.

Before an employee is required to submit to drug or alcohol testing based on reasonable suspicion, the employee's appearance, conduct or actions of the employee must be observed by a person who has received at least sixty (60) minutes of training in the detection of drug misuse and sixty (60) minutes of training in the detection of alcohol misuse. Such training shall include the physical, behavioral, speech and performance indicators of probable drug misuse and alcohol misuse.

The most noticeable behavioral signs of drug abuse which may cause reasonable suspicion drug testing in ONLY personnel who hold a safety sensitive position are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depressions, and the use of drug paraphernalia.

An employee who is NOT in a safety-sensitive position may be tested for ALCOHOL ONLY when the test is based on reasonable suspicion.

The most noticeable behavioral signs of alcohol abuse which may cause reasonable suspicion alcohol testing of any district employee are odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

Reasonable suspicion shall include such facts and inferences as may be based upon:

- 1) Observable phenomena while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestation of being under the influence of a drug or alcohol;
- 2) Abnormal conduct or erratic behavior while at work, or a significant deterioration in work performance;
- 3) Evidence that an individual has tampered with a drug or alcohol test during employment ;
- 4) A report of drug or alcohol misuse by a person who has received at least sixty (60) minutes of training on drug misuse and sixty (60) minutes of training on alcohol misuse.
- 5) Information that an employee has caused, contributed to or been involved in an accident while at work; or
- 6) Evidence that an employee has used, possessed, sold, solicited or transferred drugs or used alcohol while working or while on the district's premises or while operating a district vehicle, machinery or equipment.



In case of drug or alcohol misuse, the employee must be taken immediately to a collection site and either urine, saliva or a breath sample must be obtained.

An employee's action(s) that causes the employee's supervisor or school official to require the test based upon reasonable suspicion **must be documented** and signed by a witness within 24 hours after the behavior is noticed.

## POST-ACCIDENT

An employee must supply a urine specimen for drug testing and/or a breath test for alcohol following work related injuries. Testing shall be done if an employee of the Charleston School District sustains a work related injury and is required to report to a clinic, doctor's office, or hospital. Testing may also be required if an employee is involved in an accident even if no bodily harm came to the employee or any property damage occurred, or is not required to report to a clinic, doctors office, or hospital. Testing of employees who fall under the Department of Transportation Guidelines will be in compliance with the appropriate Federal Regulating Agency. However, even if an employee who falls under the Department of Transportation Regulations, and is not required to submit a sample through their regulations, the employee may be asked to submit a sample through the district's policy of testing.

Employees in a safety sensitive position who are involved in an accident shall be tested for drugs and alcohol as soon as practicable following an accident.

If a drug or alcohol is found to be present in an employee's system at a prohibited level, the employee may be terminated and be precluded from receiving workers' compensation medical and indemnity benefits.

## PRE-EMPLOYMENT TESTING AND RANDOM TESTING

For all employees that fall under the Department of Transportation, pre-employment testing and random testing for drug and alcohol will be conducted in a manner that conforms to the appropriate Regulating Agency. The Charleston School District's random selection shall be conducted by an external vendor to insure objectivity and confidentiality.

## DRUG TESTING PROCEDURES

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory.

Employee protection is built into the testing procedures. In order to meet federal requirements, the only laboratories that can be used are those that have been certified by the Federal Government. The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services. After the urine specimen has been collected, the urine specimen is forwarded to the laboratory.

The testing program required by this policy may include but shall not be limited to the following:

	<u>Cup Levels</u>	<u>Confirm Cutoff Levels</u>
Marijuana(THC)	50	15
Cocaine (COC)	300	150
Opiates/Morphine (MOP)	300	300
Amphetamine (AMP)	1000	500
Methamphetamine(mAMP)	1000	500
Phencyclidine (PCP)	25	25
Benzodiazepines (BZO)	300	200
Buprenorphine (BUP)	10	10
Ecstasy (MDMA)	500	250
Methadone (MTD)	300	200
Oxycodone (OXY)	100	100
Barbiturates (BAR)	200	300

If the results of the initial test are negative, the testing laboratory will advise the Medical Review Officer (MRO) that the drug test for the donor was negative. No additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the test levels for any of the five (5) drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry.

Only donors that fall under the Department of Transportation Regulations and have specimens that are confirmed positive on the second or confirmatory test are required to be reported positive to the Medical Review Officer for review and analysis. However, even though a non-DOT donor's sample is not required to be reviewed by a Medical Review Officer, it will be the policy of the Charleston School District to have all positive samples reviewed by the Medical Review Officer.

If the donor falls under the Department of Transportation Regulations, then a split of the original specimen collection will be done. That is, the donor's urine is divided into two specimen bottles. If the test result of the primary specimen is positive, the Medical Review Officer will send the second (or split) specimen to a different certified lab for testing. The testing of the split specimen will be for the presence of drugs with no cut-off levels. If the result of the test of the split specimen is "negative", the MRO shall cancel the test. If the donor falls under the Department of Transportation Regulations, 49CFR Part 40 guidelines shall be followed.

The Charleston School District will maintain a record in the employee's file showing the type of test (post-accident, reasonable suspicion, etc.); date of collection; entity performing the collection; name of the lab; name of the MRO; and the test results.

## ALCOHOL TESTING PROCEDURES

A medical organization shall be chosen by the district to conduct alcohol testing.

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. The test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). All EBT's used must be on the Conforming Products List by the Department of Transportation.

The EBT is a scientific instrument that determines the concentration of alcohol in a donor's breath. Results of a breath alcohol analysis are expressed in terms of weight-to-volume; weight of alcohol (expressed in grams) per volume of breath (210) liters. Results of a breath test are read as Breath Alcohol Concentration or BrAC, but are often interpreted as BAC.

The EBT will print three copies of each test result and the test results are numbered. A test may have two separate parts. The first test is the screen test. If the screen test shows a reading less than 0.02, then no further testing is required. If the screen test result is 0.02 or greater, a confirmation test will be done.

The alcohol testing will be done in a site that affords privacy to the donor being tested. The site can be a room, van, or partitioned-off area. Only one breath test will be done at one time. The donor giving the sample will not leave the testing site during the test.

The first part of the testing process is to make sure the EBT is operating properly. (For confirmation testing only, in the donor's presence the technician will run an "air blank" test to make sure the EBT is working correctly and the reading is zero.) Next, a sealed mouthpiece is opened and placed into the EBT. In order to get a sufficient quantity of deep lung air, the employee, equipment operator and/or driver is requested to blow into the mouthpiece for at least six seconds, or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will immediately read the results of the test and a copy of the printed results will be given to the employee. Printed results are not required for the initial test.

When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15-minute waiting period will be observed. The purpose of the waiting period is to ensure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products does not artificially raise the test result. This shall be explained to the donor. As the confirmation test is done on the same EBT as the screen test, the testing procedures will be the same. The confirmation test determines the official results.

## EMPLOYEE PROTECTION

The Medical Review Officer (MRO) shall contact the employee to discuss a positive test result before reporting a positive test result to the district. An employee may exercise his or her right to report to MRO regarding the use of prescription or nonprescription medications after being tested, but only if the testing process reveals a positive test result for the presence of drugs or alcohol. An employee who receives a positive test result may contest the test result or explain the test result to the MRO within (5) five working days after receiving notification of the test result.

Information regarding drug or alcohol tests pursuant to district policy shall NOT be released or used in any criminal proceeding against any employee or applicant. Information released contrary to Ark. Code Ann. § 11-14-109 is inadmissible as evidence in any such criminal proceeding.

## CONFIDENTIALITY

Drug and alcohol test results will be maintained at the highest level of confidentiality. In accordance with Ark. Code Ann. §11-14-109, disclosure of test results is permitted among school administrators as is reasonably necessary for making disciplinary decisions relating to violations of drug and alcohol standards of conduct.

A person who discloses confidential test results of an employee, except as allowed by Ark. Code Ann. §11-14-109, may be deemed guilty of a Class C misdemeanor as provided by Act 1552 of 1999.

## ADULTERATED AND SUBSTITUTION

Any specimen collected that has been adulterated (to make impure by adding extraneous, improper, or inferior ingredients) or substituted will be considered as a positive test result. If the sample is found to be below normal temperature range, then a second sample will be taken immediately.

## REFUSAL TO SUBMIT TO A TEST

The Charleston School District SHALL NOT permit an employee who refuses to submit to a required test to perform or continue to perform safety-sensitive functions.

Refusal to submit to any drug or alcohol test by any employee of the Charleston School District may result in immediate termination of employment.

Not providing an adequate amount of breath may, under certain conditions, shall be regarded as a refusal to take the test unless there is a documented medical reason. In drug testing, failure to provide sufficient urine may constitute a refusal unless there is a documented medical reason verified by the MRO. Donors shall have up to three hours and not more than 40 ounces of liquid to assist them in providing a sample.

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

## METHODS OF INTERVENTION FOR SUSPECTED ALCOHOL OR DRUG PROBLEMS

Drug and alcohol abuse is a complex problem calling for specialized supervision and care. Do not help or aid a person who you may think has a drug or alcohol abuse problem. Do not make excuses for them. Do not do their work for them, and do not look the other way. The problem is not going away. Do not enable the person to continue the drug or alcohol abuse. Leave the treatment and counseling of persons with an abuse problem to professionals such as a physician, psychologist, or other persons knowledgeable of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. Agencies available for drug or alcohol rehabilitation include:

Alcoholics Anonymous Intergroup Office.....479-783-0123  
Gateway House, Inc.....479-783-8849

Harbor House.....479-785-4083  
Harbor View Mercy Hospital.....479-484-5550  
Sparks Care.....479-441-5500  
Western Arkansas Guidance and Counseling Center .....24 Hour Number.....1-800-542-1031

#### TEST COST

The Charleston School District shall pay the cost associated with REQUIRED Drug and/or Alcohol testing. If a split specimen test is requested by an employee who is not in a safety sensitive position, the cost of a split specimen test shall be the responsibility of the employee.

#### CERTIFICATE OF RECEIPT

Employees SHALL be provided a one-time written copy of the district’s Drug and Alcohol Testing Policy. Employees shall be asked to sign the certificate of receipt certifying that he or she has received a copy of the policy. The district will maintain the original certificate of receipt in employees’ personnel file. New employees will be required to sign a certificate of receipt before a contract is issued.

#### FUTURE DRUG AND ALCOHOL TESTING POLICIES

The Charleston School District reserves the right to adopt future random or pre-employment drug and/or alcohol testing policies for all classifications of employees. If such testing policies are adopted at a later date, the Charleston School District shall give its current employees a (30) thirty day notice.

Legal References:       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:       March 30, 2015  
Date Revised:       April 25, 2016

### 3.7F1 Certificate of Receipt, Drug and Alcohol Testing Employee Consent

I certify that I have received a copy of the Charleston School District's policy on controlled substance (drugs) and/or alcohol.

I agree to comply with Charleston School District's policy regarding drug and/or alcohol use, and I understand that my failure to comply with the policy will be grounds for disciplinary actions up to and including termination of employment.

I consent to fully participate in the drug and/or alcohol-testing protocol as defined in the district's policy.

I consent to provide a specimen at a collection site designated by Charleston School District, and further, I consent to the specimen being analyzed for drugs and/or alcohol at the Department of Health and Human Services (DHHS) certified laboratory selected by the Charleston School District.

I consent to the release of laboratory drug and/or alcohol test results to a medical review officer (MRO) selected by the Charleston School District. After the results are reviewed by said MRO, I consent to the verified results being released/provided to the designated representative of the Charleston School District.

In the event the drug/alcohol testing protocol is executed following a work-related incident that may, or may not, have resulted in personal injury to me or others, or property damage or other's personal or real property, I consent to the test results being released to my employer's workers' compensation insurance carrier.

I understand that I will be given an opportunity to explain a positive analytical result of the drug and/or alcohol test of the specimen that I submitted to the MRO before the result is reported to my employer or workers' compensation insurance carrier as a verified positive test result.

I consent to the release of laboratory drug and/or alcohol test result when the district is consulting with legal counsel in connection with a positive test result or when the information is relevant to the district's defense in a civil or administrative matter.

I consent to the release of laboratory drug and/or alcohol test result among district administration as is reasonably necessary for making disciplinary decisions relating to violations of drug or alcohol standards of conduct adopted by the Charleston School District's Drug and Alcohol Abuse Policy.

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

Employee's Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Adopted: March 30, 2015

### 3.7F2—REASONABLE SUSPICION DOCUMENT

Alcohol \_\_\_\_\_ Controlled Substances \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time of Observation: \_\_\_\_\_

Location of Observation: \_\_\_\_\_

#### Appearance (check items that apply)

- Flushed complexion
- Disheveled clothing
- Blood shot eyes
- Drowsiness
- Eye-hand coordination problems
- Trembling extremities
- Perspiring
- Runny nose; reddened or sore nose
- Sinus/nasal problems; nosebleeds

#### Behavior (check items that apply)

- Loss of inhibitions (cursing, sexual advances, risk taking)
- Paranoid
- Frequent use of mouthwash, mints, breath sprays, eye drops
- Complaints of changes in body temperatures
- Excessive sweating and shakiness
- Unexplained bursts of energy
- Hallucinations
- Staggered gait
- Impaired motor skills
- Lack of coordination
- Anxious behavior
- Aggressive behavior

#### Eye Movement (check items that apply)

- Spasmodic jerks
- Dilated pupils
- Glazed look
- Inability to focus
- Light sensitivity
- Reddened eyes

**Odors** (check items that apply)

- Odor of alcohol on breath
- Odor similar to burnt rope on clothing or breath

**Speech** (check items that apply)

- Loudness
- Incoherent
- Rapid
- Excessive talkativeness
- Slurred
- Inappropriate laughter
- Disconnected speech patterns
- Irrational speech
- Exaggerated pronunciation

**Other Observed Behaviors** (describe)

---

---

---

---

**Physical Evidence** (describe)

---

---

---

---

**Explanation of Employee**

---

---

---



**Notification to Employee**

Employee was advised that a refusal to submit to a reasonable suspicion test is considered the same as a positive test result.

**A copy of the REASONABLE SUSPICION DOCUMENT will be provided to the employee and the original document will be placed in the employee's personnel file.**

**Certification of School Official/Witness**

To the best of my knowledge and belief, this report documents the appearances, behaviors, or conduct of the above named employee observed by me and upon which I based my decision to require said employee to submit to a reasonable suspicion test.

\_\_\_\_\_  
Signature of School Official (required)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Witness (required)

\_\_\_\_\_  
Date of Signature

---

Date Adopted:            March 30, 2015

### 3.7F1 Certificate of Receipt, Drug and Alcohol Testing Employee Consent

I certify that I have received a copy of the Charleston School District's policy on controlled substance (drugs) and/or alcohol.

I agree to comply with Charleston School District's policy regarding drug and/or alcohol use, and I understand that my failure to comply with the policy will be grounds for disciplinary actions up to and including termination of employment.

I consent to fully participate in the drug and/or alcohol-testing protocol as defined in the district's policy.

I consent to provide a specimen at a collection site designated by Charleston School District, and further, I consent to the specimen being analyzed for drugs and/or alcohol at the Department of Health and Human Services (DHHS) certified laboratory selected by the Charleston School District.

I consent to the release of laboratory drug and/or alcohol test results to a medical review officer (MRO) selected by the Charleston School District. After the results are reviewed by said MRO, I consent to the verified results being released/provided to the designated representative of the Charleston School District.

In the event the drug/alcohol testing protocol is executed following a work-related incident that may, or may not, have resulted in personal injury to me or others, or property damage or other's personal or real property, I consent to the test results being released to my employer's workers' compensation insurance carrier.

I understand that I will be given an opportunity to explain a positive analytical result of the drug and/or alcohol test of the specimen that I submitted to the MRO before the result is reported to my employer or workers' compensation insurance carrier as a verified positive test result.

I consent to the release of laboratory drug and/or alcohol test result when the district is consulting with legal counsel in connection with a positive test result or when the information is relevant to the district's defense in a civil or administrative matter.

I consent to the release of laboratory drug and/or alcohol test result among district administration as is reasonably necessary for making disciplinary decisions relating to violations of drug or alcohol standards of conduct adopted by the Charleston School District's Drug and Alcohol Abuse Policy.

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

Employee's Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Adopted: March 30, 2015

**3.7F2—REASONABLE SUSPICION DOCUMENT**

**Alcohol** \_\_\_\_\_ **Controlled Substances** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date of Observation:** \_\_\_\_\_ **Time of Observation:** \_\_\_\_\_

**Location of Observation:** \_\_\_\_\_

**Appearance** (check items that apply)

- \_\_\_\_\_ Flushed complexion
- \_\_\_\_\_ Disheveled clothing
- \_\_\_\_\_ Blood shot eyes
- \_\_\_\_\_ Drowsiness
- \_\_\_\_\_ Eye-hand coordination problems
- \_\_\_\_\_ Trembling extremities
- \_\_\_\_\_ Perspiring
- \_\_\_\_\_ Runny nose; reddened or sore nose
- \_\_\_\_\_ Sinus/nasal problems; nosebleeds

**Behavior** (check items that apply)

- \_\_\_\_\_ Loss of inhibitions (cursing, sexual advances, risk taking)
- \_\_\_\_\_ Paranoid
- \_\_\_\_\_ Frequent use of mouthwash, mints, breath sprays, eye drops
- \_\_\_\_\_ Complaints of changes in body temperatures
- \_\_\_\_\_ Excessive sweating and shakiness
- \_\_\_\_\_ Unexplained bursts of energy
- \_\_\_\_\_ Hallucinations
- \_\_\_\_\_ Staggered gait
- \_\_\_\_\_ Impaired motor skills
- \_\_\_\_\_ Lack of coordination
- \_\_\_\_\_ Anxious behavior
- \_\_\_\_\_ Aggressive behavior

**Eye Movement** (check items that apply)

- \_\_\_\_\_ Spasmodic jerks
- \_\_\_\_\_ Dilated pupils
- \_\_\_\_\_ Glazed look
- \_\_\_\_\_ Inability to focus
- \_\_\_\_\_ Light sensitivity
- \_\_\_\_\_ Reddened eyes

**Odors** (check items that apply)

- Odor of alcohol on breath
- Odor similar to burnt rope on clothing or breath

**Speech** (check items that apply)

- Loudness
- Incoherent
- Rapid
- Excessive talkativeness
- Slurred
- Inappropriate laughter
- Disconnected speech patterns
- Irrational speech
- Exaggerated pronunciation

**Other Observed Behaviors** (describe)

---

---

---

---

**Physical Evidence** (describe)

---

---

---

---

**Explanation of Employee**

---

---

---

**Notification to Employee**

Employee was advised that a refusal to submit to a reasonable suspicion test is considered the same as a positive test result.

**A copy of the REASONABLE SUSPICION DOCUMENT will be provided to the employee and the original document will be placed in the employee's personnel file.**

**Certification of School Official/Witness**

To the best of my knowledge and belief, this report documents the appearances, behaviors, or conduct of the above named employee observed by me and upon which I based my decision to require said employee to submit to a reasonable suspicion test.

\_\_\_\_\_  
Signature of School Official (required)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Witness (required)

\_\_\_\_\_  
Date of Signature

---

Date Adopted:            March 30, 2015

### 3.8—LICENSED PERSONNEL SICK LEAVE

#### Definitions

1. For the specific purpose of this policy, “Licensed Employee” is a full-time (at least 9 month contract) employee of the District who is required to have a teaching license as a condition of 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. “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 contracted month, or major part thereof.
4. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contracts, but not used. Accumulated sick leave also includes the sick leave transferred from an employee’s previous public school employment.
5. “Immediate family” means spouse, children, persons in a “step” relationship, grandchildren, parents, parents-in-law, brothers or sisters, or other relatives living in the employee’s household. The Charleston School District has adopted this definition for specific and limited application to Sick Leave; FMLA has its own definition of family member.

Contracted licensed employees shall be granted paid sick leave at full pay per the following scale:

9 month contract—10 paid sick leave days  
10 month contract—11 paid sick leave days  
11 month contract—12 paid sick leave days  
12 month contract—13 paid sick leave days

A. Part-time contracted licensed employees shall be granted sick leave at full pay at a prorated amount using the above scale.

In accordance with Arkansas Code § 6-17-1204, sick leave shall be in force beginning with the first day of the first school term for which each teacher is employed. If an employee resigns or leaves his or her position for any reason before the end of the school term, the district may deduct from his or her last paycheck full compensation for any days of sick leave used in excess of the number of days earned.

Employees who leave the employment of one school district within the state for employment in another school in the state shall be granted credit by the new district for any unused sick leave accumulated in the former school district, not to exceed ninety (90) days. Such employees must furnish proof in writing from the school district of former employment.

## **Sick Leave Approval**

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. See also, 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE, which also applies. Except for bonding time, documentation shall be provided by the employee upon request.

Pay for sick leave shall be at the employee's daily rate of pay, which is that employee's total contracted salary, divided by the number of days employed as reflected in the contract. 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.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy 3.32—LICENSED 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.

Should a teacher be absent frequently during a school year, and said absences are not subject to FMLA leave, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may relieve the teacher of his assignment (with Board approval) and assign the teacher substitute duty at the teacher's daily rate of pay. Should the teacher fail, or otherwise be unable, to report for substitute duty when called, the teacher will be charged a day of sick leave, if available or if unavailable, the teacher will lose a day's wages at his/her daily rate of pay.

Temporary reassignment may also be offered or required in certain circumstances as provided in 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

If the employee's absences are not subject to the FMLA, or are in excess of what is protected under the FMLA, excessive absenteeism, to the extent that the employee is not carrying out his/her assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the principal or Superintendent), may result in termination.

## **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 determination. 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 3.32—LICENSED 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 3.32—LICENSED 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 3.44, 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.

### **Spousal Donation**

As allowed by Arkansas Code §6-17-1208, district employees who are a legally married couple are eligible to utilize the other's accumulated sick leave. If the employee's are paid at different rates of pay, the lesser rate of pay shall be used for the purposes of the donated sick days—see also 3.9 CATASTROPHIC LEAVE BANK.

### **Personal Leave Deducted From Available Sick Leave**

Approved paid personal leave shall be deducted from available Sick Leave; approved paid personal leave is limited to a maximum of three (3) days per year. Approval of these days must be requested in advance from the employee's immediate principal/supervisor. Paid or unpaid personal leave should not be taken immediately before or after a school holiday/vacation/spring break or during the first or last weeks of school.

Requests for any personal leave may be denied at the principal's/supervisor's discretion. If a request for personal leave is denied, the superintendent (or designee) may, at his or her discretion depending on the circumstance, approve the request as a day without pay. If a day without pay is granted, it shall not count against accumulated sick leave.

An employee who exceeds approved personal leave shall be subject to disciplinary action and/or termination of employment.

### **Leave Due to Weather Conditions**

The Charleston Board of Education has made the following policy clarification concerning personnel who do not report to work because of weather conditions when school is in session. These days shall first be counted as personal and deducted from available paid leave. If no personal leave is available, these days shall be counted as Sick Leave. If no paid leave is available, pay will be forfeited for these days.

### **Board Approved Unpaid Leave of Absence Without Benefits**



To be eligible for Unpaid Leave of Absence without benefits, an employee must have exhausted all other leaves provided in accordance with district policies. When leave is no longer available under other Charleston School District leave policies, an employee may be granted an Unpaid Leave of Absence for acceptable reasons when requested by the employee and approved by the Board of Education. If approved, the Unpaid Leave of Absence shall not exceed one school year per request.

Application for Unpaid Leave of Absence without benefits must be made by the employee in writing to the superintendent of schools. In the letter requesting Unpaid Leave of Absence, the employee should state the reason for absences, the dates he or she wishes the Unpaid Leave of Absence to begin and end, and any other information that will support his or her request.

Specified acceptable reasons for Unpaid Leave of Absence are personal illness, personal emotional illness, personal bodily injury, maternity, or illness or death of an immediate family member.

An employee may be subject to dismissal if he/she fails to promptly report to work at the expiration of approved leaves.

### **Accumulated Sick Leave**

Licensed employees having accumulated more than ninety (90) days shall be reimbursed for unused sick leave above ninety (90) days at the rate of \$25 above substitute's pay.

### **Accumulated Sick Leave Upon Retirement With No Separation Period**

A person eligible to receive an annuity (with no employment separation period) from the Arkansas Teacher Retirement System and continues working may make a written request to receive payment for unused sick leave days or payment shall be deferred until employment with the district ends. Upon payment of unused sick leave, a person cannot reclaim or be eligible for payment of unused sick leave days a second time. To be eligible to receive pay for unused sick leave days upon retirement, personnel must have worked in the Charleston School District for a minimum of ten (10) years. Unused sick leave days are paid at the current rate (at the time of payment) of pay for a substitute teacher times the number of sick leave days accumulated.

### **Accumulated Sick Leave Upon Retirement or Death**

Upon retirement or death, eligible certified personnel of the Charleston School District, or beneficiary of said personnel, shall be paid for unused sick leave days at the current rate of pay for a substitute teacher times the number of sick leave days accumulated.

Beneficiary shall be the same as the listed beneficiary determined by the Arkansas Teacher Retirement System.

To be eligible to receive pay for unused sick leave days, the certified personnel must have worked in the Charleston School District for a minimum of ten (10) years and be an approved applicant for the teacher retirement benefits.

Upon payment, the retiree cannot reclaim sick leave days or be eligible for this benefits a second time should he/she return to school employment with the Charleston School District.

Cross References:        3.18—LICENSED PERSONNEL OUTSIDE EMPLOYMENT  
                                  3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE  
                                  3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND  
                                  WORKERS' COMPENSATION

Legal References:        A.C.A. § 6-17-1201 et seq.  
                                  29 USC §§ 2601 et seq.  
                                  29 CFR part 825

Date Adopted:            March 30, 2015  
Last Revised :            May 21, 2015  
Last Revised:            November 23, 2015  
Last Revised:            April 25, 2016

### **3.9—CATASTROPHIC LEAVE BANK**

The district has a combined sick leave bank for Classified and Licensed employees. The Catastrophic Leave Bank is established for the purpose of permitting employees, upon approval, to obtain sick leave compensation in excess of accumulated and current sick leave when the employee has exhausted all such leave.

#### **Definitions**

1. Catastrophic Leave Bank means a pool of accrued annual sick leave voluntarily donated by employees of the District which may be approved for the use of employees who meet Catastrophic Medical Condition eligibility requirements. The Catastrophic Leave Bank is also referred to herein as Bank.
2. Catastrophic Leave means paid leave granted for absences resulting from a Catastrophic Medical Condition of the employee or the employee's family member. The Catastrophic Leave Bank is intended to provide paid leave of absences which would result in a substantial loss of income to the employee who has exhausted all paid sick leave and vacation.
3. Catastrophic Medical Condition means an emergency limited to catastrophic and/or debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a family member which would cause the employee to be unable to perform his/her job, require a period of recuperation and/or require the employee's absence from duty as certified by a physician.
4. FMLA has its own definition of family member. However, for specific and limited application to the Catastrophic Leave Bank, the Charleston School District has adopted a common, more inclusive definition for "family member" as follows: "Family member" means spouse, children, grandchildren, parents, parents-in-law, brothers or sisters, or other relatives living in the employee's household. The definition of "family member" also includes those persons in a "step" relationship.
5. Catastrophic Leave Bank Committee means a five (5) member committee that shall oversee the administration of the Catastrophic Leave Bank. The Catastrophic Leave Bank Committee is also referred to herein as Committee.
6. Retiree means a person receiving an annuity from the Arkansas Teacher Retirement System.

#### **Requirements for Catastrophic Leave Bank Membership**

1. To be eligible to become a member of the Catastrophic Leave Bank, the employee must be a contracted licensed employee or contracted non-licensed employee and agree to the terms of the Catastrophic Leave Bank policy. An existing employee may become a member of the Bank by contributing one day of his/her sick leave allowance on or before October 1 of each school year. Each newly hired contracted employee shall be offered the option of becoming a member of the Bank at the time of initial employment.

- A. Catastrophic Leave Bank membership shall be subject to the employee executing the Catastrophic Leave Bank Liability Agreement.
- B. Once sick leave days have been contributed to the Catastrophic Leave Bank, the usage of those days shall be governed by the Catastrophic Leave Bank Committee and not by the Charleston School District's Leave for Illness Policy.
- C. Only Catastrophic Leave Bank members who have made a contribution to the Bank as required may request Catastrophic Leave.
- D. Sick leave contributed to the Catastrophic Leave Bank shall not be returned to any employee.
- E. Catastrophic Leave must be approved by the Catastrophic Leave Bank Committee.

2. After contributing a minimum of at least one day of sick leave, members (not having received Catastrophic Leave) of the Catastrophic Leave Bank shall not be required to contribute to the Bank again as long as the Bank is considered to be solvent. When the Catastrophic Leave Bank Committee determines that more days are needed for the Bank to remain solvent, each member shall be requested to contribute at least one day of his/her sick leave; failure of a member to comply shall result in termination as a Bank member.

#### **Retiree Continues Working With No Separation Period**

1. A retiree, who is 65 or older and receives Arkansas Teacher Retirement benefits, **continues working at the Charleston School District** (no separation period), AND receives payment of unused sick leave SHALL NOT be eligible for Catastrophic Leave Bank membership/leave.
2. A retiree, who is 65 or older and receives Arkansas Teacher Retirement benefits, **continues working at the Charleston School District** (no separation period), but does NOT receive payment of unused sick leave shall remain eligible for Catastrophic Leave Bank membership/leave.

#### **Retiree Continues Working After Separation Period**

1. An employee who received payment of unused sick leave days shall NOT be eligible for Catastrophic Leave Bank membership/leave again unless the following minimum separation period has been met:
  - A. A retiree, who at the time the effective retirement date, is under age 65 and has LESS than 38 years of ATRS credited service, must terminate employment with the Charleston School District and with all ATRS covered employers for **six (6) calendar months** to be eligible for Catastrophic Leave Bank membership/leave.
  - B. A retiree, who at the time the effective retirement date, is under age 65 and has MORE than 38 years of ATRS credited service, must terminate employment with the Charleston School District and with all ATRS covered employers for a **full calendar month** to be eligible for Catastrophic Leave Bank membership/leave.

## **Additional Requirements for Catastrophic Leave Bank Membership**

1. In the event a member receives Catastrophic Leave, he or she must reestablish his/her membership in the Catastrophic Leave Bank by contributing at least one additional day of his/her sick leave allowance on or before October 1 of the next school year. If the employee fails to contribute at least one additional day by October 1 of the next school year, he/she may rejoin the Bank on or before October 1 of any subsequent school year of employment. The employee is responsible for keeping his/her membership in good standing.

Retirees with a separation period may reestablish his/her membership in the Catastrophic Leave Bank by contributing at least one additional day of his/her sick leave allowance on or before October 1.

## **Catastrophic Leave Bank Committee**

1. A five (5) member Catastrophic Leave Bank Committee with the assistance of the Superintendent shall oversee the administration of the Catastrophic Leave Bank. The Committee shall be comprised of three licensed faculty (one from each school) and two non-licensed staff members (one must be from the central office to fulfill record retention requirements). Each member of the Committee must be a member of the Bank.

2. The Catastrophic Leave Bank Committee's licensed members shall be elected by licensed faculty members at the same time as members of the Licensed Personnel Policy Committee are elected. The Committee's non-licensed member shall be elected by District non-licensed staff members at the same time as members of the Non-Licensed Personnel Policy Committee are elected (one must be from the central office to fulfill record retention requirements). The Committee chairperson shall be elected by committee members.

3. The Catastrophic Leave Bank Committee shall not be considered an agency, board, or other subdivision of the Charleston School District. The Committee's decisions/actions are not subject to grievance, arbitration, or litigation. The Committee's decisions/actions are final. The Committee shall have the authority to grant, reduce, or deny any employee's application for Catastrophic Leave. Bank membership shall be subject to the employee executing the Catastrophic Leave Bank Liability Agreement.

## **Catastrophic Leave Bank Committee Responsibility**

1. The responsibility of the Catastrophic Leave Bank Committee shall be to review all Catastrophic Leave requests, ensure that all eligibility requirements are met, and administer the Bank according to the provisions of this policy.

2. The Catastrophic Leave Bank Committee shall work closely with the Superintendent, Principals, and District Treasurer to administer Catastrophic Leave.

## **Applying for Catastrophic Leave**

Catastrophic Leave Bank members in good standing may apply for Catastrophic Leave by completing a Catastrophic Leave application with attached Physician's Certificate.

## **Rules of Operation**

The Catastrophic Leave Bank Committee shall administer Catastrophic Leave from the Catastrophic Leave Bank according to the following rules:

1. To apply for Catastrophic Leave, the employee must have exhausted all paid sick leave and vacation.
2. **Workers Compensation:** If the employee's Catastrophic Medical Condition is a result of a work related injury covered by Worker's Compensation, any Catastrophic Leave compensation shall be reduced by any Worker's Compensation received by the employee to ensure total benefits do not exceed 100% of the employee's daily rate of pay. The employee must provide sufficient information regarding his/her Worker's Compensation benefit amount for the Committee to make a determination of Catastrophic Leave eligibility.
3. **Disability Insurance:** If the employee's Catastrophic Medical Condition is covered by Disability Insurance, Catastrophic Leave shall be reduced by any Disability Insurance received by the employee to ensure total benefits do not exceed 100% of the employee's daily rate of pay. The employee must provide sufficient information regarding his/her Disability Insurance benefit amount for the Committee to make a determination of Catastrophic Leave eligibility.
4. The employee's attendance history for two years prior to application for Catastrophic Leave may be considered by the Committee in making a Catastrophic Leave determination.
  - A. The employee may elect to consent to the release of his/her Attendance History to the Catastrophic Leave Committee to support his/her request for Catastrophic Leave. Failure to provide consent may result in denial of Catastrophic Leave.
  - B. Committee members are strictly prohibited from discussing the employee's confidential information (Attendance History) outside any meeting specifically held for the purpose of making a Catastrophic Leave determination.
5. No employee shall be approved for Catastrophic Leave unless that employee is, or is reasonably expected to be, on leave-without-pay status as a result of a Catastrophic Medical Condition of the employee or a family member.
6. No employee shall be approved for Catastrophic Leave unless that employee has provided an acceptable Physician's Certificate from a physician supporting the reason for any continued absence and setting forth that the employee is reasonably expected to be, and shall continue to be, unable to perform the employee's duties due to a Catastrophic Medical Condition of the employee or a family member.

- A. The employee or the family member (if applicable) shall be required to release the Physician's Certificate which contains personal health information to members of the Catastrophic Leave Bank Committee for the purpose of making a Catastrophic Leave determination. Failure to release the Physician's Certificate to the Committee shall result in denial of Catastrophic Leave.
  - B. Committee members are strictly prohibited from discussing the employee's confidential information (Physician's Certificate) outside any meeting specifically held for the purpose of making a Catastrophic Leave determination.
7. No employee shall be granted Catastrophic Leave beyond the date certified by a physician as the date when the employee is able to return to work.
8. Catastrophic Leave may be granted by the Committee only after the date the employee exhausts all paid sick leave and vacation.
9. Catastrophic Leave shall be granted only in cases of a Catastrophic Medical Condition as determined by the Catastrophic Leave Bank Committee.
10. Request for Catastrophic Leave shall be made on a Catastrophic Leave application submitted to the chairperson or member of the Committee.
11. Catastrophic Leave paid from the Catastrophic Leave Bank may be granted up to a maximum of (15) fifteen days at full pay per individual employee each school year. The maximum amount of Catastrophic Leave at full pay during the total employment tenure of an individual employee shall not exceed (50) fifty days.
12. In the event that the employee receiving Catastrophic Leave is terminated, retires, dies or returns to work prior to expiration of previously approved Catastrophic Leave, all unused Catastrophic Leave granted from the Catastrophic Leave Bank shall be credited back to the Bank.

### **Spousal Donation**

As allowed by Arkansas Code §6-17-1208, district employees who are a legally married couple are eligible to utilize the other's accumulated sick leave. If the employee's are paid at different rates of pay, the lesser rate of pay shall be used for the purposes of the donated sick days.

### **Personnel Contribution of Sick Leave**

No provision of this policy shall prevent licensed or non-licensed personnel from contributing his/her sick leave to the credit of any faculty or staff member *except for the following conditions:*

- A. Employee contributions of sick leave may be made to another employee **prior** to the expiration of an employee's FMLA entitlement period; and/or
- B. Employee contributions of sick leave may be made to another employee who

is on board approved unpaid Leave of Absence which is specifically due to a Catastrophic Medical Condition supported by a Physician's Certificate. In such a case, contributions of sick leave must be made **prior** to the expiration of the employee's board approved Leave of Absence.

- C. Licensed or non-licensed personnel who contribute sick leave to the credit of any staff member shall not have that leave returned under any circumstance.
- D. If an employee is covered by a disability policy, personnel contributions of sick leave may not be in excess of the employee's daily rate of pay.

Legal Reference: A.C.A. § 6-17-1208

Date Adopted: March 30, 2015

Date Revised: November 23, 2015

Date Revised: April 25, 2016



### 3.9F1—CATASTROPHIC LEAVE BANK—APPLICATION FOR MEMBERSHIP

I, \_\_\_\_\_, desire to voluntarily join the Catastrophic Leave Bank, and I agree to contribute \_\_\_\_\_ sick leave day(s) to the Bank in accordance with the Charleston School District's Catastrophic Leave Bank Policy.

- A. I will be required to sign a release of Liability Agreement to become a member of the Catastrophic Leave Bank.
- B. Once a sick leave day is contributed to the Catastrophic Leave Bank, the usage of that day shall be governed by the Catastrophic Leave Bank Committee and not by the Charleston School District's Leave for Illness Policy.
- C. Sick leave I contribute to the Catastrophic Leave Bank shall not be returned to me under any circumstance.
- D. My request for Catastrophic Leave shall require approval of the Catastrophic Leave Bank Committee. I agree to accept the Committee's decisions/actions as being final.
- E. If and when I apply for Catastrophic Leave, I may elect to release my Attendance History to the Catastrophic Leave Committee to support my request; I understand my prior Attendance History for two years may be used by the Committee to make a Catastrophic Leave determination.
- F. My absence from duty must be due to a Catastrophic Medical Condition that is supported by a Physician's Certificate. If and when I apply for Catastrophic Leave, my family member (if applicable) or I must consent to the release of the required Physician's Certificate which contains personal, confidential health information to members of the Catastrophic Leave Bank Committee for the purpose of making a Catastrophic Leave determination.
- G. Catastrophic Medical Condition means an emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe.
- H. I must have exhausted all paid sick leave and vacation as a result of my Catastrophic Medical Condition or the Catastrophic Medical Condition of my family member.
- I. Catastrophic Leave paid from the Catastrophic Leave Bank may be granted up to a maximum of (15) fifteen days per school year. The maximum amount of Catastrophic Leave during my total employment tenure shall not exceed (50) fifty days.
- J. In the event I receive Catastrophic Leave, I must reestablish my membership in the Catastrophic Leave Bank by contributing at least one additional day of my sick leave allowance on or before October 1 of the next school year. If I fail to contribute at least one additional day by October 1 of the next school year, I may rejoin the Bank on or before October 1 of any subsequent school year of employment. I am responsible for keeping my membership in good standing.

By my signature below, I certify that I understand that the Catastrophic Leave Bank Policy includes but is not limited to the above terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

Date Adopted:            March 30, 2015

### **3.9F2—CATASTROPHIC LEAVE BANK—LIABILITY AGREEMENT**

(Must be completed by all Bank members)

#### **Forfeiture of Benefits**

I understand that I will forfeit the benefits of the Catastrophic Leave Bank by:

- A. Resignation or termination of employment with the Charleston School District.
- B. Any fraud or misrepresentation of facts in making application for benefits from the Catastrophic Leave Bank.

#### **Release from Liability**

The Catastrophic Leave Bank Committee is not an agency, board, or other subdivision of the District. The Committee's decisions/actions are not subject to grievance, arbitration, or litigation. The Committee shall have the authority to grant, reduce, or deny any employee's application for Catastrophic Leave. The Committee's decisions/actions are final.

#### **Catastrophic Leave Bank Policy**

A complete copy of the Charleston School District Catastrophic Leave Bank Policy shall be available on the district's official website.

#### **Agreement to Terms and Policy**

By my signature below, I understand that Bank membership and Catastrophic Leave shall be subject to the above terms and the provisions set forth in the Charleston School District Catastrophic Leave Bank Policy as approved by the Board of Education.

---

Sick Leave Bank Member's Signature

---

Date Signed

Legal Reference:       A.C.A. § 6-17-1306

Date Adopted:         March 30, 2015

### 3.9F3—CATASTROPHIC—APPLICATION FOR LEAVE

Employee's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

---

**Part 1: Application and Certification: (To be completed by employee or his/her designee.)**

- I have been affected by a Catastrophic Medical Condition, and I understand that a Physician's Certificate is required. By my signature below, I am giving consent for the Committee to review such Certification which contains personal health information.
  - A family member has been affected by a Catastrophic Medical Condition, and he/she understands that a Physician's Certificate is required. By a family member's signature below, he/she is giving consent for the Committee to review such Certification which contains personal health information.
  - A Physician's Certificate supporting a Catastrophic Medical Condition is attached.
  - I have or will have exhausted all paid leave as of this date: \_\_\_\_\_
  - I am requesting \_\_\_\_\_ days from the Catastrophic Leave Bank.
- Application for Worker's Compensation Status Not filed Approved Pending Denied  
Disability Insurance Compensation Status Not filed Approved Pending Denied

---

**Workers Compensation Status: (Complete this section only if applicable. )**

Expected duration of work related illness or injury is \_\_\_\_\_ days.

Workers Compensation Commenced on \_\_\_\_\_.

The daily rate of Worker's Compensation Benefits is \_\_\_\_\_.

- I am requesting \_\_\_\_\_ days from the Catastrophic Leave Bank. I understand any Catastrophic Leave compensation received by myself shall be reduced by any Worker's Compensation received by myself to ensure total benefits do not exceed 100% of my daily rate of pay.

---

**Disability Insurance Status: (Complete this section only if applicable.)**

Date Disability Insurance Benefits Commenced on \_\_\_\_\_.

The daily rate of Disability Insurance Benefits is \_\_\_\_\_.

- I am requesting \_\_\_\_\_ days from the Catastrophic Leave Bank. I understand any Catastrophic Leave compensation received by myself shall be reduced by any Disability Insurance compensation received by myself to ensure total benefits do not exceed 100% of my daily rate of pay.

I (we) the undersigned, certify as follows: The employee's absence from work is due to the Catastrophic Medical Condition of the employee or a family member. **I (employee) or a family member elect to release the attached Physician's Certificate** which contains personal health information to members of the Catastrophic Leave Bank Committee. **I (employee) furthermore elect to release my employment Attendance History for the previous two years** to members of the Catastrophic Leave Bank Committee.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_

\_\_\_\_\_

Family Member's Signature (if applicable)

Date Signed

**Part 2: Combined Total of Catastrophic Leave Granted  
(To be reviewed and completed by the District Treasurer)**

Catastrophic Leave paid from the Catastrophic Leave Bank may be granted up to a maximum of (15) fifteen days at full pay per individual employee each school year. The maximum amount of Catastrophic Leave at full pay during the total employment tenure of an individual employee shall not exceed (50) fifty days.

1. Previous Number of Catastrophic Leave Days Received \_\_\_\_\_ Year(s) \_\_\_\_\_  
(Amount of Catastrophic Leave received prior to this application)

2. Current Number of Catastrophic Leave Days Approved for this Application \_\_\_\_\_  
(Maximum of (15) fifteen days per individual employee each school year)

3. Cumulative Number of Catastrophic Leave Days Approved \_\_\_\_\_ Year(s) \_\_\_\_\_  
(Shall not exceed (50) fifty days for an individual employee's employment tenure, add lines 1 &2 )

Has the employee exceeded the maximum Catastrophic Leave allowed per school?

Yes No

\_\_\_\_\_  
District Treasure's Signature

\_\_\_\_\_  
Date Signed

**Part 3: Catastrophic Leave Committee Review and Recommendation (Completed by Committee)**

Date Application of Current Catastrophic Leave Received \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Current Application Approved Yes No

Amount of Catastrophic Leave Days Approved for this Application \_\_\_\_\_

Brief Explanation for Application Disapproval \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Bank Chairperson's Signature

\_\_\_\_\_  
Date

*\*Original copy should be provided to the Superintendent's Office and a copy should be provided to the employee requesting Catastrophic Leave.*

Date Adopted: March 30, 2015

**3.9F4—CATASTROPHIC LEAVE BANK—PHYSICIAN’S CERTIFICATE**

**Employee: Please complete this section.**

\_\_\_\_\_

Please print:

Name \_\_\_\_\_ Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

I hereby make application for Catastrophic Leave to be charged to the Catastrophic Leave Bank of the Charleston School District. I am currently a member of the Bank, and I understand that I must conform to all stipulations of the Catastrophic Leave Bank Policy as approved by the Charleston Board of Education.

**I the undersigned hereby authorize the release of information regarding my illness or injury by my physician to the Catastrophic Leave Bank Committee and/or the Charleston School District.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Family Member (if applicable)

\_\_\_\_\_  
Date

\*\*\*\*\*

**Physician: Please complete the following section.**

Please print:

Physician’s Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

The above employee has requested Catastrophic Leave to be charged to the Charleston School District’s Catastrophic Leave Bank. Please respond to the following items relative to this employee’s/family member’s illness or injury so that we may process his/her request. Should you or your staff have questions, please call the number shown above. The employee/family member has authorized release of the information pertinent to this request.

**Catastrophic Medical Condition means an emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a family member which would cause the employee to be unable to perform his/her job, require a period of recuperation and/or require the employee's absence from duty as certified by a physician.**

Do you consider this employee’s/family member’s illness to be a Catastrophic Medical Condition as defined above?

Yes       No

Briefly describe the nature of the employee's/family member's illness or injury.

---

---

---

---

Date you initially treated illness or injury described above. \_\_\_\_\_

If surgery was performed, please indicate date. \_\_\_\_\_

Date employee will be able to return to work. \_\_\_\_\_

\_\_\_\_\_  
Signature of Licensed Physician

\_\_\_\_\_  
Date of Signature

**DATE ADOPTED:**      March 30, 2015

**3.9F5— CATASTROPHIC LEAVE BANK—DONATION TO AN EMPLOYEE**

Donation of sick leave is intended simply to assist eligible employees needing assistance as a result of a Catastrophic Medical Condition. This form is to be completed by a Charleston School District employee wishing to donate sick leave to another employee who has exhausted all other paid leaves.

Name of Employee (Donor)\_\_\_\_\_

Number of Days Donated\_\_\_\_\_

(Donors may give in full or half day increments.)

Days Donated to\_\_\_\_\_

I certify that:

- A. I am making this donation entirely of my own free will and that no attempts have been made to intimidate, threaten, or coerce me to donate my sick leave. I understand that I have no right under any circumstance to have any of the donated sick leave restored to my accrued sick leave.
- B. I understand that I may only donate sick leave to another employee in accordance with the Charleston School District’s board approved Catastrophic Leave Bank Policy, and I may request a copy of district policies at any time.

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee (Donor)

Date Signed

DATE ADOPTED: March 30, 2015

### **3.10—LICENSED PERSONNEL PLANNING TIME**

The superintendent is responsible for ensuring master schedules are created which determine the timing and duration of each teacher's planning and scheduled lunch periods. Planning time is for the purpose of scheduling conferences, instructional planning, and preparation. Each teacher will have the ability to schedule these activities during his/her designated planning time. Teachers may not leave campus during their planning time without prior permission from their building level supervisor.

The planning time shall be in increments of not less than forty (40) minutes and shall occur during the student instructional day unless a teacher requests, in writing, to have his/her planning time occur outside of the student instructional day. For the purposes of this policy, the student instructional day means the time that students are required to be present at school.

Legal Reference: A.C.A. § 6-17-114 (a)(d)

Date Adopted: March 30, 2015



### **3.11—LICENSED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE**

#### **Personal Leave Deducted From Available Sick Leave**

Approved paid personal leave **shall be deducted from available Sick Leave; approved paid personal leave is limited to a maximum of three (3) days per year.** Approval of these days must be requested in advance from the employee's immediate principal/supervisor. Paid or unpaid personal leave should not be taken immediately before or after a school holiday/vacation/spring break or during the first or last weeks of school.

Requests for any personal leave may be denied at the principal's/supervisor's discretion. If a request for personal leave is denied, the superintendent (or designee) may, at his or her discretion depending on the circumstance, approve the request as a day without pay. If a day without pay is granted, it shall not count against accumulated sick leave.

#### **Leave Due to Weather Conditions**

The Charleston Board of Education has made the following policy clarification concerning personnel who do not report to work because of weather conditions when school is in session. These days shall first be counted as personal and deducted from available paid leave. If no personal leave is available, these days shall be counted as Sick Leave. If no paid leave is available, pay will be forfeited for these days.

#### **Board Approved Unpaid Leave of Absence Without Benefits**

To be eligible for Unpaid Leave of Absence without benefits, an employee must have exhausted all other leaves provided in accordance with district policies. When leave is no longer available under other Charleston School District leave policies, an employee may be granted an Unpaid Leave of Absence for acceptable reasons when requested by the employee and approved by the Board of Education. If approved, the Unpaid Leave of Absence shall not exceed one school year per request.

Application for Unpaid Leave of Absence without benefits must be made by the employee in writing to the superintendent of schools. In the letter requesting Unpaid Leave of Absence, the employee should state the reason for absences, the dates he or she wishes the Unpaid Leave of Absence to begin and end, and any other information that will support his or her request.

Specified acceptable reasons for Unpaid Leave of Absence are personal illness, personal emotional illness, personal bodily injury, maternity, or illness or death of an immediate family member. An employee may be subject to dismissal if he/she fails to promptly report to work at the expiration of approved leaves.

Employees shall take leave without pay for absences which are not due to attendance at school functions related to their job duties and do not qualify for other types of leave (for sick leave see Policy 3.8, for professional leave see below).

School functions, for the purposes of this policy, means:

1. Athletic or academic events related to the school district; and
2. Meetings and conferences related to education.

For employees other than the superintendent, the determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. For the superintendent, the school board of directors shall determine what activities meet the definition of a school function.

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 3.32—LICENSED 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.

Personal leave should not be taken the day before or the day after a holiday/**vacation/spring break or during the first or last weeks of school.**

### **Professional Leave**

“Professional Leave” is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., workshops or serving on professional committees) which can serve to improve the school District's instructional program or enhances the employee's ability to perform his duties. Professional leave will also be granted when a school District employee is subpoenaed for a matter arising out of the employee's employment with the school District. Any employee seeking professional leave must make a request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.

If the employee does not receive or does not accept remuneration for his/her participation in the professional leave activity and a substitute is needed for the employee, the District shall pay the full cost of the substitute. If the employee receives and accepts remuneration for his/her participation in the professional leave activity (e.g. scholastic audits), the employee shall forfeit his/her daily rate of pay from the District for the time the employee misses. The cost of a substitute, if one is needed, shall be paid by the employee/District.

Legal Reference:       A.C.A. § 6-17-211

Date Adopted:        March 30, 2015

### **3.12—LICENSED 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.

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

Legal References:       A.C.A. § 12-12-913 (g) (2)  
                                  Arkansas Department of Education Guidelines for "Megan's Law"  
                                  A.C.A. § 5-14-132

Date Adopted:           March 30, 2015

### **3.13—LICENSED PERSONNEL PUBLIC OFFICE**

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 nonrenewal or termination of his employment contract.

Legal Reference:       A.C.A. § 6-17-115

Date Adopted:         March 30, 2015

### **3.14—LICENSED PERSONNEL JURY DUTY**

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. The **employee shall reimburse the district the stipend (less mileage) received for jury duty.**

Legal Reference:       A.C.A. § 16-31-106

Date Adopted:         March 30, 2015

### **3.15—LICENSED PERSONNEL LEAVE — INJURY FROM ASSAULT**

Any teacher 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 teacher's sick leave.

In order to obtain leave under this policy, the teacher must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the teacher 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 teacher's employment.

Legal Reference:       A.C.A. § 6-17-1209

Date Adopted:         March 30, 2015

### **3.16—LICENSED PERSONNEL REIMBURSEMENT FOR PURCHASE OF SUPPLIES**

Prekindergarten through sixth grade teachers shall be allotted the amount required by law per student enrolled in the teacher's class to be used for the purchase of classroom supplies and class activities.

Teachers may purchase supplies and submit reimbursement requests in the form of signed, itemized receipts.

Itemized receipts must be submitted before June **20th to allow adequate processing time prior to the end of each fiscal year.**

Unused allotments shall not be carried over from one fiscal year to the next.

Legal Reference:       A.C.A. § 6-21-303(b)(1)

Date Adopted:         March 30, 2015

### **3.17—INSULT OR ABUSE OF LICENSED PERSONNEL**

Employees are protected from abusive language and conduct by state law. An employee may report to the police any language which is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; and/or
3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation.

Legal Reference:       A.C.A. § 6-17-106

Date Adopted:         March 30, 2015



### **3.18—LICENSED 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 or her 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 licensed employee is additionally employed by the District in either a classified capacity or by a contract to perform supplementary duties for a stipend or multiplier, the duties, expectations, and obligations of the primary licensed 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 licensed position and any other contracted position, the licensed 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 classified contract of employment or the contract to perform the supplementary duties.

#### **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 3.44, 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.

Cross References:       3.8—LICENSED PERSONNEL SICK LEAVE  
                              3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE  
                              3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS'  
                              COMPENSATION

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

Date Adopted:           March 30, 2015

### 3.19—LICENSED 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/she 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 licensure status is discovered to be other than as it was represented by an employee or applicant, either in writing on application materials or in the form of verbal assurances or statements 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.

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.

The District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information.

Inquiries on non discrimination may be directed to the superintendent, who may be reached at 479-965-7160.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

In accordance with Arkansas law, 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;
3. A deceased veteran's spouse who is unmarried throughout the hiring process; or

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 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.

Legal References:      A.C.A. § 6-17-410  
                                  A.C.A. § 6-17-411  
                                  A.C.A. § 21-3-302  
                                  A.C.A. § 21-3-303  
                                  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. § 106.9  
                                  34 C.F.R. § 108.9  
                                  34 C.F.R. § 110.25

Date Adopted:            March 30, 2015  
Last Revised :            May 21, 2015  
Last Revised:            April 25, 2016



### **3.20—LICENSED 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 approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervisor with the authority to make school approvals), or the appropriate designee of the Superintendent and that the teacher'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 **itemized** receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

**The mileage rate shall be .04 cents below the standard mileage rate as determined/adjusted by the Internal Revenue Service.**

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

Date Adopted:            March 30, 2015

### **3.21—LICENSED PERSONNEL TOBACCO USE**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, or other school vehicles is prohibited.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

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

Legal Reference:       A.C.A. § 6-21-609

Date Adopted:         March 30, 2015

### **3.22—DRESS OF LICENSED EMPLOYEES**

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

Date Adopted:            March 30, 2015

### **3.23—LICENSED PERSONNEL POLITICAL ACTIVITY**

Employees are free to engage in political activity outside of work hours 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 the classroom, in other than circumstances appropriate to the Frameworks and/or the curricular goals and objectives of the class.

Date Adopted:            March 30, 2015



### **3.24—LICENSED 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 voluntary deductions levied against an employee's wages.

All employees are expected to meet their financial obligations. If an employee writes "hot" checks or has his income garnished by a judgment creditor, dismissal may result.

An employee will not be dismissed for having been the subject of one (1) garnishment. However, a second or third garnishment may result in dismissal.

At the discretion of the Superintendent, he or his designee may meet with an employee who has received a second garnishment for the purpose of warning the employee that a third garnishment may result in a recommendation of dismissal to the School Board.

At the discretion of the Superintendent, a second garnishment may be used as a basis for a recommended dismissal. The Superintendent may take into consideration other factors in deciding whether to recommend dismissal based on a second garnishment. Those factors may include, but are not limited to, the amount of the debt, the time between the first and the second garnishment, and other financial problems which come to the attention of the District.

Date Adopted:                March 30, 2015

### **3.25—LICENSED 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**

**Grievance:** A claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this school district. 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.

A group of employees who have the same grievance may file a group grievance.

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

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

**Employee:** Is any person employed under a written contract by this school district.

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

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

#### **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 and discuss the matter with the supervisor within five working days of the occurrence of the grievance. The supervisor 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. (The five-day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five 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 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 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 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 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 working days 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 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 working days of his/her receipt of the principal's reply. The superintendent will have ten 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.

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 Education within five working days of his/her receipt of the Superintendent's written response by submitting a written request for a board hearing to the superintendent. If the grievance is not appealed to the Board of Directors within five working days of his/her receipt of the superintendent's 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. After reviewing the Level Two Grievance Form and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the grievance is presented as a "group grievance," the Board shall first determine if the composition of the group meets the definition of a "group grievance." If the Board determines that it is a group grievance, the Board shall then determine whether the matter raised is grievable. If the Board rules the composition of the group does not meet the definition of a group grievance, or the grievance, whether group or individual, is not grievable, the matter shall be considered closed. (Individuals within the disallowed group may choose to subsequently refile their grievance as an individual grievance beginning with Level One of the process.) If the Board rules the grievance to be grievable, they shall immediately

commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing who is not a member of the employee's immediate family at the appeal hearing before the Board of Directors. The employee shall have no less than 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, the parent or guardian of any student under the age of eighteen years who gives testimony may elect to have the student's testimony 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.

Legal References:       A.C.A. § 6-17-208, 210

Date Adopted:         March 30, 2015

**3.25F—LICENSED PERSONNEL LEVEL TWO GRIEVANCE FORM**

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

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

Personnel Policy grievance is based upon:

\_\_\_\_\_

Grievance (be specific):

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would resolve your grievance?

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Response

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Adopted:            March 30, 2015

### **3.26—LICENSED PERSONNEL SEXUAL HARASSMENT**

The Charleston School District is committed to having an academic and work environment in which all students and employees are treated 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. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences.

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 as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment.

Within the educational or work environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; 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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing 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; and spreading rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator who will assist them in the complaint process. 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 harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

Legal References:        Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.  
                                 Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq.  
                                 A.C.A. § 6-15-1005 (b) (1)

Date Adopted:            March 30, 2015

### **3.27—LICENSED 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 faculty supervision of students throughout the school day and at extracurricular activities.

Date Adopted:            March 30, 2015



### **3.28—LICENSED PERSONNEL COMPUTER USE AND VIRTUAL PRIVATE NETWORK POLICY**

The Charleston School District provides computers and/or computer Internet access for many employees to assist employees in performing work related tasks. Employees are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that under Arkansas law both email and computer 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.

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 Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Employees 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 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.

#### **Virtual Private Network:**

The Arkansas Department of Education (ADE), through the Arkansas Public School Computer Network (APSCN) and the Department of Information Services (DIS), has set-up an APSCN VPN server to provide Virtual Private Network (VPN) access to all public school districts, education service cooperatives, and public charter schools.

1. Users are NOT allowed to download and save reports that contain sensitive data (student or employee names, addresses, social security numbers, etc.) to home or public computers.
2. Sensitive data is intended for use only by individuals who require the information in the course of performing job functions. If it is necessary for a user to generate such information for reports in the performance of job functions, the district shall provide a laptop computer with encryption software for use at home and at work.
3. USERS MUST DISCONNECT THE APSCN VPN CONNECTION WHEN WORK IS COMPLETE.
4. IT IS THE RESPONSIBILITY OF THE USER TO ENSURE THAT UNAUTHORIZED USERS ARE NOT ALLOWED ACCESS TO SENSITIVE DATA.

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  
Commissioner's Memo FIN-13-064

Date Adopted: March 30, 2015  
Last Revised: September 28, 2015

### **3.28F—PERSONNEL EMPLOYEE INTERNET USE AND VIRTUAL PRIVATE NETWORK AGREEMENT**

Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_ DATE \_\_\_\_\_

The Charleston School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up to and including termination.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
  - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
  - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - c. posting anonymous messages on the system;
  - d. using encryption software;
  - e. wasteful use of limited resources provided by the school including paper;
  - f. causing congestion of the network through lengthy downloads of files;
  - g. vandalizing data of another user;
  - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - i. gaining or attempting to gain unauthorized access to resources or files;
  - j. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - k. using the network for financial or commercial gain without district permission;
  - l. theft or vandalism of data, equipment, or intellectual property;
  - m. invading the privacy of individuals;
  - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - o. introducing a virus to, or otherwise improperly tampering with, the system;
  - p. degrading or disrupting equipment or system performance;

- q. creating a web page or associating a web page with the school or school district without proper authorization;
- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the District's Internet Access to unauthorized individuals; or
- t. 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;
- u. making unauthorized copies of computer software;
- v. personal use of computers during instructional time; or
- w. Installing software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Staff 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.

6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

**Virtual Private Network:**

The Arkansas Department of Education (ADE), through the Arkansas Public School Computer Network (APSCN) and the Department of Information Services (DIS), has set-up an APSCN VPN server to provide Virtual Private Network (VPN) access to all public school districts, education service cooperatives, and public charter schools.

1. Users are NOT allowed to download and save reports that contain sensitive data (student or employee names, addresses, social security numbers, etc.) to home or public computers.
2. Sensitive data is intended for use only by individuals who require the information in the course of performing job functions. If it is necessary for a user to generate such information for reports in the performance of job functions, the district shall provide a laptop computer with encryption software for use at home and at work.
3. **USERS MUST DISCONNECT THE APSCN VPN CONNECTION WHEN WORK IS COMPLETE.**
4. **IT IS THE RESPONSIBILITY OF THE USER TO ENSURE THAT UNAUTHORIZED USERS ARE NOT ALLOWED ACCESS TO SENSITIVE DATA.**

Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: \_\_\_\_\_ Date\_\_\_\_\_

Legal References: A.C.A. § 6-17-201  
Date Adopted: March 30, 2015  
Last Revised: September 28, 2015

### **3.29—LICENSED 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 Charleston School District shall not establish a school calendar that interferes with any ACTAAP scheduled testing that might jeopardize or limit the valid testing and comparison of student learning gains.

The Charleston School District shall operate by **an established school calendar**.

Legal References:       A.C.A. § 6-17-201  
                                  Arkansas Comprehensive Testing, Assessment, and Accountability Plan Rules

Date Adopted:         March 30, 2015

### **3.30—PARENT-TEACHER COMMUNICATION**

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be **held two times per school year**. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Legal References:       State Board of Education Standards of Accreditation 12.04.1, 12.04.2,  
                                  and 12.04.3  
                                  1702(b)(3)(B)(ii)

Date Adopted:         March 30, 2015

### **3.31—DRUG FREE WORKPLACE - LICENSED 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.

Should any employee be found to have been under the influence of, or in illegal possession of, any illegal drug or controlled substance, whether or not engaged in any school or school-related activity, and the behavior of the employee, if under the influence, is such that it is inappropriate for a school employee in the opinion of the superintendent, the employee may be subject to discipline, up to and including termination. This policy also applies to those employees who are under the influence of alcohol while on campus or at school-sponsored functions, including athletic events.

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.

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 district expense or the District's worker's compensation carrier if applicable. 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 3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION.

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 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.

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.

Substance abuse counseling and rehabilitation may be found at:

Alcoholics Anonymous Intergroup Office 783-0123

Gateway House, Inc. 783-8849

Harbor House, Inc. 785-4043

Harbor House Mercy Hospital 484-5500

Sparks Care Unit 441-5500

Western Arkansas Counseling & Guidance Center 1-800-542-1031

Legal References:       8101, 8103, and 8104  
                                  A.C.A. § 11-9-102  
                                  A.C.A. § 17-80-117

Date Adopted:           March 30, 2015

Last Revised :          May 21, 2015

Last Revised:           April 25, 2016





### **3.31F—DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT**

#### **CERTIFICATION**

I, hereby certify that I have been presented with a copy of the Charleston 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 Adopted:      March 30, 2015

### **3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA) offers job protection for leave that 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 FMLA 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.

“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.

“Instructional Employee” is an employee 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, preschool teachers, and special education assistants such as signers for the hearing impaired. The term does not include, and the special rules related to the taking of leave near the end of a semester do not apply to;

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.

“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 measured backward from the date an employee uses any FMLA for reasons one (1) through five (5).**

### **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 and 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 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;
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;
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. (See Section Two)
6. To care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury. (See Section Two)

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.

### **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. 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.

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.

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 sick, personal, or vacation leave as may be applicable) for any period of FMLA leave.

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 3.44, 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.

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 that the District maintains health coverage for the employee by paying 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.

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:

- a. 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
- b. 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**

Unless circumstances exist beyond the employee’s control, the employee shall inform the district every two (2) weeks during FMLA leave of his/her 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. Specifically, upon returning from FMLA leave, a teacher may be assigned to another position that is not necessarily the same as the teacher’s former job assignment. The employee may not be restored to a position requiring additional licensure or certification.

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.

## **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 may 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 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 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 initial 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:

- a. 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.
- b. The employee requests an extension of leave;
- c. Circumstances described by the previous certification have changed significantly; and/or
- d. The district receives information that casts doubt upon the continuing validity of the certification.

The employee must provide the recertification within fifteen (15) calendar days after the District's request.

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.

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 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**

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 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 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.

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 non-instructional, eligible employees for the period of scheduled intermittent or reduced leave to an alternative position ~~for which~~ 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.

If an eligible employee who meets the definition of an instructional employee requests intermittent or reduced schedule leave for reasons 3 or 4 above that is foreseeable based on planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the district may require the employee to elect either to:

- a. Take medical leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- b. Transfer temporarily to an available alternative position offered by the employer that the employee is qualified for, has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee.

If the employee chooses to transfer to an alternative 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.

An eligible instructional employee who needs intermittent leave or leave on a reduced leave schedule for reasons 3 or 4 above may not be transferred to an alternative position during the period of the employee's intermittent or reduced leave schedule if, based on the foreseeable planned medical treatment, the employee would be on leave for twenty percent (20%) or less of the total number of working days over the period the leave would extend.

Instructional employees are not required to request intermittent leave when the instructional employee's FMLA leave spans a period when school is closed, such as for winter, spring, or summer breaks; in addition, the time the school is closed is not counted when calculating the amount of FMLA leave the instructional employee has used.

#### **Leave taken by eligible instructional employees near the end of the semester**

In any of the following scenarios, if the District chooses to require the eligible, instructional employee to stay on leave until the end of the semester, only the portion of the leave until the employee is ready and

able to return to work shall be charged against the employee's FMLA leave entitlement. The required non-FMLA leave will not be considered excessive absenteeism.

#### **Leave more than five (5) weeks prior to end of the semester**

If the eligible, instructional employee begins leave, due to reasons 1 through 4 listed above, more than five (5) weeks prior to the end of the academic term, the District may require the employee to continue taking leave until the end of the semester, if:

1. The leave is of at least three (3) weeks duration; and
2. The return to employment would occur during the three (3) - week period before the end of the semester.

#### **Leave less than five (5) weeks prior to end of the semester**

If the eligible, instructional employee begins leave, due to reasons 1, 2, or 3 listed above, during the period that commences five (5) weeks prior to the end of the academic term, the District may require the employee to continue taking leave until the end of the semester, if:

- a. The leave is of greater than two (2) weeks duration; and
- b. The return to employment would occur during the two (2) - week period before the end of the semester.

#### **Leave less than three (3) weeks prior to end of the semester**

If the eligible, instructional employee begins leave, due to 1, 2, or 3 listed above, during the period that commences three (3) weeks prior to the end of the semester and the duration of the leave is greater than five (5) working days, the District may require the employee to continue to take leave until the end of the semester.

## **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.

### **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**

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.

#### **Substitution of Paid Leave**

When an employee's leave has been designated as FMLA leave for 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.

#### **Leave taken by an eligible instructional employees more than five (5) weeks prior to end of the semester**

If an eligible, instructional employee begins leave due to any qualifying exigency more than five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester, if:

1. The leave is of at least three (3) weeks duration; and

2. The return to employment would occur during the three (3) - week period before the end of the semester.

If the District chooses to require the eligible, instructional employee to stay on leave until the end of the semester, only the portion of the leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

### **SERIOUS ILLNESS**

An eligible employee is eligible for leave to care for a spouse, child, parent or next of kin who is a covered service member 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.

“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.

“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 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**

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 have his/her FMLA coverage of such leave delayed until thirty (30) days after the date the employee provides notice.

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.

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 non-instructional 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. Specifically, upon returning from FMLA leave, an employee may be assigned to another position that is not necessarily the same as the employee's former job assignment. The employee will not be required to take more FMLA leave than necessary to address the circumstances requiring the need for the leave.

If an eligible employee who meets the definition of an instructional employee requests 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 that is foreseeable based on planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the District may require the employee to choose either to:

- a. Take medical leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- b. Transfer temporarily to an available alternative position offered by the employer that the employee is qualified for, has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee.

If the employee chooses to transfer to an alternative 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. Specifically, upon returning from FMLA leave, a teacher may be assigned to another position that is not necessarily the same as the teacher's former job assignment. The employee will not be required to take more FMLA leave than necessary to address the circumstances that required the need for the leave.

An eligible instructional employee, who needs intermittent leave or leave on a reduced leave schedule to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury, may not be transferred to an alternative position during the period of the employee's intermittent or reduced leave schedule if, based on the foreseeable planned medical treatment, the employee would be on leave for twenty percent (20%) or less of the total number of working days over the period the leave would extend.

#### **Leave taken by eligible instructional employees near the end of the academic semester**

In any of the following scenarios, if the district chooses to require the eligible, instructional employee to stay on leave until the end of the semester, only the portion of the leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The excess non-FMLA leave will not be considered excessive absenteeism.

**Leave more than five (5) weeks prior to end of the semester**

If the eligible, instructional employee begins leave, for any qualifying exigency or to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury more than five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester, if:

1. The leave is of at least three (3) weeks duration; and
2. The return to employment would occur during the three (3) - week period before the end of the semester.

**Leave less than five (5) weeks prior to end of the semester**

If the eligible, instructional employee begins leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury during the period that commences five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester, if:

- a. The leave is of greater than two (2) weeks duration; and
- b. The return to employment would occur during the two (2) - week period before the end of the semester.

**Leave less than three (3) weeks prior to end of the semester**

If the eligible, instructional employee begins leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury during the period that commences three (3) weeks prior to the end of the semester and the duration of the leave is greater than five (5) working days, the District may require the employee to continue to take leave until the end of the semester.

Date Adopted: March 30, 2015

Last Revised: April 25, 2016

### **3.33—ASSIGNMENT OF EXTRA DUTIES FOR LICENSED PERSONNEL**

From time to time extra duties may be assigned to licensed personnel by the school principal or the Superintendent as circumstances dictate.

Legal Reference:       A.C.A. § 6-17-201

Date Adopted:         March 30, 2015

### **3.34—LICENSED PERSONNEL CELL PHONE USE**

Use of cell phones or other electronic communication devices by employees during instructional time for other than instructional purposes is strictly forbidden unless specifically approved in advance by the superintendent, building principal, or their designees.

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 school issued cell phones and/or computers 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 instructional time.

Date Adopted:            March 30, 2015

### **3.35—LICENSED PERSONNEL BENEFITS**

The Charleston School District provides its licensed personnel benefits consisting of the following.

1. The priceless reward of helping shape the life and future of our children;
2. Health insurance assistance;
3. **Dental insurance assistance;**
4. Contribution to the teacher retirement system;
5. One sick leave day per contract calendar month or greater portion thereof, **plus one day**, of which three days may be used for personal reasons.

#### **Payroll Deductions**

**The district will require companies to enroll at least (5) five participating employees before allowing payroll deductions.**

Legal Reference:       A.C.A. § 6-17-201

Date Adopted:         March 30, 2015

### **3.36—LICENSED PERSONNEL DISMISSAL AND NON-RENEWAL**

For procedures relating to the termination and non-renewal of teachers, please refer to the Arkansas Teacher Fair Dismissal Act (A.C.A. §§ 6-17-1501 et seq.) and the Teacher Evaluation Support System (A.C.A. §§ 6-17-2801 et seq.). The Acts specifically are not made a part of this policy by this reference.

A copy of the statutes is available for review in the office of the principal of each school building.

Legal Reference:       A.C.A. § 6-17-201  
                              A.C.A. §§ 6-17-1501 et seq.  
                              A.C.A. §§ 6-17-2801 et seq.

Date Adopted:         March 30, 2015



### **3.37—ASSIGNMENT OF TEACHER AIDES**

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

Legal Reference:       A.C.A. § 6-17-201

Date Adopted:         March 30, 2015

### **3.38—LICENSED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING**

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 principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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. The district's definition of bullying is included below. 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; or going to or from school or a school activity. 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 school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

#### **Definitions:**

**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 may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that 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;

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act 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; and

**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 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.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,

8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 3.26, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles.

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.

Legal Reference:       A.C.A. § 6-18-514

Date Adopted:         March 30, 2015

### **3.39—LICENSED PERSONNEL RECORDS AND REPORTS**

The superintendent or his/her designee shall determine, by individual or by position, those records a teacher is responsible to keep and those reports he/she is required to maintain. It is a requirement of employment that all required records and reports be completed, submitted, or otherwise tendered, and be accepted by the principal or superintendent as complete and satisfactory, before the last month's pay will be released to the licensed employee.

Legal Reference:       A.C.A. § 6-17-104

Date Adopted:         March 30, 2015

### **3.40—LICENSED PERSONNEL DUTY TO REPORT CHILD ABUSE, MALTREATMENT OR NEGLECT**

It is the statutory duty of licensed school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling 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.

The duty to report suspected child abuse or maltreatment 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. Employees and volunteers who call the Child Abuse Hotline 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 from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

Legal References:       A.C.A. § 12-18-107  
                              A.C.A. § 12-18-201 et seq.  
                              A.C.A. § 12-18-402

Date Adopted:           March 30, 2015

### **3.41—LICENSED PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING**

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

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

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

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

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

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

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

Date Adopted:            March 30, 2015

### **3.42—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 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.

#### **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. 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.

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.

Legal References:       Commissioner’s Memos IA-05-018, FIN 09-041, IA 99-011, and FIN 13-018  
ADE Eligibility Manual for School Meals Revised July 2012  
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:       March 30, 2015

### **3.43—DUTY OF LICENSED EMPLOYEES TO MAINTAIN LICENSE IN GOOD STANDING**

It is the responsibility of each teacher, and not the district, to keep his/her teaching license continuously renewed with no lapses in licensure, and in good standing with the State Board of Education. Failure of a teacher to do so will be grounds for termination.

#### **Fees:**

##### **Five Year Standard New License or Renewal**

The Charleston School District shall disburse the licensure fee established by the Arkansas Department of Education for a new or renewal of a (5) five year standard teacher license.

##### **Adding District Required Certification Area**

The district shall disburse the licensure fee established by the Arkansas Department of Education to add an additional certification area if the certification area is required by the district's administration.

##### **Method of Disbursement**

The district shall either submit a school district warrant for the aforementioned fee to the Office of Professional Licensure or reimburse a teacher with valid proof of a personal payment.

Legal References:       A.C.A. § 6-17-401

Date Adopted:         March 30, 2015

### **3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION**

The district provides Workers' Compensation Insurance, as required by law. Employees who sustain **any** injury at work must immediately notify the superintendent or his designee. 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.

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, employees whose injuries require medical attention shall 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.

The employee shall submit to a drug test which shall be paid at district 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.

A Workers' Compensation 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 workers compensation 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 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.

Employees who are absent from work in the school district due to a Workers' Compensation 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. 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, an 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 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 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 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 100% of the employee's usual contracted gross pay.

Cross References:      3.8—LICENSED PERSONNEL SICK LEAVE  
                                 3.18—LICENSED PERSONNEL OUTSIDE EMPLOYMENT  
                                 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE

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:            March 30, 2015

Last Revised:            April 25, 2016



### **3.45—LICENSED PERSONNEL SOCIAL NETWORKING AND ETHICS**

#### **Definitions**

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

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

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

#### **Policy**

Technology used appropriately gives faculty new opportunities to engage students. District staff members are encouraged to use educational technology, the Internet, and professional/education social networks to raise student achievement and to improve communication with parents and students.

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.

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

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

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

District employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines to promote communication 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 members 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 digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. A good rule of thumb for staff to use is, "if you wouldn't say it in class, don't say it online."

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

Staff members are discouraged from accessing **personal** social media websites on **personal equipment** during their breaks and/or preparation periods because, while this is not prohibited, it may give the public the appearance that such access is occurring during instructional time.

Staff members shall not access **personal** 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 **as it may give the public the appearance that such access is occurring during instructional time.**

The following forms of technology based interactivity or connectivity are strongly discouraged:

- Sharing personal landline or cell phone numbers with students;
- Text messaging students unless its an organizational "group" message
- 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;
- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

## **Prohibited Activity**

All school district employees who participate in personal social media websites shall not post any school district data, documents, photographs taken at school or of students, logos, or other district owned or created information on **social media sites**. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

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

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

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

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

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

In the event that the district inadvertently obtains access to information that would enable the district to have access to an employee's personal social media account, the district will not use this information to gain access to the employee's social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access a personal social media 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 3.28—LICENSED PERSONNEL COMPUTER USE POLICY)

Cross reference: 3.28—LICENSED PERSONNEL COMPUTER USE POLICY

Legal Reference: A.C.A. § 11-2-124  
RULES GOVERNING THE CODE OF ETHICS FOR ARKANSAS  
EDUCATORS

Date Adopted: March 30, 2015



### **3.46—LICENSED PERSONNEL VACATIONS**

At the beginning of each fiscal year, 240 day contracted employees are credited with 10 days **paid** vacation. 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 **daily rate** of pay for any days used but not earned.

**Any vacation time taken in excess of the 10 days will be subject to deductions from the regular salary and must be approved by the superintendent.**

**Employees may not accumulate vacation time.**

All vacation time must be approved by the superintendent who shall consider the staffing needs of the district in making his/her determination.

Date Adopted:            March 30, 2015

### **3.47—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 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 uses 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.

Date Adopted:            March 30, 2015

### **3.48—LICENSED PERSONNEL WEAPONS ON CAMPUS**

#### **Firearms**

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;
- He/she is a registered, commissioned security guard acting in the course and scope of his/her duties;
- 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 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 or nonrenewal of the employee.

#### **Other Weapons**

An employee may possess a pocket knife which for the purpose of this policy is defined as a knife that can be folded into a case and has a blade or blades of less than three (3) inches or less each. An employee may carry, for the purpose of self-defense, a small container of mace which is defined as having a capacity of 150cc or less. Employees are expected to safeguard such items in such away 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 or nonrenewal 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.

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  
                                  A.C.A. § 5-73-306

Date Adopted:         March 30, 2015

Last Revised :         May 21, 2015

### **3.49---TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM**

This policy is adopted by the Board of Directors in order to bring the District into compliance with ADE rules concerning student discipline, and to incorporate the provisions of A.C.A. § 6-18-511.

A teacher may remove a student from class whose behavior the teacher has **documented** to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal's or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment; in accordance with Policy 5.26—ALTERNATIVE LEARNING ENVIRONMENTS;
4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, guardians, or persons in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

Legal References:       A.C.A. § 6-18-511  
Arkansas Department of Education Guidelines for the Development, Review and  
Revision of School District Student Discipline and School Safety Policies

Date Adopted: March 30, 2015

### **3.50—ADMINISTRATOR EVALUATOR CERTIFICATION**

#### Continuing Administrators

The Superintendent or designee shall determine and notify in writing by August 31 of each year those currently employed administrators who will be responsible for conducting Teacher Excellence Support System (hereinafter TESS) summative evaluations who are not currently qualified to fulfill that role. All currently employed administrators so notified shall have until December 31 of the contract year to successfully complete all training and certification requirements for evaluators as set forth by the Arkansas Department of Education (ADE). It shall constitute just and reasonable cause for nonrenewal of the contract of employment for any administrator who is required to obtain and maintain TESS evaluator certification, as a term and condition of employment, to fail to do so by December 31 of any contract year. No administrator may conduct a summative evaluation unless they have successfully completed all training and certification requirements for evaluators required by the ADE.

#### Newly Hired or Promoted Administrators

All newly hired or newly promoted administrators, as a term and condition of their acceptance of their contract of employment for their administrative position, are required to obtain and maintain evaluator certification for TESS on or before December 31 of the initial administrative contract year, unless they are explicitly excused from such a contractual requirement by board action at the time of the hire or promotion. It shall constitute just and reasonable cause for nonrenewal of the contract of employment for any newly hired or newly promoted administrator who is required to obtain and maintain TESS evaluator certification, as a term and condition of employment, to fail to do so by December 31 of any contract year. No administrator may conduct a summative evaluation unless they have successfully completed all training and certification requirements for evaluators required by the ADE.

Legal Reference: Arkansas Department Of Education Rules Governing The Teacher Excellence And Support System 4.07.2

Date Adopted: March 30, 2015

### **3.51—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.

Any driver of a 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. 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.

Legal Reference:           A.C.A. § 6-19-120

Date Adopted:            March 30, 2015

### **3.52—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).

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.

Legal References:           A.C.A. § 6-24-101 et seq.  
Arkansas Department of 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: April 25, 2016  
Last Revised:





### **3.53—LICENSED 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 of the employee's classified contract.

Date Adopted:            May 21, 2015

### **3.54—VOLUNTARY TEACHING DURING PLANNING PERIOD AND/OR OF MORE THAN THE MAXIMUM NUMBER OF STUDENTS PER DAY**

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

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

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

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

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

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

Neither the District nor the teacher is obligated to:

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

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

The method used to determine the amount of pay for teaching more than the maximum number of students is:

- 1) Take the teacher's salary from the salary schedule and divide it by the number of days in the teacher's contract to find the teacher's daily rate of pay;
- 2) Divide the teacher's daily rate of pay by one hundred fifty (150) to find the teacher's per student per day amount;
- 3) Multiply the teacher's per student per day amount by the number of students the teacher is teaching above one hundred fifty (150); and
- 4) Multiply the result by the number of days the teacher will be teaching the extra students.

Legal Reference: A.C.A. § 6-17-812

Date Adopted: May 21, 2015

Last Revised: April 25, 2016



**3.54F—VOLUNTARY TEACHING INSTEAD OF PREPARATORY PERIOD AND/OR EXTRA DAILY STUDENTS CONTRACT ADDENDUM**

The Charleston School District (District) and \_\_\_\_\_(Teacher) enter into the following contract addendum:

1. Teacher has volunteered to teach a class on \_\_\_\_\_instead of a preparatory period from \_\_\_\_\_ through \_\_\_\_\_,
2. District agrees to pay Teacher for the loss of Teacher’s preparatory period in the amount of \_\_\_\_\_,
3. District agrees to pay Teacher for those students who enroll and attend Teacher’s class that are in excess of the Standard’s maximum daily number of students at the per student per day amount of \_\_\_\_\_,
4. District agrees to pay teacher \_\_\_\_\_,
5. This addendum between District and Teacher is in addition to and separate from any other contract between District and Teacher;
6. Teacher understands that this agreement is not covered by the Teacher Fair Dismissal Act of 1983 (A.C.A. § 6-17-1501 et seq.); and
7. District and Teacher agree that this contract shall be effective for the current semester and that future semesters shall require District and Teacher to enter into a new contract.

Teacher’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board President’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal References:     A.C.A. § 6-17-114  
                              A.C.A. § 6-17-812

Date Adopted:         April 25, 2016  
Last Revised: