

**ARKANSAS DIVISION OF ELEMENTARY AND SECONDARY EDUCATION RULES  
GOVERNING DOCUMENTS POSTED TO SCHOOL DISTRICT AND EDUCATION  
SERVICE COOPERATIVE WEBSITES**

**Effective Date: July 6, 2020**

**1.00 REGULATORY AUTHORITY**

1.01 The Rules are enacted pursuant to the State Board of Education’s authority under Ark. Code Ann. §§ 6-11-105, 6-11-129, 6-13-619, 6-15-208, 6-15-209, 6-15-1402, 6-15-1704, 6-15-2006, 6-15-2101, 6-15-2202, 6-15-2914, 6-17-201, 6-17-2301, 6-18-702, 6-18-2005, 6-41-611, and 25-15-201 et seq.

**2.00 PURPOSE**

2.01 The purpose of these Rules is to apprise school districts, open-enrollment public charter schools, and education service cooperatives of the requirements for publishing documents mandated to be posted to the district’s website or the education service cooperative’s website.

**3.00 ACCESSIBILITY OF REQUIRED INFORMATION ON WEBSITE**

3.01 All information required to be posted on the website shall be easily accessible through the homepage of the district’s website under an easily identifiable direct link titled “State—Required Information” to a page on the district’s website where the information may be found.

3.02 On the page, the district shall subdivide the information required by these Rules by the categories of information.

**4.00 POLICY, DATA, AND INFORMATIONAL DOCUMENTS TO BE ACCESSIBLE ON WEBSITE**

4.01 By August 1 of each year, the following data and information are required to be posted to the school district’s website:

4.01.1 The school-level improvement plans, including the literacy plan required by Ark. Code Ann. § 6-15-2914(b);

4.01.2 The written discipline policies;

4.01.3 All student handbooks;

- 4.01.4 The school calendar;
  - 4.01.5 The written bullying policies adopted in accordance with Ark. Code Ann. § 6-18-514, unless the policies are contained in the student handbook;
  - 4.01.6 The comprehensive school counseling plan as required by Ark. Code Ann. § 6-18-2005; and
  - 4.01.7 The plan for parent, family, and community engagement including the scheduling of at least two parent-teacher conferences each year, the parental involvement plan of all public schools in the district, and informational packets required by Ark. Code Ann. § 6-15-1702.
- 4.02 The district must post the annual school performance report for each school year on the website of the district no later than ten (10) days after it is posted on the Division's website.
- 4.03 A public school district receiving Level 2-- Collaborative, Level 3-- Coordinated, Level 4-- Directed, or Level 5-- Intensive support shall post the public school district support plan as required by Ark. Code Ann. § 6-15-2914(d) no later than ten (10) days after submission to the Division.
- 4.04 When a public school district is receiving Level 5-- Intensive support, a school is identified as in need of targeted or comprehensive support, or the public school district is in fiscal distress, the district must post a parent-friendly explanation of why and what the district is doing to be removed from the classification.
- 4.05 By December 1, a public school shall post the vaccination and immunization report required by Ark. Code Ann. § 6-18-702(b) that provides information regarding the:
- 4.05.1 Number and percentage of students within the public school who have been granted from the Department of Health an exemption from the requirement to obtain one (1) or more vaccinations as required under Ark. Code Ann. § 6-18-702;
  - 4.05.2 Number and percentage of students within the school who have failed to provide the school proof of the vaccinations required under Ark. Code Ann. § 6-18-702; and
  - 4.05.3 Number and percentage of students who have not obtained an exemption from the Department of Health.
- 4.06 A district must post all waivers granted under Ark. Code Ann. § 6-15-103 to the district's website within thirty (30) days of the State Board of Education's approval.

**5.00 FINANCIAL DOCUMENTS REQUIRED TO BE POSTED TO THE DISTRICT WEBSITE**

5.01 By August 1, the district must post the following information:

5.01.1 Written policies for the fiscal operation of the district; and

5.01.2 Current comprehensive financial data reports including:

5.01.2.1 Local and state revenue sources;

5.01.2.2 Administrator and teacher salary and benefit expenditure data;

5.01.2.3 School district balances, including legal balances and building fund balances;

5.01.2.4 The district budget for the current year;

5.01.2.4.1 The budget must also be updated on the website within thirty (30) days following the state reporting Cycle 1 deadline (September 30).

5.01.3 A financial breakdown of monthly expenses of the district;

5.01.4 Salary schedules for all employees, including extended contract and supplementary pay amounts;

5.01.5 All current contract information with all district employees, including, but not limited to, salary, benefits, stipends, supplementary income, leave time, and all other contract terms; and

5.01.5.1 Social security numbers, telephone numbers, personal addresses, and signatures shall not be published.

5.01.6 The annual school district statistical report.

5.02 The information required by this Section must consist of actual data for the two previous school years and the projected budgeted information for the current school year.

**6.00 PERSONNEL DOCUMENTS REQUIRED TO BE POSTED TO THE DISTRICT WEBSITE**

- 6.01 Each district is required to post district licensed and classified personnel policies and salary schedules required under Ark. Code Ann. § 6-17-201 et seq. and Ark. Code Ann. § 6-17-2301 et seq.
- 6.02 By August 1 of each year, a district must provide the Division with the website where its current personnel policies and salary schedules may be found.
  - 6.02.1 This information is currently collected in state reporting cycles 1-9.
  - 6.02.2 The website address must be entered correctly in each cycle, especially if there are changes to the website address.
- 6.03 The Division will notify any district that has not posted its personnel policies, or salary schedules, or both, on the district website or provided the Division with the web address in accordance with these Rules.
- 6.04 A district failing to meet the requirements of this Section by September 15 will not receive in any year any additional state foundation funding from the Public School Fund until the personnel policies and salary schedules are posted to the district's website.

**7.00 DYSLEXIA INFORMATION REQUIRED TO BE POSTED TO THE DISTRICT WEBSITE**

- 7.01 The superintendent of a district shall annually report the results of the district screening required under Ark. Code Ann. § 6-41-603.
- 7.02 Before July 15 of each year, a district shall report on the website of the district, or in writing to the parents of each student in the district, the following information:
  - 7.02.1 The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students exhibiting characteristics of dyslexia;
  - 7.02.2 The number of students during the previous school year who received dyslexia intervention; and
  - 7.02.3 The total number of students identified with dyslexia during the previous school year.
    - 7.02.3.1 For purposes of Section 7.02.3, “identified with dyslexia” means students exhibiting the

characteristics of dyslexia through a school-based or outside evaluation and students with a formal dyslexia diagnosis.

- 7.03 Any district that fails to comply with this Section shall be in violation of the Standards for Accreditation of Arkansas Public Schools and School Districts and may be placed on probationary status.

**8.00 PROBATIONARY STATUS REQUIRED TO BE POSTED TO THE DISTRICT WEBSITE**

- 8.01. When any school of a district, or the district, is determined by the State Board of Education to be in Accredited—Probation or Accredited—Corrective Action status for failure to meet the Standards for Accreditation, that district, after exhausting its rights to appeal, shall:

- 8.01.1 Immediately after the State Board’s findings, publish the probationary status determination and findings of the State Board on the website of the district in an understandable and uniform format.

- 8.02 Documentation shall be posted until the State Board removes the status.

**9.00 SCHOOL BOARD INFORMATION REQUIRED TO BE POSTED ON THE DISTRICT WEBSITE**

- 9.01 At least ten (10) days before the date of a regular meeting of its Board of Directors, a district shall publish on the district’s website a notice of the date, time, and place of the meeting.

- 9.02 At least twenty-four (24) hours before a rescheduled regular meeting, a district shall publish on the district’s website a notice of the change in the date, time, or place of the regular meeting.

- 9.03 The district must post the minutes of regular and special meetings of the school board.

**10.00 DOCUMENTS REQUIRED TO BE POSTED ON THE EDUCATION SERVICE COOPERATIVE WEBSITE**

- 10.01 Each education service cooperative shall post the final evaluation, including any self-evaluation, required by Ark. Code Ann. § 6-13-1021, on the website of the education service cooperative.