

2011-2012

# Staff Handbook



Lisa Foundation., d.b.a.

LISA Academy

21 Corporate Hill Dr

Little Rock, AR 72205

Revised - May 2011

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## Notice of Nondiscrimination

It is the policy of Lisa Foundation., d.b.a. LISA Academy not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Lisa Foundation., d.b.a. LISA Academy not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Lisa Foundation., d.b.a. LISA Academy will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## Purpose

Lisa Foundation., d.b.a. LISA Academy (“LISA”) has adopted certain employment policies and procedures, which are contained in this personnel handbook. This personnel handbook is effective as of the 25th day of July 2011.

The policies in this handbook are a source of information for employees who have questions about LISA Academy's personnel practices. These policies are not contractual in nature and may be unilaterally rescinded, revised, or added to by LISA Academy from time to time. Additionally, although management generally will follow these policies, the Principal/Director may, in his or her sole discretion, authorize deviations from or exceptions to these policies if, in the Principal's/Director's opinion, such a deviation or exception is warranted under the circumstances. The provisions of this handbook control over any contrary statements, representations, or assurances by any supervisory personnel.

This handbook is not to be construed as or declared to be a contract of employment by any employee of LISA Academy. Absent a written contract, Lisa Foundation., d.b.a. LISA Academy (“LISA Academy”) is an at-will employer. As an at-will employee, any employee may voluntarily leave employment or may be terminated by LISA Academy at any time, for any or no reason, with or without notice.

This personnel handbook is the property of LISA Academy. All employees and trainees will be provided with a copy of the handbook and will be required to read and abide by it. While LISA Academy intends to notify employees whenever there has been a significant modification or addition to any of the policies in the handbook, the policies are subject to change at any time, with or without notice, at LISA Academy's sole discretion.

## Code of Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, LISA Academy expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

Recognize basic dignities of all individuals with whom they interact in the performance of duties;

Represent accurately their qualifications;

Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

Understand and apply the knowledge and skills appropriate to assigned responsibilities;

Keep in confidence legally confidential information as they may secure;

Ensure that their actions or those of another on their behalf are not made with the specific intent of advancing private economic interests;

Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.);

Avoid accepting anything of value offered by another for the purpose of influencing judgment.

### **Reporting Child Abuse or Neglect**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g. state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the investigator is prohibited.

### **Staff Dress and Grooming**

The Board of the Governing Body (LISA foundation) (the Board) believes that all staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

Faculty and staff members are expected to dress in a professional and appropriate manner. The campus principal and/or supervisor will be solely responsible for initially interpreting and enforcing the faculty/staff dress requirements; questions concerning dress requirements may be appealed as provided by Board Policy.

Employees will keep themselves neatly groomed and dressed and will keep their hair neat and clean. Grooming and dress that will disturb, interfere with, or detract from the educational process will not be allowed. "Neatly groomed and dressed" shall be defined as dress and grooming that is standard and conforms to local community and school district etiquette and decorum. It is within these principles that Lisa Foundation., d.b.a. LISA Academy will enforce the following dress code items, specifically but not limited to:

No Shorts, Wind Pants/Shorts, or Warm-Ups may be worn on any school-day (i.e., a day for which a person is being paid) except for:

P. E. class (but not worn in the regular classroom)

Campus Designated Days (designation is done by the administration); and Field-based, Class Activity Days.

No Jeans of any color may be worn on any school-day (i.e., a day for which a person is being paid) except for:

Workdays and Campus Designated Days (designation is done by the administration); and Field-based Activities (but not worn in the regular classroom).

**Male Grooming:**

Hair length is the same as student grooming code and must be neatly trimmed and no earrings may be worn.

**Female Dress:**

Skirt and dress length should fall below the knee cap. When seated or having your legs crossed/uncrossed, your thighs should not be exposed. Mini-skirts are prohibited.

Fitted leggings and spandex-type leggings are not permitted as outer wear; they may be worn under a dress, skirt or tunic top provided that outer wear meets the student skirt and dress code length requirements. Loose-fitting stirrup pants and loose-fitting leggings are permitted

Dress culottes, skorts, and split skirts must meet the student dress and skirt code length requirements. These are clothes that have the appearance of a skirt in the front but are split. Dresses and skirts should contain only small slits. Slits shall not be revealing. It should be easy to walk comfortably in your skirt.

Appropriate undergarments must be worn at all times.

Clothing that exposes cleavage, private parts, the midriff or undergarment is prohibited.

Capri pants are not acceptable on any school day except on a workday and field day.

**Shirts, Blouses, and Tops**

All shirts shall cover the back and stomach areas. You should be able to move freely without exposing any portion of your waist area. Shirts and blouses must be buttoned appropriately and should not be low cut or expose any type of cleavage.

Clothing should never be see-through. Any clothing that reveals cleavage, private parts, the midriff or undergarments is prohibited. Clothing Materials such as spandex are prohibited.

**Shoes**

No sandals, open toe shoes, high heels/chunky heels, slippers, flip-flops or clogs. Shoes should be polished and clean. Shoes made of leather or microfiber are preferable.

**Pants/Slacks**

Pants must be worn with a belt, unless designed without belt loops. Pants/slacks must fall at ankle length.

Capri pants are prohibited. Jeans are prohibited unless exceptions are made for Blue Jean Days or special events by your Principal/Administration. Tights and spandex pants are prohibited.

### **Jewelry and Other Accessories**

All tattoos shall be covered and hidden from view.

Jewelry used in conjunction with body piercing (such as nose rings, eyebrow or tongue studs) is prohibited.

Employees who desire exceptions from the dress code for religious reasons should submit their requests to their campus principals.

All employees need to dress in Business Attire on all school days of the year!

Note: Any employee who fails to adhere to this dress code will be subject to first a written warning and then for repeat occurrences will be subject to further disciplinary action, up to and including possible termination.

### **Drug-Free Workplace**

The board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the professional staff at any time while on school property or while involved in any school-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Board policy.

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Lisa Foundation., d.b.a. LISA Academy is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Arkansas Controlled Substances Act during working hours shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. Board policy establishes standards of conduct for District employees. (This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989, 20 U.S.C. 3224a and 34 CFR 86.201.)

### **Liability-Report of Drug Offense:**

Teachers, school administrators, or school employees are not liable in civil damages for reporting to a school administrator or governmental authority a student whom the teacher suspects of using, passing, or selling on school property, marijuana or a controlled substance, a dangerous drug, an abusable glue or aerosol paint, a volatile chemical, or an alcoholic beverage.

### Searches and Alcohol and Drug Testing:

No investigatory searches in the workplace, including accessing an employee's desk, file, cabinets, classroom or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or worksites or used in district business.

Employees required having a commercial driver's license:

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Alcohol and drug tests may be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs return to duty.

All employees required having a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact their supervisor.

### Workplace Searches and Video Surveillance

Comment [m1]: This policy update is added

#### Searches

LISA Academy ("LISA Academy") reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. "**Prohibited items**" include, without limitation, illegal drugs; alcoholic beverages; prescription drugs or medications not used or possessed in compliance with a current valid prescription; weapons; any items of obscene, harassing, demeaning, or violent nature; and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "**Control**" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to LISA Academy's premises, LISA Academy may search employees, their work areas, lockers, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, LISA Academy is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in LISA Academy's workplace, either on school premises, or while on duty. In general, employees should assume that what they do while on duty or on LISA

Academy's premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, LISA Academy will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give LISA Academy a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that s/he would not be prepared to show and possibly turn over to LISA Academy's officials and/or law enforcement authorities.

All LISA Academy employees are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "**Reasonable suspicion**" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. LISA Academy will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by LISA Academy will face disciplinary action, up to and possibly including immediate termination of employment.

#### **Video Surveillance**

In order to promote the safety of LISA Academy's employees, students, and visitors, as well as the security of its facilities, LISA Academy may conduct video surveillance of any portion of its premises at any time. The only areas excepted from video surveillance are private areas of restrooms, showers, and dressing rooms. All video cameras will be positioned in appropriate places in and around LISA Academy buildings and used to promote the safety and security of people and property.

#### **Harassment Prohibition Policy**

Because Lisa Foundation, d.b.a. LISA Academy believes in the dignity of each person and values working in conditions that enhance that dignity, Lisa Foundation, d.b.a. LISA Academy views sexual harassment and coercive sexual advances as unacceptable in the school workplace. Such behavior will not be tolerated or condoned.

#### **Harassment**

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including Board members, vendors, contractors, volunteers, parents or students. A substantiated charge of harassment will result in disciplinary action, up to and including termination.

LISA Academy ("LISA Academy") will make every effort to provide a work environment free from all forms of sexual harassment or intimidation. It is illegal under Title VII of the Civil Rights Act of 1964 and against LISA Academy policy for any employee to make any unwelcome sexual advances, request sexual favors, engage in verbal or physical conduct of a sexual nature and/or demonstrate any sexually harassing conduct that creates an intimidating/hostile work environment for another LISA Academy employee, volunteer, student, parent, or visitor.

**Comment [m2]:** New sexual Harresment policy is added to old one under this title.

Sexual harassment of students is also a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

This policy applies to the actions of all Campus Administrators, co-workers, outsiders and any other persons who come in contact with LISA Academy employees.

LISA Academy recognizes that the question of whether a particular action, incident or general course of action is sexual harassment, or simply a socially acceptable action, is sometimes a difficult factual determination. LISA Academy also recognizes that any and all such events will demand a prompt, complete and unbiased investigation that protects the rights of the complaining employee(s) and the alleged harasser(s).

### **Sexual Harassment Prohibited**

LISA Academy will not tolerate sexual harassment, nor will it tolerate reprisals against any employee who makes a sexual harassment complaint. All employees, Campus Principals/Supervisors and others who violate this policy are subject to disciplinary action, including discharge.

- (1) Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome verbal, visual or physical conduct, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:
  - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - (ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
  - (iii) Such conduct has the purpose of affecting or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
  - (iv) Sexual harassment may include a range of subtle and not so subtle behaviors, and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or request for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, catcalls, touching, insulting or obscene comments or gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment – that is harassment not involving sexual activity or language (example: male manager hollers only at female employees and not males) – may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.
- (i) Sexual harassment of a student constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment of a student is defined by the U. S. Department of Education Office for Civil Rights Revised Sexual Harassment Guidance as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student occurs when, for example:

- (ii) A teacher or other employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct.
  - (iii) A teacher or employee engages in sexually-oriented conversations for purposes of personal sexual gratification.
  - (iv) A teacher employee contacts students at home or elsewhere to solicit inappropriate social relationships.
  - (v) A teacher or other employee engages in physical contact that would reasonably be construed as sexual in nature.
  - (vi) A teacher or other employee engages in conduct that is sufficiently serious to limit or deny a student's ability to participate in or benefit from the school's program(s) based on sex.
- (2) Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender, race, color, religion, national origin, age, disability, pregnancy, alien or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law. It may also include any such conduct aimed toward an employee's relatives, friends, or associates, and that:
- (i) Is unwelcome;
  - (ii) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
  - (iii) Has the purpose or effect of unreasonably interfering with an individual's work performance;
  - (iv) Otherwise adversely affects an individual's employment opportunities;
  - (v) May adversely influence, directly or indirectly, a person's employment, promotion or employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs, stereotyping, threats, intimidation, hostile acts, denigrating jokes, and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Any Principal/Supervisor who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy shall also be subject to disciplinary action, including immediate termination.

### **Complaint Procedures**

LISA Academy takes allegations of sexual harassment very seriously and intends to investigate all official complaints. LISA Academy will take appropriate actions against all substantiated allegations. Employees who believe they are being sexually harassed are requested to take the following actions:

- In the event you feel you are a victim of harassment, you should contact your Campus Administrator immediately. In the event your Campus Administrator is the alleged harasser, you should contact the next level of management immediately.
- Any employee who is uncomfortable with face-to-face interaction may write down their complaints in a memo and submit them to the appropriate Campus Administrator or the Title IX Coordinator.

- Campus Administrators are expected to contact the Title IX Coordinator immediately upon receiving a complaint of sexual harassment. Campus Administrators are not to try and handle the situation alone. All complaints of harassment must be turned over to the Title IX Coordinator.
- All complaints will be handled in a timely manner. The complaint will be handled in as confidential to the extent possible. Under no circumstances will information concerning any employee's complaint be released by LISA Academy to any third person or to anyone within LISA Academy who is not involved in the investigation.

The purpose of this provision is to maintain impartiality and confidentiality. Both the complaining individual and the alleged harasser have equal privacy rights under the law.

Retaliation against any person who in good faith reports or complains about sexual harassment is illegal and will not be tolerated. Employees who take part in any retaliatory action will be terminated immediately. Retaliation may include, but is not limited to:

- Demotion;
- Poor performance appraisals;
- Transfers;
- Assignment of demeaning tasks; or
- Taking any kind of adverse action against a person who complains of sexual harassment.

In addition to using LISA Academy's complaint process, an employee may file a formal complaint with the United States Equal Employment Opportunity Commission (EEOC). Additional information may be found by visiting <http://www.eeoc.gov/employees/charge.cfm>.

### **Conducting the Investigation**

LISA Academy recognizes all official complaints as a serious matter and will follow through with an investigation of the allegations. All complaints must be investigated. At no time will an employee who files a complaint be required or allowed to handle the problem themselves.

#### **All investigations into sexual harassment will follow these guidelines:**

- The complainant will be asked for specifics about what happened, where it happened, when it happened and why.
- Co-workers can often be questioned, as they themselves may often be victims or may have witnessed the harassment.
- The accused harasser will be questioned. S/he will be informed of who is complaining and be warned not to retaliate or to discuss the matter with the complainant. Failure to abide by this by the accused harasser will be grounds for disciplinary action, up to and including, termination.

### **Corrective Action**

LISA Academy will take prompt, effective action to end the any harassment and to deter future harassment.

After all the circumstances of the complaint, including responses of the alleged perpetrator and witnesses, have been documented in detail, a determination will be made as to whether or not a sexual harassment has occurred.

The complainant and other directly involved persons will be served notice of LISA Academy's disposition in the matter.

Prompt corrective action, if warranted, will follow immediately. This may include discipline or termination of the perpetrator or the complainant in the case that a falsified complaint or contributory behavior was discovered.

Whenever any disciplinary action is taken against an accused harasser, the victim will be informed only that "corrective action was taken."

It shall be an ongoing policy of LISA Academy that all prior complainants be contacted by authorized employees of LISA Academy, on a periodic basis, to be certain they are currently working in an environment free from all forms of sexual harassment or intimidation.

Either the complaining employee or the alleged harasser has the right to appeal the determination of the investigation if s/he indicates so in writing, and delivers the appeal to the superintendent of schools within ten calendar days of the determination.

#### **Liability for Harassment**

LISA Academy accepts no liability for harassment of any student or employee by another employee. Any employee of LISA Academy, whether a co-worker or Campus Administrator, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including termination. Any Campus Administrator who knew about harassment and took no action to stop it or failed to report the harassment to the Title IX Coordinator may also be subject to discipline up to and including discharge. LISA Academy does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequences of the discharge of one's duties. Accordingly, to the extent permitted by law, LISA Academy reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

#### **Solicitation and Distribution**

Any solicitation of employees by other employees or any person anywhere on Academy property or any distribution of literature is prohibited at all times. Trespassing, soliciting or distribution of literature by non-employees on Academy premises is prohibited at all times and shall be in accordance with LISA Academy's Literature Distribution Policy.

#### **Confidentiality and Intellectual Property Rights**

##### **Definitions**

- a) "Confidential Information" shall include but not be limited to:
  - i. information relating to LISA Academy's financial, regulatory, personnel or operational matters,
  - ii. information relating to LISA Academy's clients, customers, beneficiaries, suppliers, donors, employees, volunteers, sponsors or business associates and partners,
  - iii. trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs,

**Comment [m3]:** New policy update is added under this title.

- iv. contracts, product plans, sales and marketing plans, business plans and
  - v. all information not generally known outside of LISA Academy regarding LISA Academy and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from LISA Academy or its agents.
  - vi. The term "Confidential Information" does not include the following types of information:
    1. Information available to the public through no wrongful act of the receiving party;
    2. Information which has been published; or
    3. Information required in response to a subpoena, court order, court ruling, or by law.
- b. "Intellectual Property" shall include but not be limited to:
- i. all inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, teaching, curriculum and instruction methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
  - ii. trade secrets and know-how,
  - iii. all copyrightable material that is conceived, developed, or made by me, alone or with others,
  - iv. trademarks and service marks and
  - v. all other intellectual property.
  - vi. Intellectual Property shall include any intellectual property created by me:
    1. in the course of employment or volunteer service with LISA Academy or using LISA Academy time, equipment, information or materials, and
    2. within one (1) year after termination of employment or volunteer service with LISA Academy and relating directly to work done during work with LISA Academy.
  - vii. Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

**Ownership and Return of Material(s)**

All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during employment or volunteer service, and any tangible embodiments of such materials created by me, alone or with others, whether confidential or not, are the property of LISA Academy.

Employee shall return to LISA Academy all such materials, including copies thereof, in my possession or under my control upon termination of employment or of volunteer service for whatever reason or upon the request of LISA Academy. The return of such materials shall take place within twenty-four (24) hours of notice of termination or upon request of LISA Academy, whichever comes first. In the event of the termination of my work or service, Employee agrees to sign and deliver the "Termination Certifications".

Any materials created by staff members for use by LISA Academy, or produced using the staff or resources of the school, are works-for-hire and all intellectual property rights are vested in the school.

### **Equal Employment Opportunity**

LISA Academy and its agents, employees or administrators shall not discriminate in the payment of wages on the basis of race, color, religion, sex, age, national origin or ancestry by paying wages to any employee at a rate less than the rate at which wages are paid to any other employee for equal work on jobs which require equal skill, effort and responsibility and which are performed under similar conditions, unless payment is made pursuant to the following:

a seniority system;

a merit system;

a system which measures earnings by the quantity or quality of production;

a wage rate differential determined by any factor other than race, color, religious, sex, age, national origin or ancestry.

### **Hiring and Rehiring Standards**

LISA Academy believes that the quality of the professional staff determines the quality of education offered in the school. It is therefore the responsibility of the school Principal/Director to locate, recruit and rehire the best qualified teachers to meet the school's educational needs.

Staff evaluation and selection shall be based on; •Strong academic preparation, •Professional competence, •Intellectual rigor, •Emotional maturity, •Enthusiastic professional attitude, •Knowledge of instructional practices, •Ability to contribute to the furtherance of the school's educational goals.

Attention shall be paid, among other factors, to the candidate's academic records, and his/her previous relevant experience.

Staff must demonstrate that they are aware that children have many different family circumstances and that they are willing and able to provide the educational support that a diverse student population needs in school.

LISA Academy teaching staff members must fulfill their individual responsibilities and work in concert with the other members of the teaching team.

The Principal/Director of the school will be responsible for evaluation of the teachers and also advertising available jobs and soliciting applications from new qualified candidates.

The Principal/Director will evaluate the teachers and screen all applicants for vacancies and make all decisions regarding hiring/rehiring.

LISA Academy is committed to hire/rehire the individuals who are best qualified for the job without regard to race, sex, religion, age, nationality or handicap unrelated to the job.

## **Criminal Record**

LISA Academy shall not employ an applicant who:

is a convicted felon;

is convicted of a misdemeanor involving moral turpitude. "Moral turpitude" is an act of baseness, vileness, or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons.

is charged with a felony or misdemeanor involving moral turpitude, until there is a final disposition of the charge; or

is on probation for any offense (including deferred adjudication probation) that would otherwise restrict employment.

Persons charged with a criminal offense that was dismissed through deferred adjudication may be considered for employment except when the charge was for capital murder; murder; voluntary or involuntary manslaughter; any felony theft offense; indecency with a child; injury to a child, elderly, or disabled individual; kidnapping; aggravated kidnapping; aggravated sexual assault; aggravated assault causing serious bodily injury; sexual assault of a child; aggravated robbery; any felony where a deadly weapon was used or exhibited; any felony related to the manufacture, delivery, or possession of marijuana, a controlled substance, or a dangerous drug.

## **Performance Evaluation**

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

## **Personnel Files**

Personnel File. LISA Academy maintains an official permanent record file for each employee.

Contents: Only that information which pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. This file should contain the following items and other employment documents and records:

- Application for professional employment; ♦ Application; ♦ Employment contract; ♦ Applications for health insurance; ♦ Resume; ♦ Reference letters; ♦ BCII Signed Consent Form for Fingerprinting Records Checks;
- ♦ Certificates (copies); ♦ I-9 Immigration Form (completed after employment); ♦ W-4 forms; ♦ Copy of Birth Certificate ♦ Copy of Driver's License ♦ Copy of Social Security Card ♦ TB skin test or copy of health card that shows the person has taken TB test ♦ Teacher Retirement Form ♦ Emergency Information ♦ Official transcript

Employee's Inspection Rights. Upon request, the employee will be allowed to inspect his or her own file. Under state law employee has the right to copy his/her file, except for pre-employment recommendations

and records and such other information as may be privileged under law and not subject to employee inspection.

Employees who wish to review their own personnel file shall: request access in writing; review the record in the presence of the administrator designated to maintain said records or designee; make no alterations or additions to the record nor remove any material there from.

Employees who wish copies of material in their personnel file shall: request copies in writing; pay a copying fee of ten (10) cents per page.

Employees wishing to appeal material in their record shall make a request in writing to the Principal/Director and specify therein: name and date; materials to be appealed; reason for appeal. The Principal/Director shall make a determination within ninety (90) days of the appeal.

Employment References: LISA Academy provides references regarding former employment only if LISA Academy receives written authorization and release from the former employee. Otherwise, LISA Academy will only verify dates of employment, the position held, and rate of pay. Requests for references should be directed to the Principal/Director.

## **Pay and Compensation**

Payroll: Professional and paraprofessional staff members receive their pay in twelve (12) equal monthly payments based upon the total contracted salary. Automatic payroll deductions for the Arkansas Teacher Retirement System (ATRS) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for ATRS membership must have their Social Security contributions deducted. Salary deductions are automatically made for unauthorized or unpaid leave.

Retirement: The Board shall not require the retirement of any employee. It is recommended that personnel considering retirement discuss the matter with the Superintendent of Schools several months in advance in order for the necessary procedures and actions to be completed. Prior planning can be to the advantage of the person who is retiring.

Teacher Retirement: All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Arkansas Teacher Retirement System (ATRS). Substitute teachers not receiving ATRS service retirement benefits who work at least 90 days a year are also eligible for ATRS membership and to purchase a year of creditable service. ATRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under ATRS should notify their campus Principal and Superintendent as soon as possible. Information on the application procedures for ATRS benefits is available. Additional inquiries should be addressed to: Teacher Retirement System of Arkansas, 1400 West Third Street, Little Rock, AR 72201. (501) 682-1517 local, (501) 682-2359 fax, 1-800-666-2877 toll-free

ATRS information is also available on the web ([www.artts.gov](http://www.artts.gov)).

Reimbursement upon Retirement: Upon retirement from the Teacher Retirement System (ATRS), all employees with five or more years of service with LISA Academy and with accumulated state personal leave shall be paid one-half the wellness stipend daily rate for all state leave days accumulated in or out of LISA Academy.

Payment shall be made after 45 days from the date of retirement, as verified by ATRS.

Overtime: The district compensates overtime for nonexempt (hourly and paraprofessional) employees in accordance with Federal Minimum Wage and Hour Laws. Professional and administrative employees are ineligible for overtime compensation. Nonexempt employees who work in excess of 40 hours per seven day workweek are entitled to overtime compensation at a rate equal one and a half the employee's regular hourly rate of pay. At LISA Academy's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Employees accrue compensatory time off at a rate of one and one-half hours for each hour of employment in excess of the 40 hour in seven day work week.

Note: 7 day workweek begins 12:01am Sunday and ends at 11:59pm midnight Saturday.

The limit to accrual of compensatory time off is generally 240 hours. If an employee has a balance of more than 240 hours of overtime, the employee will be required to use compensatory time or, at LISA Academy's option, will receive overtime pay. Employees who accrue compensatory time off are entitled to payment for unused compensatory time upon termination.

Advance approval from a supervisor is required for overtime work that will result in additional compensation. Unauthorized use of compensated overtime hours may result in disciplinary action being taken, up to and including termination. Exceptions are granted for advanced approval if the overtime is in support of unforeseeable or emergency circumstances and approval is obtained within one working day of the event.

Payment for hours worked in excess of 40 hours per seven day workweek is made at a rate equal to one and a half. If the scheduled seven day workweek is less than 40 hours, extra hours up to 40 are paid at the regular rate.

Health Insurance: Health insurance coverage is available to all employees. The district's contribution to employee insurance premiums is determined annually by the Board of Trustees. (Refer to Lisa Foundation., d.b.a. LISA Academy 2011-2012 Benefits Summary). An employee may pay to add his/her spouse, children, or family at group rates.

Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet.

The insurance plan year is from September 1st through August 31st. New employees must complete enrollment forms within the first 30 days of employment.

Supplemental Insurance Benefits: At their own expense, employees may enroll in supplemental insurance programs for Dental, Vision, Disability, Group Life, and Accidental Death and Dismemberment. Premiums for these programs cannot be paid by payroll deduction. Employees have to arrange their payments methods and frequencies on their own (ach debit from a personal checking account, online bill pay, check etc.) Employees should contact the Principal for more information.

## **Employment after Retirement**

Individuals receiving retirement benefits from the Teacher Retirement System (ATRS) may be employed in part-time positions without affecting their benefits. The amount of time a retiree may be employed without losing benefits is governed by ATRS rules and laws. Service retirees who retire before May 31 may begin working in a Arkansas public school one full calendar month after the retirement date under strict conditions. Retirees may work in the following capacities:

As a substitute at no more than the daily substitute pay rate. (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)

On a half-time or less basis during any month, provided they are not also employed as a substitute in that month. One half-time employment cannot exceed the 50 percent of the position's full-time load or 92 hours in a month.

On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Arkansas public school . Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to ATRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact ATRS for details about employment restrictions.

Certain retirees may return to teaching on a full-time basis in acute shortage areas without a reduction in their annuities. To be eligible for full ATRS benefits without a reduction while being employed as a classroom teacher in a designated acute shortage area, a retiree must meet the following criteria:

Be a classroom teacher

Have not been subject to a reduction in benefit for retirement at an early age

Have a 12-month continuous break in public school service since retirement

Be certified to teach in the ADE-approved acute shortage areas for the applicable school year

Employees can contact ATRS by calling **800-666-2877** or **501-682-1517**. ATRS information is also available on the web ([www.artrs.gov](http://www.artrs.gov)).

## **Employee Leave**

Leaves and Absences:

Lisa Foundation., d.b.a. LISA Academy does not participate in State Personal Leave Program; therefore employee's accumulated state personal leave days from other Arkansas School Districts cannot be transferred in or out.

Lisa Foundation., d.b.a. LISA Academy offers employees paid and unpaid leaves of absence in times of personal need.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense.

Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Employees must follow the district and campus procedures to report or request any leave of absence and complete appropriate leave request form. Any employee who is absent more than two (2) consecutive days because of a personal or family illness must submit a medical certification form from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal

illness, the employee's fitness to return to work. Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability.

Local Leave:

The district only grants eight (8) local leave days annually to all school employees. The district does not grant any other leave days other than local leave.

Local leave is earned at a rate of one-half a workday for each eleven (11) workdays of employment. A day of earned local day is equivalent to an assigned workday.

Local leave is earned on an accrual basis. Leave is available for the employee's use as anticipated and unanticipated leave. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

There are two types of local leave anticipated and unanticipated:

Anticipated: Leave that is taken at an employee's discretion and that can be scheduled in advance is considered anticipated leave.

Unanticipated: Leave that is taken for personal and family illness, emergency, a death in the family, or active military service is considered unanticipated leave. This type of leave allows very little or no advance planning.

An employee wishing to take anticipated local leave must submit a written notice of the request (5) days in advance of the anticipated absence to his or her principal or supervisor. The reasons for which local leave may be used shall not be limited by LISA Academy. In deciding to approve anticipated local leave, however, the Principal/Director shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. Anticipated local leave will be granted on a first-come first-served basis.

Anticipated local leave may not be taken for more than three consecutive days, except in extenuating circumstances as determined by the Superintendent or Principal.

Anticipated local leave shall not be allowed in the following circumstances except in extenuating circumstances as determined by the Superintendent or Principal:

The day before a school holiday.

The day after a school holiday.

Days scheduled for end-of-semester or end-of-year exams.

Days scheduled for ACTAAP/EOC tests.

District norm-reference testing days.

Professional or staff development days.

Leave Charts:

The following charts are used to calculate Local Leave for employees who work 100% of the day.

No. Days Employed/Worked	Days Earned (Up to max 5 days)
0-11	0.0
12-23	0.5
24-35	1.0
36-47	1.5
48-59	2.0
60-71	2.5
72-83	3.0
84-95	3.5
96-107	4.0
108-119	4.5
120-131	5.0
132-143	5.5
144-155	6.0
156-167	6.5
168-179	7.0
180+	8.0

Posting of Employee Leave:

Leave records for all personnel are posted in eight total periods using the method shown below:

Leave used by personnel working 8 periods/hours a day:

- 4 periods/hours - ½ day
- 8 periods/hours – 1 day
- More than 4 periods/hours – (1 day/8) \* periods used
- Less than 4 periods/hours – (1 day/8) \* periods used

Leave Options for Absences of Less than One-half Day: (Paraprofessional and Auxiliary Employees Only)

Options listed below require the approval of the supervisor:

Employee may “make-up” the time off during the same work week with supervisor’s permission.

Employee may choose, with supervisor approval, to be paid only for hours actually worked, i.e. docked for time of absence.

Family and Medical Leave: Employees who have been employed by any LISA Academy district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between August 1st and May 31st for the following reasons:

The birth, adoption, or foster placement of a child

To care for a spouse, parent, or child with a serious health condition

An employee's serious health condition

Eligible employees who are family members of covered service members will be able to take up to 26 workweeks of leave in a "single 12-month period" to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

Eligible employees with a covered military member serving in the National Guard or Reserves may also use FMLA leave for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. "Qualifying exigencies" include (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Although FMLA leave is generally unpaid, LISA Academy provides up to thirty (30) days (6 calendar weeks "1" before and "5" weeks after {1+5}) or "0" before and "6" weeks after {0+6}) of paid maternity leave for the birth of an eligible employee's child, if the employee is the primary caregiver of the child during the planned period of absence. Employees should inform the Principal immediately if they have been placed to bed rest by their health care provider during pregnancy.

A husband and wife who are both employed by LISA Academy are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. LISA Academy will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

An employee is needed to care for a seriously ill spouse, child, or parent

An employee requires medical treatment for a serious illness

An employee is seriously ill and unable to work

An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their supervisor as soon as possible.

Employees may be required to provide the following:

- Medical certification should be provided from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the Principal for details on eligibility, requirements, and limitations.

**Extended Sick Leave:** An employee who has exhausted earned leave benefits shall be permitted up to 20 calendar days of extended sick leave to be used only for the employee's personal illness or disability, including pregnancy-related disability. The substitute's daily rate shall be deducted from the employee's pay during this time whether or not a substitute is employed.

Extended sick leave is to be used for single, long-term illnesses or conditions. Single is defined as one illness or condition; long-term is defined as an absence of ten or more consecutive days. An employee is eligible for extended sick leave every three years. To be eligible for extended sick leave, an employee must have worked for any LISA Academy District for one full school year.

Medical certification from the employee's doctor must accompany the extended sick leave request.

#### Emergency Leave:

Employees may be granted two local days of emergency leave without loss of pay or accumulated local leave for destruction of their home or domicile, and furniture, and fixtures by flood, fire, or storm. Such leave is subject to the approval of the School Principal or Superintendent or designee. Any other leaves granted or days of absence must result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.

#### Bereavement (Funeral):

**Death in the immediate family:** The term 'immediate family' is defined as spouse, son or daughter, including a biological, adopted, or foster child, a son –or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis, parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee, sibling, stepsibling, sibling-in-law, grandparent, and grandchild, any person who may be residing in the employee's household at the time of illness or death. Not more than 5 (five) paid local leave days will be used for this purpose in any one school year unless approved by the School Principal or Superintendent or designee.

**Temporary Disability:** The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the maximum length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, their supervisor and the business office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Medical Release: The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

Jury Duty/Other Court Appearances: Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service.

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Substitute Teacher's Pay: Substitute teachers/aides should have prior authorization and training from the Principal/Director before being used on the campus level. Substitute's paperwork must be processed by the Principal through the business office in order to be paid. Teachers are not permitted to employ a substitute without the proper authorization and going through the proper procedures. The daily Substitute rate for Lisa Foundation., d.b.a. LISA Academy for 2011 – 2012 School year is between \$80.00 and \$100.00.

### **Leaving School during School Hours**

All staff members should obtain authorization from the Principal when leaving assigned school campuses during work hours. This procedure will prevent many misunderstandings, etc., as well as protect the professional employee.

### **Discipline and Termination**

Absent a written employment contract, employment with LISA Academy is terminable at will, meaning that the employment relationship can be terminated by either the employee or LISA Academy at any time, with or without notice and with or without cause. The at-will nature of an individual's employment with LISA Academy may not be modified except by a written document approved by LISA Academy's Principal/Director. Any express or implied agreements or assurances concerning the terms, conditions, or duration of an individual's employment with LISA Academy are not binding upon LISA Academy unless they are in writing, approved by the Principal/Director. Nothing in this Staff Handbook is intended to modify the at-will employment status of any employees.

With the exception of substitute employees and temporary employees (one year or less), these policies apply to all employees of LISA Academy, including certified, classified, and administrative personnel, and apply to all job-related activities of such employees.

Bases for Disciplinary Action: The following acts or omissions, among others which evidence unfitness to perform duties, by an employee in the scope of employment are prohibited and shall constitute grounds for disciplinary action:

Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the employee's supervisor.

Unprofessional job-related conduct.

Incompetence or inefficiency in the performance of duties.

Corporal punishment of students.

Improper conduct toward students and other employees.

Conduct in violation of any Academy policy or established expectation of performance.

Conviction of a felony related to the employee's employment, or which seriously impairs the employee's ability to perform his or her assigned duties.

Serious misconduct related to the employee's job.

Abuse of LISA Academy's sick leave policy.

Excessive tardiness.

Excessive absenteeism.

Unexcused absences from work.

Gross negligence or gross carelessness in the performance of duties.

Use of Academy policy or property for personal gain.

Negligent or willful damage to Academy property.

Gross waste of Academy supplies or equipment.

Dishonesty or falsification of any information involving LISA Academy, including grades, credits, data on forms, employee records, or any other information involving LISA Academy.

Possession of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.

The use of or being under the influence of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.

Deliberate conduct which has the apparent purpose of exposing LISA Academy to censure, ridicule, or reproach (this prohibition is not intended to deprive employees of any free speech rights guaranteed by the United States or Arkansas Constitutions).

Verbal and/or physical fighting on school premises or at any school related activities.

Falsification of records or data with intent to defraud.

Sexual misconduct which deviates from the ordinary standards of morality prevalent in the area served by LISA Academy.

Persons Authorized to Initiate and Carry Out Disciplinary Actions:

Verbal and written warnings may be issued by the Board of Trustees, Superintendent, Principal/Director, supervisor, administrator, or other supervisory personnel relative to employees under their jurisdiction.

Suspensions with and without pay, final warnings, probation, and dismissal may be administered only by the Principal/Director and the Board of Trustees.

**Suspension With or Without Pay.** An employee may be suspended with or without pay as a disciplinary technique short of termination. The length of the suspension will depend on the severity of the employee's misconduct. An employee may be suspended with or without pay for other reasons as well, such as during an investigation and prior to the finalization of a termination.

### **Termination of Employment**

#### ***Resignation***

Employees who resign from LISA Academy should give at least two weeks' notice. The letter of resignation should state fully the reason(s) for leaving and should be turned in to the employee's supervisor.

Resigning employees will be given their final paychecks no later than the next regularly scheduled payday if the resignation date is prior to the 3<sup>rd</sup> Saturday of the current month. Final paychecks will be given next month if the resignation date is after the 3<sup>rd</sup> Saturday of the current month. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck. LISA Academy reserves the right to pay the resigning employee for the notice period and accept the resignation immediately.

#### ***Dismissal of Employees***

Unless otherwise provided in a written employment contract with an employee, employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances section).

### **Complaints**

LISA Academy encourages employees to discuss their concerns and complaints through informal conferences with their supervisor. Academy supervisors will try to reach a quick and fair solution. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may file a formal grievance as described below. The process described in this section shall not be construed to create new or additional rights beyond those granted by law or Academy policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and LISA Academy set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.

Procedural rules: Grievance forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

“Days” shall mean Academy business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.” If a deadline falls on a weekend or holiday, the deadline shall be extended to the following Academy business day.

An employee may designate a representative through written notice to LISA Academy at any level of this process. If the employee designates a representative with fewer than three days’ notice to LISA Academy before a scheduled meeting, LISA Academy may reschedule the meeting to a later date, if desired, in order to include LISA Academy’s counsel. LISA Academy may be represented by counsel at any level of the process.

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Level One. Complaint forms must be filed within fifteen (15) days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. The grievance shall be initiated by filing the Level One complaint with the employee’s immediate supervisor. LISA Academy reserves the right, upon review of the grievance, to require the grievant to begin the grievance process at Level Two, or to assign a different administrator to hear the grievance at Level One.

The employee’s supervisor shall serve as the Level One Hearing Officer (unless decided otherwise by LISA Academy), and shall investigate the complaint as necessary. The Hearing Officer will then hold a meeting with the employee within ten days after receipt of the written complaint. The Hearing Officer may set reasonable time limits for the conference.

The Hearing Officer shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Hearing Officer may consider information provided at the Level One meeting and any other relevant documents or information the Hearing Officer believes will help resolve the complaint.

Level Two: If the employee is not satisfied with the Level One decision, or if the time for a response has expired, the employee may file in writing, on a form provided by LISA Academy, a Level Two appeal within ten days of the date of the written Level One response (or, if no response was received, within ten days of the Level One response deadline.) The appeal shall be filed with the Level One Hearing Officer, who shall immediately forward the appeal and any record created at the Level One Hearing to the Campus Principal,

who shall serve as the Level Two Appellate Officer. LISA Academy reserves the right to assign a different administrator to hear the grievance at Level Two. The employee may request a copy of the Level One record.

The Appellate Officer shall hold a meeting within ten days after the appeal notice is filed. The Appellate Officer may set reasonable time limits for the meeting. The Appellate Officer shall provide the employee a written response within ten days following the meeting. The written response shall set forth the basis of the decision. In reaching a decision, the Appellate Officer may consider the Level One record, information provided at the Level Two meeting, and any other relevant documents or information the Appellate Officer believes will help resolve the complaint.

Recordings of the Level One and Level Two meetings, if any, shall be maintained with the Level One and Level Two records.

Level Three: If the employee is not satisfied with the Level Two decision, or if the time for a response has expired, the employee may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by LISA Academy, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The appeal shall be filed with the Level Two Appellate Officer. The Level Two Appellate Officer shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Level Two Appellate Officer shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

LISA Academy shall determine whether the complaint will be presented in open or closed meeting in accordance with the Arkansas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Prohibition on Retaliation. Neither the Board nor any Academy employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

## Health Services

School Health Services supplement the efforts of parents and personal health care providers to promote, improve, and maintain the health and well-being of students. LISA Academy provides care for pupils who become ill or injured while at school and assist with the health policies of Lisa Foundation., d.b.a. LISA Academy. School Health Services are not intended to replace outside health care and should not be viewed as an alternative to seeking medical attention outside of the school.

Teachers should be alert for signs of illness in their students and report such signs immediately to the school nurse and / or Principal/Director. Admission of children back into school following a communicable disease shall be based on the recommendations from TEA Communicable Disease Guidelines for Schools.

The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

Accidents, Injuries, or Sudden Illness: The following procedures should be followed in case of serious accidents, injuries, or sudden illness:

Administer first aid.

Notify parents.

Call school nurse or family doctor if unable to locate parents or others listed in contact information.

If indicated, call an ambulance to transport to the emergency room of local hospital. LISA Academy does not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.

Complete an incident form.

Administering Medication to Students: Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the Principal or school nurse for information on procedures that must be followed when administering medication to students.

## Lesson Plans

The lesson plan is the basic teaching tool. It is valuable to the teacher because it tells where the learners are going, how they will get there, and when they will arrive.

All teachers are expected to write lesson plans. Lesson plans shall be made available to the supervisor upon request.

Procedure:

1. Overall yearly plan: Provides an overview of the course in LISA Academy with LISA Academy Curriculum. It indicates the units to be taught and the time devoted.

2. The daily lesson plan: A written account of what a teacher would like to have happen during a certain lesson or class period. It should contain the concept or objective, the time block, the procedure and the instructional materials needed.

3. Substitute teacher plan: Lesson plans for substitute teachers should be carefully planned and written in detail. Detailed plans give the substitute teacher a feeling of confidence and security. The lesson plans should be placed on the teacher's desk in plain view.

4. Teachers should follow the lesson plan submission format requested by their campus administrator and/or central office curriculum personnel.

5. The degree to which a teacher needs to engage in detailed lesson planning will depend upon the teacher's knowledge of the subject matter and the familiarity with course objectives. The first year teacher must realize that as a general rule, it will be necessary to plan in considerable more detail than the teacher with more experience and training.

6. Depending on the grade level and subject matter, teachers may be required to follow curriculum designated by campus administration and/or by the central office curriculum personnel. The plan should be practical and usable, be economical in terms of teacher time, and strengthen the educational program.

Important Parts of a Lesson Plan:

1. Concept or objectives to be taught (tells the student what they will learn).

2. Time block (approximate time you expect to devote to lesson).

3. Procedure to be used (design for instruction).

4. Materials needed (student/teacher).

5. Questions (to check student understanding).

6. Independent practice (student time on task).

7. Evaluation (student understanding & application).

## **Grading Policy**

Rubrics

It is strongly recommended that students should be informed how they will be assessed on assignments.

### **Recording Grades**

All grades should be recorded in the school database. In the case of K-1st grades (if applicable), teachers should keep adequate anecdotal records to justify each student assessment.

Grades should be recorded no later than a week after the due date for all homework and other assignments.

### **Peer Grading**

Peer grading is acceptable, however students should not be allowed to write or issue a grade on any assignment.

Students shall not average the grades of their peers, nor should they be allowed to view the final averages of peers.

### **Conduct**

Conduct issues should be designated and communicated by the student's conduct grade.

At no time shall a conduct infraction be used to affect the student's academic grade.

**Extra Credit**

All extra credit is to be academic.

Extra credit awarded will not account for more than 5% of the reporting period.

Zero Policy

Teachers have the discretion of entering another number instead of a zero if an assignment is not turned in.

Parents/guardians should be notified about the missing assignment.

**Grade Level Meetings**

During grade level meetings, it is strongly recommended that teachers discuss how much homework they are giving each week in order to avoid student overload.

**Weight of Grades**

All departments may determine the weight of grades for their department.

**Grades K-5 Weight of Grades**

K-5 Weight of grades for core academic subjects:

Daily grades – 75%

Major/Assessments – 20%

Homework – 5%

Daily grades include class participation, class work, quizzes, and class assignments.

The above weighting is strongly suggested, but teachers may work with department chairs and administrators to create an alternative system.

**K-5 Number of Grades**

A minimum of twelve grades should be given in each core academic area per reporting period. Three to five grades per week is the best range.

All teachers are encouraged to have a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the state framework.

**K-5 Homework**

Homework may be checked for completion or for accuracy.

Homework should count for no more than 5% of the overall six-week grade.

Failure for a six week period should not result based on failure to complete/turn-in homework.

**K-5 Maximum Weight of Grades**

Maximum weight of grades: When calculating a six-week average, no single assignment/assessment grade may count more than 20% of the total average regardless of the grade category.

Some major projects may comprise more than one assignment.

### **Grades 6-12 Weight of Grades**

Weight of grades for core academic subjects:

Homework/Class Work:	20%
Tests:	30%
Projects:	20%
Quizzes:	10%
Warm-up Activities/Journals/In Class Work:	10%
Participation:	10%

The above weighting is strongly suggested, but teachers may work with department chairs and administrators to create an alternative system.

### **6-12 Numbers of Grades**

A minimum of two grades per week should be given. Three to five grades per week is the best range.

### **6-12 Maximum Weight of Grades**

Maximum weight of grades: When calculating a six-week average, it is strongly recommended no single assignment/assessment grade may count more than 20% of the total average regardless of the grade category.

### **Parental Notification**

Teachers should regularly contact parents / guardians to discuss failing students.

### **Tutorials**

Tutorials should be offered, both to students who request assistance, and to students performing below expectations.

### **Extra Duties**

Each campus has extra duties which must be performed in order to ensure the proper supervision of students outside the classroom. Professional and paraprofessional staff members are expected to assume and perform these responsibilities in a professional manner.

Tutorials: Each professional staff member shall assume responsibility for providing tutorial services to students in his/her classes. Students who are failing or in danger of failing shall be given priority regarding tutorial services. It is the responsibility of the staff member to notify parent(s)/guardian(s) when a student is in need of tutorial assistance. A student whose grade in a subject for a grade reporting period is lower than 60 on a scale of 100 is required to attend any tutorials.

### **School Activities**

Staff members should attend and participate in as many school activities as possible. A teacher's presence projects support and interest to the students, the school, and the community.

Many staff members will be involved in school related organizations, clubs, etc. No activities may be scheduled by school personnel the night before ACTAAP/EOC .

Staff members should receive permission from Principal regarding the use of school facilities for meetings, etc.

Extracurricular Vehicle Trips: Staff members should initiate with the principal, requests for field trips and excursions. The principal, in turn, may approve or disapprove the request.

### **Student Attendance**

Punctual and regular school attendance is expected. Excessive absenteeism and/or tardiness shall be reported by the teacher to the principal as this problem may not be recognized in the school's office. A student is to be readmitted to class following an absence only after receiving an admission slip from the office. The absence shall be recorded in the teacher(s) grade book. No student should ever be excused from a class or school unless authorized by the principal or his/her designee.

A student shall not be given credit for a class if he or she has been in attendance less than 95 percent of the days the class is offered, unless an attendance committee established according to school policy gives credit because there were extenuating circumstances for the absences. The school shall establish guidelines for determining what constitutes extenuating circumstances and shall establish alternative ways for students to make up work or regain credit lost because of absences for extenuating circumstances.

### **Bad Weather Make-up**

LISA Academy may close because of bad weather or emergency conditions. When such conditions exist, the superintendent and principals will make the official decision concerning the closing of LISA Academy.

### **Employee Acceptable Use**

**Comment [m4]:** New policy is added under this title.

#### **Introduction**

With the use of technology, including the Internet, Intranet, hardware and software, LISA Academy ("LISA Academy") is expanding learning access for students, staff, and parents. With this opportunity comes the responsibility for appropriate use. The LISA Academy Acceptable Use Policy explains and defines responsible and ethical use of educational and administrative technology for all employees. All rules embodied herein are designed to guide employees in appropriate and acceptable use of LISA Academy technology, and are designed to protect both the employee and LISA Academy. This policy also governs the use of LISA Academy electronic mail accounts and employee-owned personal electronic devices, including laptops, portable and handheld computing devices, and cellular telephones.

#### **Computers**

LISA Academy's electronic communications systems, including its network and access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- 1) Does not result in any direct cost paid with State funds, or if LISA Academy's Charter Holder is reimbursed for any direct costs involved;
- 2) Does not relate to private commercial purposes; and
- 3) Involves only incidental amounts of employee time, comparable to reasonable coffee breaks during the day.

### **Electronic Network Use Guidelines And Safety Policy**

The operation of technology in the LISA Academy system relies heavily on the proper conduct of users. Every LISA Academy user has the responsibility to respect and protect the rights of every other user. LISA Academy users are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the school. LISA Academy's computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited, and is subject to criminal and civil penalties. Use of any network or computing resources must be consistent with the rules appropriate to that network.

All network users are expected to use moral and ethical guidelines in making appropriate decisions regarding network use. Use of the LISA Academy network is a privilege, not a right, and inappropriate use will result in cancellation of that privilege, disciplinary action, and/or prosecution. Prior to participation, a potential network user will receive information pertaining to the proper use of the network and sign a user agreement. LISA Academy administrators will decide what constitutes inappropriate use of the network; their decision is final. Violations will be dealt with in accordance with the LISA Academy Student Code of Conduct or Employee Handbook, or local, state, or federal law.

Unacceptable conduct on the LISA Academy network includes, but is not limited to:

- Using the network for any illegal activity including, but not limited to, "hacking," copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering.
- Transmitting material in violation of any federal, state, or local law or LISA Academy policy.
- Using LISA Academy technology for financial or commercial or personal gain.
- Degrading or disrupting equipment or system performance.
- Vandalizing hardware.
- Viewing, copying, altering, or destroying data, software, documentation, or data communications belonging to LISA Academy or another individual without authorized permission.
- Unauthorized use of LISA Academy resources, including hardware (*i.e.*, digital camera, projector, etc.) and printers for reasons other than job-related duties or LISA Academy business.
- Adding personal computers, printers, and software to the LISA Academy network.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using another individual's user-name and password.
- Disclosing a system password to another employee or student, or attempting to disclose another employee's or student's password.
- Placing of unlawful information on a system.
- Using the LISA Academy network for political lobbying.
- Intentionally accessing pornographic, inappropriate, or unauthorized material either directly or in proxy.
- Intentionally bypassing LISA Academy network systems and/or policies.
- Intentionally transmitting viruses, or making changes that may result in the loss of an individual's work or access to the LISA Academy network.
- Chain letters of any type that would cause congestion of the LISA Academy network, or otherwise interfere with the work of others.
- Installing software onto computers without appropriate approval.

- Paying access fees or committing LISA Academy financial resources without formal authorization.

**Security** – Security is a high priority due to the number of users. Computer security cannot be made perfect, and it is likely that a determined user could access computer resources for inappropriate purposes, or that an inquisitive user could encounter unacceptable material. Identified security problems should be reported to a system administrator or appropriate supervisor immediately and not shared with other users. Attempts to log on as another user may result in cancellation of user privileges. Any user identified as a security risk will be denied access to the system.

**Vandalism** – Vandalism is defined as any deliberate attempt to harm or destroy data or property of LISA Academy or another network user, the Internet/Intranet, or other networks. This includes the creation of or uploading of computer viruses to the Internet/Intranet or host site and destruction of hardware. Vandalism will result in cancellation of user privileges.

**Online Harassment** – Online harassment is defined as using the name or persona of another individual to create a web page on or to post one or more messages on a commercial networking site without obtaining the other individual's consent with the intent to harm, defraud, intimidate, or threaten any person. Online harassment also includes sending an electronic mail, instant message, text message, or similar communication that references a name, domain address, phone number, or other item of identifying information belonging to any individual without obtaining the individual's consent with the intent to harm or defraud any person and to cause the recipient of the communication to reasonably believe that the other individual authorized or transmitted the intention.

**Cyber-Bullying** – Cyber-bullying is defined as a situation where a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another individual using the Internet, interactive and digital technologies, or mobile phones. Users of the LISA Academy network are expected to refrain from such conduct.

**Installing Software** – Use of computer software is governed by copyright laws and network configurations. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software; therefore, installation of any program or application onto any computer with access to the LISA Academy electronic network must be approved by the principal or designee.

**Monitoring** – All computers are the property of LISA Academy and are subject to searches or removal at any time. There is no privacy on the LISA Academy network. LISA Academy will monitor any e-mail, network, and Internet activity occurring on LISA Academy equipment or accounts. Anyone using the LISA Academy network expressly consents to such monitoring. LISA Academy currently employs filtering software to limit access to sites on the Internet. If LISA Academy discovers activities which do not comply with applicable law or school policy, prosecution and/or termination of user privileges will occur without warning.

**E-Mail Retention** – Employees are required by law to retain certain e-mails, including communications referring to students made to parents, administrators, or law enforcement officials. Employees are responsible for archiving such communications.

**Internet Safety** – It shall be the responsibility of all LISA Academy staff to educate, supervise, and monitor appropriate usage of the LISA Academy network, and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Use of the Internet and other telecommunication activities must be in support of education and research that is consistent with the educational goals, objectives, and policies of LISA Academy.

In the classroom, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. However, it is impossible to control all materials on a global network and users may encounter inappropriate or objectionable information. Even with filtering, LISA Academy cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school.

Each LISA Academy computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, child pornography, inappropriate for students, or to any material deemed harmful to minors as defined by the Children's Internet Protection Act, and as determined by the principal or designee.

#### **The LISA Academy Electronic Mail System**

Electronic mail is a critical mechanism for communications at LISA Academy. However, use of LISA Academy's network, Internet, and electronic mails systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of LISA Academy.

The objectives of this policy are to outline appropriate and inappropriate use of LISA Academy's electronic mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

Electronic mail access at LISA Academy is controlled through individual accounts and passwords. Each user of the LISA Academy electronic mail system is required to read and sign a copy of the Acceptable Use Policy prior to receiving an electronic mail account and password. Employees are responsible for protecting the confidentiality of their account and password information.

Electronic mail access will be terminated when the employee or third party terminates their association with LISA Academy, unless other arrangements are made. LISA Academy is under no obligation to store or forward the contents of an individual's electronic mail inbox/outbox after the term of his/her employment has ceased.

Important official communications are often delivered *via* electronic mail. As a result, LISA Academy employees with electronic mail accounts are expected to check their accounts in a consistent and timely manner so that they are aware of important announcements and updates, as well as for fulfilling business and role-oriented tasks. Employees are responsible for mailbox management, including organization and cleaning. Employees are also expected to comply with normal standards of professional and personal courtesy and conduct. LISA Academy's electronic mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual use must not interfere with others' use and enjoyment of LISA Academy's electronic mail system and services. Employees will comply with all applicable laws, LISA Academy policies, and LISA Academy contracts.

The following activities are deemed inappropriate uses of LISA Academy's electronic mail systems and are prohibited:

- Use of electronic mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (*e.g.*, spreading of computer viruses).
- Use of electronic mail in any way that violates LISA Academy policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of electronic mail accounts or files belonging to LISA Academy or another individual without authorized permission.
- Sending of unreasonably large electronic mail attachments. The total size of an individual electronic mail message sent (including attachment) should be \_\_\_\_ or less.

- Opening electronic mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing electronic mail account passwords with another person, or attempting to obtain another person's password. Accounts are to be used only by the registered user.
- Excessive personal use of LISA Academy electronic mail resources. LISA Academy allows limited personal use for communication with family and friends, independent learning, and public services so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. LISA Academy prohibits personal use of its electronic mail systems and services for unsolicited mass mailings, non-LISA Academy commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

#### **Usage of Personal Electronic Devices**

Employees are restricted in their usage of employee-owned personal electronic devices on LISA Academy property and at LISA Academy-sponsored events. Personal electronic devices include but are not limited to employee-owned desktop, laptop, tablet, and handheld computing devices (whether wired or wireless), USB drives, and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Employees are prohibited from using a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates LISA Academy policies, including illicit and illegal use.
- Employees may not use personal electronic devices or media including but not limited to CD/DVD burners and USB drives to illegally duplicate and/or distribute copyrighted materials.
- Employees may not load a bootable, alternate operating system on any LISA Academy-owned computer from any employee-owned source or media.
- Employees are prohibited from using any portable wired, USB IP-telephone devices or wireless Wi-Fi IP telephone devices (such as Vonage, V-phone, or MagicJack) that can make or place calls to or from a private phone number on LISA Academy networks at any time.
- Employees may not acquire, through wired or wireless connection, LISA Academy-provided network or Internet access from any employee-owned computing device without the prior permission of principal.

#### **Disclaimer**

LISA Academy shall not be liable for any employee's inappropriate use of electronic communication resources, violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. LISA Academy shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

Electronic mail transmissions, faxes, and program or data files sent, received, created, or accessed by employees are not considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational and administrative technology.

LISA Academy reserves the right to restrict or terminate Internet, network, or computer access at any time for any reason. LISA Academy also reserves the right to monitor Internet, network, and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

### Consequences for Violations of the Employee Acceptable Use Policy

Violations of this policy will be treated like other allegations of wrongdoing at LISA Academy. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting logs, or accessing any data or systems without written permission will result in disciplinary action. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violations of this policy may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
- Disciplinary action, up to and including termination.
- Legal action according to applicable laws and contractual agreements.

### Building Use

The campus principal and superintendent are responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

### Technology Use and Data Management

Comment [m5]: New Policy is added under this title

#### Computers

LISA Academy (“LISA Academy”)’s electronic communications systems, including its network and access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- 1) Does not result in any direct cost paid with State funds, or if LISA Academy’s Charter Holder is reimbursed for any direct costs involved;
- 2) Does not relate to private commercial purposes; and
- 3) Involves only incidental amounts of employee time, comparable to reasonable coffee breaks during the day.

Some employees are given access to the Internet to assist them in the performance of their jobs. Employees may only access the Internet through LISA Academy’s approved Internet firewall.

All LISA Academy computer resources are school property, and any information located in or on computers and e-mail/voice mail systems is also school property and will be subject to inspection by LISA Academy.

#### E-Mail and Voice Mail Systems

All messages sent, received, composed and/or stored on these systems are the property of LISA Academy. E-mail transmissions and other use of LISA Academy’s electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

#### Confidentiality

Employees shall not use a password, access a file, or retrieve any stored information unless authorized to do so. Employees may not attempt to gain access to another employee’s files/messages.

## **Privacy**

All files and messages on LISA Academy computers are the property of LISA Academy. They are not the property of any employee, even if created by an employee. Anything created on the computer or Internet may, and likely will be reviewed by others. If necessary, employees shall take steps to help protect the security of documents. LISA Academy has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet. Employees have no expectation of privacy in anything they create, store, send, or receive on their workplace computer, the LISA Academy network, or Internet resources.

## **Restrictions**

- 1) Employees are not allowed to use LISA Academy computer resources for any reason other than official School business.
- 2) Employees may not use e-mail or the Internet to send or receive materials, proprietary financial information, or other similar materials that violate copyright law.
- 3) The e-mail system may not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial or gender-specific slurs, or any other comment that offensively addresses an individual's age, sexual orientation, religious or political beliefs, national origin, disability, or anything that could be construed as harassment or disparaging of others.
- 4) Employees should refrain from sending non-business related e-mails to other LISA Academy employees or persons outside LISA Academy.
- 5) LISA Academy is responsible for maintaining records of software licensing agreements for the School. In order to ensure compliance with copyright laws and software licensing agreements, and help prevent computer viruses from being transmitted through the system, employees are not permitted to install or download any software or content, such as music, videos, or non-work related "zipped" files onto the LISA Academy computer system without prior approval from the Information Systems Director.
- 6) Unauthorized duplication of software, often referred to as "piracy," is a federal crime. Employees are not permitted to make, acquire, or use unauthorized copies of computer software.

Employees who are authorized to use LISA Academy's electronic communications systems are required to abide by the provisions of this policy and any related administrative procedures. Failure to do so can result in suspension or termination of privileges, and may lead to disciplinary action, up to and including termination of employment. Employees should notify their immediate supervisor(s) or the Information Systems Department upon learning of violations of this policy.

## **Internet Safety**

It is the policy of LISA Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material *via* Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA"). It is the goal of this policy not only to prevent and protect, but to educate employees, students, parents and the community of LISA Academy in Internet safety. The CIPA guidelines

for an Internet Safety Policy have also been incorporated by LISA Academy into its Acceptable Use Agreement.

The Children's Internet Protection Act, enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children's Internet protection Act ("NCIPA") that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior.

This policy is intended to be read together with LISA Academy's Acceptable Use Policies for Technology and the internet. All limitations and penalties set forth in the Acceptable Use Policies are deemed to be incorporated into this policy. Terms used in this policy which also appear in CIPA have the meanings defined in CIPA.

#### **Compliance with the Requirements of CIPA**

**Technology Protection Measures-** A Technology Protection Measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, involve child pornography, or are harmful to minors. LISA Academy utilizes a sophisticated content filtering system that is compliant with CIPA and NCIPA on all computers that access the Internet.

**Access to Inappropriate Material-** To the extent practical, Technology Protection Measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual and textual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to administrative approval, technology protection measures may be disabled or, in the case of minors, minimalized only for *bona fide* research or other lawful purposes.

Any attempt to bypass, defeat, or circumvent the Technology Prevention Measures is punishable as a violating of this policy and of the Acceptable Use Policies.

**Inappropriate Network Usage-** To the extent practical, steps shall be taken to promote the safety and security of users of LISA Academy's online computer network when using electronic mail, chat rooms, blogging, instant messaging, online discussions and other forms of direct electronic communications. Without limiting the foregoing, access to such means of communication is strictly limited by the Acceptable Use Policies.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring-** It shall be the responsibility of all professional employees (pedagogical and administrative staff) to supervise and monitor usage of LISA Academy's computers, computer network and access to the Internet in accordance with this policy, the Acceptable Use Policies, and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representative.

**Education-** LISA Academy will advocate and education employees, students, parents and the LISA Academy community on Internet safety and “cyber-bullying.” Education will be provided through such means as professional development training and materials to employees, PTO presentations, and the LISA Academy website.

**Cyber-Bullying-** The Acceptable Use Policies include provisions intended to prohibit and establish penalties for inappropriate and oppressive conduct, including cyber-bullying.

LISA Academy is a place of tolerance and good manners. Students may not use the network or any LISA Academy computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

Network users may not use vulgar, derogatory, or obscene language. Network users also may not post inappropriate anonymous messages or forge e-mail or other messages.

Furthermore, LISA Academy computers and network facilities may not be used for any activity, or to transmit any material, that violates United States, State of Arkansas, or local laws. This includes, but is not limited to, any threat or act of intimidation or harassment against another person.

#### **Consequences for Violations**

Violations of this policy will be treated like other allegations of wrongdoing at LISA Academy. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violations of this policy may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all cellular or wireless telephone resources.
- Disciplinary action, up to and including termination.
- Legal action according to applicable laws and contractual agreements.

#### **Copyrighted Materials**

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, web material, and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or back-ups of computer programs and data must be made within the provisions of the purchase agreement.

#### **Criminal History Record Information**

LISA Academy is authorized by state law to obtain criminal history record information on applicants LISA Academy intends to employ. Additionally, LISA Academy obtains a report on each employee annually.

LISA Academy shall submit to the Arkansas Department of Education (“ADE”) the name of any person that is employed by LISA Academy or that is being considered for a position with LISA Academy as a teacher, librarian, educational aide, administrator, or counselor, so that ADE may review the national criminal history record information (“NCHRI”) of the applicant. LISA Academy and the applicant shall cooperate in providing to ADE whatever information ADE requires to perform a NCHRI review, which may include fingerprints and/or photographs.

For employees and/or applicants not subject to the NCHRI review described above, LISA Academy shall obtain criminal history record information (“CHRI”) from the Department of Public Safety (“DPS”). The employee and/or applicant shall cooperate in providing to LISA Academy whatever information needs to be submitted to DPS to perform a CHRI review, which may include fingerprints and/or photographs. LISA Academy shall subscribe to the criminal history record information of that employee or applicant. All fees related to obtaining the criminal history record information shall be paid by the employee or applicant. LISA Academy shall also provide the name of any employee or applicant to whom this paragraph applies to ADE, which shall perform its own CHRI review of the employee or applicant.

**Student Teachers and Volunteers:** This paragraph applies to any person participating in an internship consisting of student teaching to receive a teaching certificate, and any person who either volunteers at, or has indicated in writing an intention to volunteer at, LISA Academy, with the exception that it does not apply to volunteers who are parents, grandparents, or guardians or a child at LISA Academy; volunteers who are accompanied by an Academy employee while on school campus; or persons who only volunteer for a single event. LISA Academy shall obtain from DPS the CHRI of all persons to whom this paragraph applies. To assist in obtaining this information, the student teacher and/or volunteer must provide LISA Academy with a driver’s license or another form of identification containing the person’s photograph issued by an entity of the United States government. Any costs related to obtaining this information shall be paid by the student teacher or the volunteer. A person may not serve as a student teacher or a volunteer until that person’s CHRI has been obtained.

**Substitute Teachers.** This paragraph applies to a person who is a substitute teacher for LISA Academy. LISA Academy shall send or ensure that a substitute teacher sends to DPS information required for obtaining NCHRI, which may include fingerprints and photographs. LISA Academy shall also provide ADE with the names of any substitute teachers.

**Conditional Employment.** For all of the foregoing categories of employees (other than student teachers and volunteers), the person may begin employment after the required information is submitted, but that employment is conditional upon the review of that person’s NCHRI/CHRI by ADE and must be terminated if ADE makes a determination that the employee or applicant is ineligible for employment.

**Termination or Refusal to Hire.** LISA Academy shall discharge or refuse to hire an employee or applicant for employment if LISA Academy obtains information through a CHRI review (or otherwise) that:

1. The employee or applicant has been convicted of:
  - a. A felony under Penal Code Title 5;
  - b. An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62; or
  - c. An offense under the laws of another state or federal law that is equivalent to an offense under paragraphs a or b; and
2. At the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

However, LISA Academy is not required to discharge or refuse to hire an employee or applicant if the person committed an offense under Title 5, Penal Code and

1. The date of the offense is more than 30 years before:
  - a. June 15, 2007, in the case of a person employed by LISA Academy as of that date; or

- b. The date the person's employment will begin, in the case of a person applying for employment with LISA Academy after June 15, 2007; and
2. The employee or applicant for employment satisfied all terms of the court order entered on conviction.

LISA Academy may also not employ applicants who have been convicted of certain other crimes (see Section "Termination or Refusal to Hire", above).

Confidentiality of Information. NCHRI/CHRI obtained from DPS may not be released or disclosed to any person except the individual who is the subject of the information, ADE. It is an offense to knowingly or intentionally: (1) disclose NCHRI/CHRI to a person who is not entitled to the information; or (2) provide a copy of an individual's NCHRI/CHRI to the individual or any other person.

### **Employee Arrests and Convictions**

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

Dishonesty

Fraud

Deceit

Theft

Misrepresentation

Deliberate violence

Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

Drug- or alcohol-related offenses

Acts constituting abuse under the Arkansas Family Code

### **Dietary Supplements**

Arkansas Education Codes prohibits employees from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to students. In addition, it also prohibits school employees from endorsing or suggesting the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

### **Emergencies**

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

## **Family Educational Rights and Privacy Acts (FERPA)**

The Family Educational Rights and Privacy Acts, 20 U.S.C. § 1232g (FERPA) is the federal law that sets forth basic privacy requirements for personally identifiable information contained in educational records maintained by schools. Only school employees with an 'educational need to know' are allowed to access an individual student's records; disclosing such information to persons other than the parent(s) or another school employee with a legitimate education interest is a violation of this act.

## **Instructional Supplies**

Staff members should initiate requests for supplies through the Principal's office. The school district will assume no fiscal responsibility for merchandise or services purchased without a purchase order issued through proper channels.

## **Name and Address Change**

It is important that employment records be kept up-to-date. Employees should notify the Principal/Director if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Principal/Director.

## **Outside Employment and Tutoring**

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to the Principal. Approval for outside employment will be determined by the Principal and Superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor students of the campus for pay, except during the summer months and not on school property.

## **Parent/Guardian Communications**

Instructional and administrative staff members are expected to notify a parent or guardian when, in his/her opinion, the student is performing or beginning to perform failing academic work or the student is displaying or beginning to display improper school conduct (poor attitude or classroom behavior, poor attendance, excessive tardiness, etc.) which could possibly lead to academic failure and/or serious disciplinary actions.

It is recommended that when communicating with parents/guardians, teachers avoid sending information about grades, descriptions of discipline issues, or any other sensitive matters via e-mail. The teacher may send a request for a phone conference or meeting via e-mail, with a brief and appropriate description of the issue.

## **Parent and Student Complaints**

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Trustees.

Upon hearing of parent and student complaints, teachers should notify administration. Unless given specific instruction by administration, a teacher shall not issue written communication to resolve a dispute. In all cases, any such written communication should be approved by administration.

### **Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or buildings where a school-sponsored activity takes place. For the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors immediately.

### **Professional Staff Accountability**

#### **Teachers**

Each teacher is a professional educator and is responsible for the classroom instruction using the established curriculum, time allotments, and educational resources and, therefore, for the learning of each student in the class. It is expected that each teacher will fully utilize all instructional resources, including time, and that students will receive professional supervision when in the charge of the teacher. Each teacher may receive unscheduled walk-throughs during the school year by campus administrators.

#### **Principals/Assistant Principals**

The principal and assistant principal are professional educators and are responsible for teachers carrying out classroom instruction using the established curriculum, time allotments, and educational resources and, therefore, for the learning of each student. It is expected that each administrator see that all instructional resources, including time, are fully utilized, and that students will receive professionally adequate or acceptable supervision when in the charge of the teacher and while at school (breakfast, lunch, before/after school).

#### **Other Professional Staff**

Other professional staff includes the director of technology, director of special programs, youth officer, librarians, counselors, and nurses. Their responsibilities shall include planning, implementing, and evaluating respective assigned programs; complying with all district and/or campus routines and regulations; communicating effectively with colleagues, students, and parents; and compiling, maintaining, and filing all reports, records, and other required documents.

#### **Director of Curriculum & Instruction**

The curriculum and instruction director is a professional educator and is responsible for evaluating and providing leadership for the overall instructional program of the district, which includes curriculum and staff development. Responsibilities include planning, implementing, and evaluating instructional programs with teachers and principals, including learning objectives, instructional strategies, improving the public relations program as it relates to personnel and instructional services, assessment techniques; and facilitating the effective use of computers and other technology in instruction programs district-wide.

#### **Director of Finance & Operations**

The director of finance and operations is a professional and shall be of administrative assistance to the Superintendent and shall assume responsibility for the operations of the district in the absence of the Superintendent. Responsibilities shall include implementing organizational and management plans,

improving the public relations program as it relates to finances, assisting other administrators, providing direction and plans for maintenance and repair of school facilities and equipment, purchasing of supplies and equipment, preparing bid specifications, assisting with preparation of campus and district budgets, providing direction for the business affairs, maintaining all insurance policies, assisting in complying with all state and federal mandates, and using effective management practices.

#### **Director of Special Programs**

The director of special programs is a professional educator and is responsible for evaluating and providing leadership for the overall special programs of the district, which includes, Title I, Gifted and Talented, Special Education, Vocational Education, English as a Second Language, Dyslexia, Migrant, and Section 504 Programs. Responsibilities include planning, implementing, and evaluating special programs with teachers and principals, including learning objectives, improving the public relations program as it relates to personnel and special programs services, assessment techniques, and facilitating the effective use of computers and other technology in special programs district-wide.

#### **Director of Technology**

The director of technology is professionally trained, licensed, and certified in the field of technology, and is responsible for providing leadership and evaluation for the overall technology program for the school district. Responsibilities include planning, implementing, and evaluating technology applications with teachers and principals, including learning objectives, assessment techniques, and facilitating the effective use of computers and other technology in technology programs district-wide.

#### **Superintendent**

The Superintendent is the educational leader and chief executive officer of the district and responsible for the effective execution of policies adopted by the district's Board of Trustees. The Superintendent assumes administrative responsibility for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the district and for the annual appraisal of district staff. The Superintendent has thorough knowledge of school law, school finance, and curriculum and instruction.

### **Purchasing and Reimbursements**

**Purchasing Procedures:** All requests for purchases must be submitted to the business office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business office for additional information on purchasing procedures.

**Reimbursement for Purchases, Travel, Expenses, etc.:** LISA Academy will honor reimbursement requests only if the expenditure has had prior approval and requested according to established procedures. All requests of this nature must have original receipts attached. Staff members should consult with the Principal regarding matters of this nature in order to prevent misunderstandings, assumptions, etc. Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit original receipts to be reimbursed for expenses other than mileage.

## Staff development

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus-based, related to achieving campus performance objectives, and addressed in the campus improvement plan, which is approved by a campus-level advisory committee.

Professional personnel leave, for reasons other than personal/family illness or death in the immediate family, may be granted permission to be absent from work only by the Superintendent or designee. A letter requesting prior approval and stating the reasons for the absence should be given to the campus principal and forwarded to the Superintendent or Director of Curriculum/Instruction (see "Leaves and Absences"). Principals and administrators are responsible for ensuring that their assigned professional personnel are on duty during workdays and are in attendance at staff development activities.

## Student Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Teachers must file a written report with the Principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. The Principal or administrator will send a copy of this report to the student's parents within 24 hours.

Discipline should be handled by the professional staff members to the extent possible. The staff member should confer with the student, principal, and parents in all unusual problems. Cooperation and understanding between the parents and the school can often eliminate problems before they develop into unpleasant situations.

## Student records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

Parents of a minor or of a student who is a dependent for tax purposes

The student (if 18 or older) or attending an institute of postsecondary education

School officials with legitimate education interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

## Substitute Teachers (Responsibilities of the Regular Classroom Teacher)

1. Upon arrival the substitute will be furnished the following materials in the Substitute Teacher's Folder:
  - a. Daily plans made out in sufficient detail
  - b. Weekly and daily time schedule of classes
  - c. List of pupils' names and seating chart

- d. Grouping chart
  - e. List of supervisory responsibilities such as days on duty at noon, recess, etc.
  - f. Fire drill and other emergency procedures
  - g. Important or unusual information about any child (physical problems, daily medications, etc.)
  - h. Name(s) of student helper(s) for each class
  - i. Classroom rules and consequences
  - j. Emergency lesson plans are available in the office and classroom; see campus administrator
2. Have on desk copies of textbooks, manuals, and workbooks being used.
  3. Three emergency lesson plans are to be filed in the office by the fourth week after school starts.

### **Textbook Responsibilities**

Professional staff members are responsible for the control and use of textbooks by students, including control of classroom sets. Textbooks should be checked regularly for covers, damages, etc. Please notify the principal when a student loses or damages a book. It is the student's responsibility to pay for the lost/damaged book. Do not issue another textbook without authorization from the principal's office.

### **Tobacco Use**

Smoking or using tobacco products is prohibited by law on all Academy-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle.

### **Workload and Work Schedules**

Professional employees: Professional and administrative employees are exempt from overtime pay and are employed according to the work schedules set by LISA Academy. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including required days of service and scheduled holidays, will be distributed each school year.

Teachers and other staff are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Paraprofessional and hourly employees: Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and hourly employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

### **Work Hours**

Professional and paraprofessional staff members generally shall adhere to the following work hour schedules:

Administrators	7:30 a.m. – 5:00 p.m.
Administrative Assistants	7:00 a.m. – 4:00 p.m. or 8:00 a.m. – 5:00 p.m.
(8 hours a day and 1 hour lunch break)	
Nurse	7:00 a.m. – 4:00 p.m. or 8:00 a.m. – 5:00 p.m.

(8 hours a day and 1 hour lunch break)

Teachers 7:30 a.m. – 4:30 p.m.

Please note that these hours are not exclusive, but are simply the hours that an employee is expected to be at work. Employees subject to overtime are required to clock out at lunch and back in when they resume work in the afternoon.

### **Visitors in the Workplace**

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's front/main office. As part of the policy of the school to maintain a safe environment for students, faculty, administrators and the general public, the following criteria are hereby established:

1. All persons must report to the school office to make their presence known and obtain a pass to be in the school. Authorized visitors will receive directions or be escorted to their destination.
2. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the front/main office or contact the administrator in charge.
3. All persons entering the school property, building or offices must act in a nonthreatening manner. Disruptive or threatening behavior will be considered a threat to the safety of school students and staff as set forth in point 5 below.
4. Any meetings with school staff, teachers or students must be scheduled and approved by the school director except in the case of emergency, in which case the school office must be contacted in order to make arrangements to handle the emergency.
5. Actions such as shouting or confrontation of students, administrators, employees or other persons on or in the school property are not allowed, since they represent a possible threat to safety.
  - a. Actions of this type will result in a request for that person to leave the school property.
  - b. In the case of repeated incidents of this nature, such persons may not return to the school property.
  - c. In the case of extreme and/or continued disturbances, the local legal authorities may be called and such person may be charged with disorderly conduct.

**Acknowledgement of Receipt of Staff Handbook**

Comment [m6]: The statement is changed

I (employee) acknowledge receiving LISA Academy and LISA Academy \_\_\_\_\_ - \_\_\_\_\_ (“LISA Academy”) employee handbook. I clearly understand that this employee handbook does not create a contract for employment with LISA Academy, and that LISA Academy may change or modify the policies and procedures in this handbook at any time, with or without prior notice. I have read and understood the policies outlined in the LISA Academy’s handbook, and agree to be bound by LISA Academy’s rules and regulations during my employment with LISA Academy. I understand that violating the policies and rules set out in this handbook may lead to discipline, up to and including termination.

A copy of the LISA Academy’s employee handbook was provided to me

on \_\_\_\_\_ by \_\_\_\_\_.  
(mm /dd/yyyy) (Officer’s Name)

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Employee’s Name- Printed

\_\_\_\_\_  
Date

*For efficiency and efficacy this document refers to “LISA Academy.” “LISA Academy” is the assumed name of eleven separately chartered open-enrollment charter schools. Each of the campuses is managed by a building Principal. As approved by the Arkansas Department of Education, many of the administrative functions for these schools are carried out by a central administrative office identified as “LISA Academy.”*

Comment [m7]: This statement is added.