



# **Employee Handbook**

## **2020-2021**

Hope Academy of Northwest Arkansas  
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## *Mission*

The mission of Hope Academy of Northwest Arkansas is to provide students with a safe, positive, trauma-centered academic environment that will nurture their love for learning and confidence in life.

## *Vision*

The vision of Hope Academy is that all students realize their true value and worth and are successful advocates and learners, contributing meaningfully to society by building healthy relationships with others.

## *Core Values*

- Every child can succeed when they feel safe.
- We will Honor the needs of every family.
- We will strive for innovation in education to strengthen our community.

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## ***Notice of Nondiscrimination***

It is the policy of Hope Academy not to discriminate on the basis of race, color, religion, national origin, sex, disability, 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.

Hope 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***

Hope Academy has adopted certain employment policies and procedures, which are contained in this personnel handbook. This personnel handbook is effective for the 2020-2021 school year.

The policies in this handbook are a source of information for employees who have questions about Hope Academy's personnel practices. These policies are not contractual in nature and may be unilaterally rescinded, revised, or added to by Hope Academy from time to time.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 Hope Academy. Absent a written contract, Hope Academy is an at-will employer. As an at-will employee, any employee may voluntarily leave employment or may be terminated by Hope Academy at any time, for any or no reason, with or without notice.

This personnel handbook is the property of Hope 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 Hope 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 Hope 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, Hope 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;

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 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 (Hope Academy) (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 Principal 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 Hope 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.

**Male Dress and Grooming:**

Hair length is the same as student grooming code and must be neatly trimmed and no earrings may be worn. Professional attire should be demonstrated each day, staff should not wear sagging pants.

**Female Dress and Grooming:**

Skirt and dress length (shorts if approved) should fall at or below the end of your fingertips with arms down, fully extended. Mini-skirts are prohibited.

Fitted leggings and spandex-type leggings are not permitted as outerwear; they may be worn under a dress, skirt or tunic top provided that outerwear 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 fall at or below the end of your fingertips with arms down, fully extended.

Appropriate undergarments must be worn at all times.

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

**Shirts, Blouses, and Tops for All**

All shirts shall cover the back and stomach areas. Clothing should allow freedom of movement without exposing any portion of the 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 extreme high heels/chunky heels, slippers, or clogs are allowed. 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 style pants may be worn if they are professional dress style.



Tights and spandex pants are prohibited.

### **Jewelry and Other Accessories**

No tattoos that are offensive or vulgar are allowed. School administration has discretion in determining appropriateness.

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 the Principals.

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.

Hope 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 abuse-able glue or aerosol paint, a volatile chemical, or an alcoholic beverage.

**Searches and Alcohol and Drug Testing:**

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 to have 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 Human Resources.

## ***Workplace Searches and Video Surveillance***

### **Searches**

Hope 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 Hope Academy premises, Hope 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, Hope 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 Hope 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 Hope 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, Hope 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 Hope 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 Hope Academy's officials and/or law enforcement authorities.

All Hope 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. Hope 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 Hope Academy will face disciplinary action, up to and possibly including immediate termination of employment.

### **Video Surveillance**

In order to promote the safety of Hope Academy’s employees, students, and visitors, as well as the security of its facilities, Hope 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 Hope Academy buildings and used to promote the safety and security of people and property.

### ***Harassment Prohibition Policy***

Because Hope Academy believes in the dignity of each person and values working in conditions that enhance that dignity, Hope 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.

Hope 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 Hope 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 Hope Academy employee, volunteer, student, parent, or visitor.

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 Hope Academy employees.

Hope 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. Hope 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**

Hope Academy will not tolerate sexual harassment, nor will it tolerate reprisals against any employee who makes a sexual harassment complaint. All employees, 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:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
  - c. 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.
  - d. 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 email); 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.

- a. 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:
  - b. A teacher or other employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct.
  - c. A teacher or employee engages in sexually-oriented conversations for purposes of personal sexual gratification.
  - d. A teacher employee contacts students at home or elsewhere to solicit inappropriate social relationships.
  - e. A teacher or other employee engages in physical contact that would reasonably be construed as sexual in nature.
  - f. 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.
1. 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:

- a. Is unwelcome;
- b. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- c. Has the purpose or effect of unreasonably interfering with an individual's work performance;
- d. Otherwise adversely affects an individual's employment opportunities;
- e. 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 email).

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**

Hope Academy takes allegations of sexual harassment very seriously and intends to investigate all official complaints. Hope 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 the Director of Human Resources immediately. If the Director of Human Resources ("HR") 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 Director of HR.

All complaints will be handled in a timely manner. The complaint will be handled as confidential to the extent possible. Under no circumstances will information concerning any employee's complaint be released by Hope Academy to any third person or to anyone within Hope 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.

### **Conducting the Investigation**

Hope 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**

Hope Academy will take prompt, effective action to end 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 Hope Academy's disposition in the matter.

Prompt corrective action, if warranted, will follow immediately. This may include discipline or termination of employment 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 Hope Academy that all prior complainants be contacted by authorized employees of Hope 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 within ten calendar days of the determination.

### **Liability for Harassment**

Hope Academy accepts no liability for harassment of any student or employee by another employee. Any employee of Hope Academy, whether a co-worker or Administrator, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including termination. Any Administrator who knew about harassment and took no action to stop it or failed to report the harassment to the may also be subject to discipline up to and including discharge. Hope 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, Hope 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 Hope Academy property or any distribution of literature is prohibited at all times. Trespassing, soliciting or distribution of literature by non- employees on Hope Academy premises is prohibited at all times and shall be in accordance with Hope 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 Hope Academy's financial, regulatory, personnel or operational matters,
  - ii. information relating to Hope 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,
  - iv. contracts, product plans, sales and marketing plans, business plans and
  - v. all information not generally known outside of Hope Academy regarding Hope 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 Hope 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 an employee:
  - 1. in the course of employment or volunteer service with Hope Academy or using Hope Academy time, equipment, information or materials, and
  - 2. Within one (1) year after termination of employment or volunteer service with Hope Academy and relating directly to work done during work with Hope 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 an employee during employment or volunteer service, and any tangible embodiments of such materials created by an employee, alone or with others, whether confidential or not, are the property of Hope Academy.

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

Any materials created by staff members for use by Hope 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***

Hope Academy and its agents, employees and Administrators shall not discriminate in the payment of wages on the basis of race, color, religion, sex, age, national origin, disability 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, religion, sex, age, national origin, disability or ancestry.

### ***Hiring and Rehiring Standards***

Hope Academy believes that the quality of the professional staff determines the quality of education offered in the school. Hope Academy is committed to hiring/rehiring the individuals who are best qualified for the job without regard to race, sex, religion, age, color, national origin or disability unrelated to the job.

Hiring and rehiring 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 members 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.

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

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.

The Principal/Director of the school will be responsible for evaluation of the teachers.

Vacant positions will be identified by Principals and by the Director of HR.

Hope Academy reserves the right to announce vacant positions internally or externally (such as the school website or other portals) as needed. Or, a position can be filled by

reassignment or promotion by the Superintendent or a Superintendent-led committee. The Superintendent or committee will consider the Principals' recommendations for reassignments and promotions. Additional assignments requiring stipends are considered under this category.

The Principal or Principal-led committee is responsible for posting the positions, selecting and evaluating the resumes, narrowing down the list, and interviewing with the candidates for school level vacancies. The hiring of critical shortage area teachers, administrators and coordinators is subject to the approval of the Superintendent. Other subject-area teacher or staff candidates may be offered the position by the Principal.

The Director of HR or the Director of an HR-led committee is responsible for posting the positions, selecting and evaluating the resumes, narrowing down the list, and interviewing candidates for district-level vacancies. The hiring of all district-level position candidates is subject to the approval of the Superintendent.

In order to be considered for a transfer for the next school year, employees must make their request to the Principal (campus staff) or Director of HR (district staff) between March 1st and April 15th of the current school year. After the deadline, transfer requests may not be considered. Once the request is acknowledged by the Principal or the Director of HR, the request will go to the Superintendent to approve or deny. The Superintendent will also consider the recommendations of the current and the requested school's Principal.

### **Criminal Record**

Hope 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; or 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 full summative evaluation process with their assigned supervisor at least every three years. Supervisors have a right to make a full summative evaluation on any staff member in any year without waiting for the evaluation cycle. New employees' full summative evaluation will start in the second year of their employment. Written evaluations will be completed on forms/platforms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees who participated in the evaluation process will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation. Hope Academy will use the Arkansas state mandated TESS and LEADS system and/or other Hope Academy approved evaluation systems.

### ***Personnel Files***

Personnel File. Hope 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;
- Employment contract;
- Resume;
- Certificates (copies);
- I-9 Employment Eligibility Form (completed after employment);
- W-4 forms;
- AR4EC State Tax Withholding Form;
- Copy of Birth Certificate;
- Copy of Driver's License;
- Copy of Social Security Card;
- Teacher

Retirement Form; •Emergency Information; •Official transcripts; •Confidentiality Agreement.

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 Director of HR; make no alterations or additions to the record nor remove any material therefrom.

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: Hope Academy provides references regarding former employment only if Hope Academy receives written authorization and release from the former employee. Otherwise, Hope Academy will only verify dates of employment and the position held. Requests for references should be directed to the Director or HR.

### **Pay and Compensation**

Payroll: Professional and paraprofessional staff members receive their pay in twelve (26) equal monthly payments based upon the total contracted salary. Automatic payroll deductions for the Arkansas Teacher Retirement System (ATRS), state tax, and federal income tax are required for all employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. 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.artrs.gov](http://www.artrs.gov)).

Reimbursement upon Retirement: Upon retirement from the Teacher Retirement System (ATRS), all employees with five or more years of service with Hope Academy and with accumulated state leave shall be paid one-half the wellness stipend daily rate for all state leave days accumulated in or out of Hope 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. Non-exempt 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. If an hourly employee needs to work overtime, the individual needs pre-approval of administration.

Note: 7 day workweek begins 12:01am Sunday and ends at 12:00 midnight Saturday.

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 employees who work 30 or more hours per week.

Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees upon hire.

The insurance plan year is from January 1st through December 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.

### ***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 an 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 an 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 all 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:**

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

### **Sick Leave:**

Sick leave administration is within the purview of the Principal. All sick leave decisions are within the discretion of the Principal, and the Superintendent may review sick leave decisions at his or her discretion. Medical documentation is required if an employee uses more than three (3) consecutive days.

Sick leave is paid leave time granted to full time employees of the school for absences due to illness of the employee or the employee's immediate family. Immediate family refers to the employee's spouse, children, parent, step-parent, or any family member living in the employee's household. Sick leave is accumulated at a rate of one day per month of employment in the school and must be used in increments of a half day.

Employees will not be paid for sick leave taken in excess of accrued sick leave. If sick leave is exhausted any available personal leave time will be utilized first and additional time will result in unpaid absence. Sick leave used fraudulently or for unauthorized purposes may lead to disciplinary action, up to and including non- payment for the unauthorized sick days and/or termination.

Leave for Administrators is the same as leave for employees.

Full-time employees may accumulate unused sick leave, which may then be transferred to the next employment period, up to a maximum of ninety (90) days.

**Bereavement Leave:**

Bereavement leave provides up to 5 days per year of paid leave time to full time employees of the school for absences due to a death in the employee's immediate family. Immediate family includes the employee's spouse, children, parent, step-parent, parent-in law, and any family member living in the employee's household.

**Personal Leave:**

As a privilege to full time school employees, Hope Academy will grant 2 days of personal leave per school year (employees who start in the second semester will only receive 1 personal leave day). Personal leave is used for absences that are not due to school functions, professional development, or jury duty. Personal leave is to be used when other types of leave do not apply. Personal leave must be taken in increments of half days. Employees must give notice of no less than 24 hours to the Principal before using personal leave time. If the employee chooses to take more than (3) consecutive days of personal leave, employee must receive approval from the principal.

Personal days can roll over and can accumulate up to 10 days.

Personal leave shall not be allowed in the following circumstances except in extenuating circumstances as determined by the 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 state mandated tests.

District norm-reference testing days.

Professional or staff development days.

### **Family Medical Leave Act**

The Superintendent shall ensure that a notice of employees' rights under the Family Medical Leave Act (FMLA) is posted in the office in plain sight. The Director of HR shall provide a copy of this notice to employees annually and upon request thereafter.

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

Employees are eligible for FMLA leave if they have worked for the school for at least one year, for at least 1,250 hours over the previous 12 months. When an employee takes sick leave, the employee shall notify the Principal. The Director of HR shall consult legal counsel and the Board to determine whether the leave qualifies for FMLA leave. Within 5 business days of a request for FMLA leave, the Administration may request additional information from the employee to help make the applicability determination in the form of a request for certification of FMLA leave from the employee's doctor. Employees shall return such certification within 15 calendar days of receiving the request. If the leave qualifies for FMLA coverage, the school will notify the employee, either orally or in writing, of the decision within five business days. If the leave is intermittent as defined in this policy and the circumstances of the leave do not change, the school shall be required to notify the employee only once of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent the employee has accrued paid leave, any leave taken that qualifies for FMLA leave shall be paid leave and will be charged against the employee's accrued leave.

Employees must notify the Director of HR in a timely manner in order to request FMLA leave, unless an unforeseen emergency medical issue arises, at which time Administration shall strive to cooperate with the employee, exercising any due flexibility. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;

- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

### **-Maintenance of Health Benefits under FMLA**

(<http://www.dol.gov/whd/regs/compliance/1421.htm#2i>)

A covered employer is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

Where appropriate, arrangements will need to be made for employees taking unpaid FMLA leave to pay their share of health insurance premiums. For example, if the group health plan involves co-payments by the employer and the employee, an employee on unpaid FMLA leave must make arrangements to pay his or her normal portion of the insurance premiums to maintain insurance coverage, as must the employer. Such payments may be made under any arrangement voluntarily agreed to by the employer and employee.

An employer's obligation to maintain health benefits under FMLA stops if and when an employee informs the employer of intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The employer's obligation also stops if the employee's premium payment is more than 30 days late and the employer has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

In some circumstances, the employer may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

### **Jury Duty:**

In the event an employee receives a summons for jury duty, notice must be given to the Principal of the school as soon as possible. The employee shall submit a copy of the summons to the school Principal at that time. Sanctions and disciplinary action may not arise from an employee's use of jury duty leave. The school shall grant paid leave to any employee who presents a valid summons for jury duty. The school shall not require any

employee to remit the amount to the school that he or she receives in payment for performing jury duty.

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.

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

All staff members should obtain authorization from the Principal or his/her designee 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 Hope Academy is terminable at will, meaning that the employment relationship can be terminated by either the employee or Hope Academy at any time, with or without notice and with or without cause. The at-will nature of an individual's employment with Hope Academy may not be modified except by a written document approved by Hope Academy's Principal/Director. Any express or implied agreements or assurances concerning the terms, conditions, or duration of an individual's employment with Hope Academy are not binding upon Hope 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 Hope 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 Hope 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 Hope 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 Hope Academy policy or property for personal gain.

Negligent or willful damage to Hope Academy property.

Gross waste of Hope Academy supplies or equipment.

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

Persons Authorized to Initiate and Carry Out Disciplinary Actions:

Verbal and written warnings may be issued by the Board, Superintendent, Principal/Director, supervisor, Human Resources, 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, Human Resources and the Board.

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 Hope Academy are expected to 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. All applicable mandatory and optional, authorized deductions will be



made from the employee's last paycheck. Hope 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, age, color, 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).

### ***Reduction in Force***

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

In effecting a reduction in force, the primary goals of the school District shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools; and the needs of the District. A reduction in force will be implemented when the Superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the District, and by examining the staffing of the District in each licensure area and/or, if applicable, specific grade levels.

If a reduction in force becomes necessary in a licensure area and/or specific grade level(s), the teacher's length of service in the District shall be the initial determining factor. The teacher with the most years of employment as a teacher in the District as compared to other teachers in the same content area and/or specific grade level(s) shall prevail. Length of service in a classified position shall not count for the purpose of length of service for a teaching position. Total years of service to the District shall include non-continuous years of service. Working fewer than 120 days in a school year shall not constitute a year.

In the event that two employees subject to a RIF have the same length of service, the employee with the highest number of points as determined by the schedule contained in this policy shall be retained.

The teacher with the fewest points will be laid off first. In the event two or more employees have the same number of points, the teacher(s) shall be retained whose name(s) appear first in the Board's minutes of the date of hire. There is no right or implied right for any teacher to bump or displace any other teacher.

#### Points

- Years of service in the District—1 point per year; All non-classified position years in the District count including non-continuous years. Service in any position not requiring teacher licensure does not count toward years of service. Working fewer than 120 days in a school year shall not constitute a year.
- Graduate degree in any area in which the teacher will be ranked (only the highest level of points apply) 1 point—Master's degree; 2 points—Master's degree plus thirty additional hours; 3 points—Educational specialist degree; 4 points—Doctoral degree
- National Board of Professional Teaching Standards certification—3 points
- Additional academic content areas of endorsement as identified by the state board—1 point per area
- Certification for teaching in a state board identified shortage area—2 points
- Multiple areas and/or grade levels of licensure as identified by the state board—1 point per additional area or grade level as applicable

All points awarded must be verified by documents on file with the District by October 1 of the current school year. Each teacher's points shall be totaled with teachers ranked by the total points from highest to lowest. All teachers shall receive a listing of licensed personnel with corresponding point totals. Upon receipt of the list, each teacher has ten (10) working days within which to appeal his or her assignment of points with the Superintendent whose decision shall be final.

A teacher with full licensure in a position shall prevail over a teacher with greater points but who is lacking full licensure in that subject area. Full licensure means a permanent, non-contingent license to teach in a subject area or grade level, in contrast with a license that is provisional, temporary, or conditional on the fulfillment of additional course work or passing exams or any other requirement of the Arkansas Department of Education, other than the attainment of professional development training.

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

If a teacher is non-renewed under this policy, he or she shall be offered an opportunity to fill a vacancy for which he or she is qualified for a period of up to two (2) years. The non-renewed teacher shall be recalled for a period of two (2) years in reverse order of the layoff to any position for which he or she is qualified. Notice of vacancies shall be by certified mail and the non-renewed teachers shall have 10 working days from the date that the notification is received in which to accept the offer of a position. A lack of response or a teacher's refusal of a position shall end the District's obligation to replace the laid-off teacher.

The employees of any school District which annexes to, or consolidates with, Hope Academy Public Charter Schools will be subject to dismissal or retention at the discretion of the Board, on the recommendation of the Executive Director, solely on the basis of need for such employees on the part of Hope Academy Public Charter Schools, if any, at the time of the annexation or consolidation, or within ninety (90) days after the effective date of the annexation or consolidation. The need for any employee of the annexed or consolidated school District shall be determined solely by the Superintendent and Board of Hope Academy Public Charter Schools.

Such employees will not be considered as having any seniority within Hope Academy Public Charter Schools and may not claim an entitlement under a reduction in force to any position held by a Hope Academy Public Charter Schools employee prior to, or at the time of, or prior to the expiration of ninety (90) days after the consolidation or annexation, if the notification provision below is undertaken by the Executive Director.

The Superintendent shall mail or have hand-delivered the notification to such employee of his intention to recommend non-renewal or termination pursuant to a reduction in force within ninety (90) days of the effective date of the annexation or consolidation in order to effect the provisions of this section of Hope Academy Public Charter School's reduction-in-force policy. Any such employees who are non-renewed or terminated pursuant to Section Two are not subject to recall notwithstanding any language in any other section of this policy. Any such employees shall be paid at the rate for each person on the appropriate level on the salary schedule of the annexed or consolidated District

during those ninety (90) days and/or through the completion of the reduction-in-force process.

This subsection of the reduction-in-force policy shall not be interpreted to provide that the Superintendent must wait ninety (90) days from the effective date of the annexation or consolidation in order to issue notification of his intention to recommend dismissal through reduction-in-force, but merely that the Superintendent has that period of time in which to issue notification so as to be able to invoke the provisions of this section.

The intention of this section is to ensure that those Hope Academy Public Charter School employees who are employed prior to the annexation or consolidation shall not be displaced by employees of the annexed or consolidated District by application of the reduction-in-force policy.

Legal Reference: A.C.A. § 6-17-2407

## ***Complaints***

HOPE ACADEMY encourages employees to discuss their concerns and complaints through informal conferences with their supervisor. Hope 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 Hope 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 Director of HR or designee beginning at Level Two. Time lines for the employee and Hope 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 Hope 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 Hope Academy business day.

An employee may designate a representative through written notice to Hope Academy at any level of this process. If the employee designates a representative with fewer than three days’ notice to Hope Academy before a scheduled meeting, Hope Academy may reschedule the meeting to a later date, if desired, in order to include Hope Academy’s counsel. Hope 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 principal. Hope 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 principal shall serve as the Level One Hearing Officer (unless decided otherwise by Hope 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 is the first step for the district staff.

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 Hope 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 Director of HR, who shall serve as the Level Two Appellate Officer. Hope 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 file in writing, on a form provided by Hope Academy, a Level Three appeal 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 Hearing Officer, who shall immediately forward the appeal and any record created at the Level Two Hearing to the Superintendent, who shall serve as the Level Three Appellate Officer. Hope Academy reserves the right to assign a different Administrator to hear the grievance at Level Three. The employee may request a copy of the Level Two 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 Two record, information provided at the Level Three meeting, and any other relevant documents or information the Appellate Officer believes will help resolve the complaint.

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

Level Four: If the employee is not satisfied with the Level Three 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 Hope Academy, within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline. The appeal shall be filed with the Level Three Appellate Officer. The Level Three 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 Three Appellate Officer shall provide the Board the record of the Level Three complaint. The employee may request a copy of the Level Three record.

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

Hope 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 Four presentation. The Level Four 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 Three.

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. Hope Academy provides care for pupils who become ill or injured while at school and assist with the health policies of Hope 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:

Administer first aid.

Notify parents.

Call a 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. Hope 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 Hope Academy with Hope 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 or in another designated place in plain view. Five emergency lesson plans should be available at all times, and handouts should include enough copies for all students. Chromebooks may not be used for sub work and substitute teachers are not allowed to show Netflix or other movies to students.
4. Teachers should follow the lesson plan submission format requested by their Campus Administrator and/or instructional facilitator.
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/Assessment (student understanding & application).

### ***Immigrant Policy***

Foreign-born or immigrant students at Hope Academy shall not be discouraged from attending school. Such students shall be provided the same benefits and opportunities provided to non-immigrant students.

Hope Academy prohibits communication to an immigration agency or any official in reference to the immigration status of students or their parents/guardians. Any order by immigration officials to any district staff to produce a student for interrogation or to provide information about a student that may reveal citizenship information shall be denied and referred to the school principal. The school principal shall determine if such a request should be granted after consulting with the appropriate counsel and district leadership. The principal or his/her designee shall supervise the immigration officials while on the Hope Academy campus if a request to access the campus is granted.

In the event an immigrant parent/guardian or student voluntarily offers any citizenship or immigration document for the purpose of identification, Hope Academy will refrain from recording:

- Personal information in the document;
- Information regarding the type of document provided;
- That a document generated by the Department of Homeland Security of Department of Justice was provided;
- The school will only record that personal identification was provided.

In the event that Hope Academy personnel come into contact with information regarding the immigration or citizenship status of an immigrant student or his/her parents/legal guardians, such information shall not be provided to any outside agencies. Release of

such information could jeopardize the rights of immigrant students to attend public school and could violate the Family Educational Rights and Privacy Act (FERPA).

## ***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 online tracking software. 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 or discipline system.

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.

### **K-5 Number of Grades**

A minimum of twelve grades should be given in each core academic area per quarter. 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 quarter grade.

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

Participation: 10%

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

### **Policy Regarding Grade Change By Administrators**

No grade in a student's official records may be changed by an administrator once it is properly recorded unless:

- A scrivener's error was made (a grade improperly noted) or a computational error caused an improper grade to be recorded, and there is supporting evidence to show that the grade recorded was made in error.

- A grade is unrecorded or otherwise in error due to instructor absence or departure.

If a grade change is needed under one of the exceptions listed above, the grade change form shall be submitted to the Principal for approval. After such approval, the Dean of Academics or Counselor may change the grade. Documentation of the request and the action taken in response shall be placed in the student's file and shall be noted and maintained for at least two years following the student's graduation or departure from the school. The basis for the decision shall be documented in writing and shall comply with The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99).

### **Grade Normalization Policy**

In any required course, a teacher may not assign a failing quarter or semester grade to more than 20% of the class without the express and written approval of the Dean for Academics. The Dean of Academics is responsible for monitoring gradebooks and ensuring compliance. Any grades submitted by a teacher that do not conform to this policy will be returned to the teacher to review his/her grading policy and grades.

### **Parental Notification**

Teachers should regularly contact parents / guardians to discuss failing students. Teachers shall conduct failing conferences for any of their students earning a grade of D or F during the 1st and 3rd quarter. For 504 and IEP students more frequent meetings may be required.

### **Tutorials**

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

### ***Extra Duties***

Each Campus has extra duties that must be performed in order to ensure the proper supervision of students outside the classroom.

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 state mandated tests.

Staff members should receive permission from the 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 90 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.

### ***Inclement Weather Make-up***

Hope Academy may close because of inclement weather or emergency conditions. When such conditions exist, the Superintendent and Principals will make the official decision concerning the closing of Hope Academy.

# ***Employee Technology Acceptable Use***

## **Introduction**

With the use of technology, including the Internet, Intranet, hardware and software, Hope Academy is expanding learning access for students, staff, and parents. With this opportunity comes the responsibility for appropriate use. The Hope 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 Hope Academy technology, and are designed to protect both the employee and Hope Academy. This policy also governs the use of Hope Academy electronic mail accounts and employee-owned personal electronic devices, including laptops, portable and handheld computing devices, and cellular telephones.

## **Computers**

Hope 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 Hope 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.

## **Technology use**

The school provides computers and/or Internet access to assist employees in performing work related tasks. Computers are the property of the school and are provided solely for educational use. The school agrees to allow the employee to use the school's technology under the following terms and conditions:

Conditional Privilege: The Employee's use of the school's access to the Internet is a privilege conditioned on the Employee's compliance with this policy.

**Acceptable Use:** The Employee agrees that in using the school's Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee's use of the school's Internet access interfere with, or detract from, the performance of his or her job-related duties or interfere with the rights of others to access the network or Internet.

Any employee found to have violated this policy shall be subject to disciplinary action up to and including termination or non-renewal of the employment contract. Misuse of the school's computers and systems includes, but is not limited to, the following:

1. Using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as determined by prevailing community standards.
2. Using abusive or profane language in private messages on the system or using the system to harass, insult, or verbally attack others.
3. Posting anonymous messages on the system.
4. Using encryption software.
5. Wasteful use of limited resources provided by the school, including paper and printing supplies.
6. Excessive use of computers, computer equipment, or Internet access for personal use.
7. Causing congestion of the network through lengthy downloads of files.
8. Vandalizing data of another user.
9. Obtaining or sending information that could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks.
10. Gaining unauthorized access to resources or files.
11. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization.
12. Using the network for financial or commercial gain without school permission, theft or vandalism of data, equipment, or intellectual property.
13. Invading the privacy of individuals.
14. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations.
15. Introducing a virus to, or otherwise improperly tampering with the system.
16. Degrading or disrupting equipment or system performance.
17. Creating a web page or associating a web page with the school without proper authorization.
18. Attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction.
19. Providing access to the school's Internet Access to unauthorized individuals or taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the school or any of its schools.
20. Installing unauthorized software.
21. Purchasing hardware or software without approval from the building Principal or the school's technology staff.



22. Moving hardware without the permission of the technology staff.
23. Using unauthorized devices or attaching unauthorized devices to the network including but not limited to: personal computers, WiFi enabled phones, and wireless access points. If additional technology equipment is needed in the performance of duties, it should be requested through the school technology department.
24. Passwords or security procedures are to be used and confidentiality of student records is to be maintained at all times. Employees must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the school's technology network security, alter data without authorization, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. When users are logged in, workstations must not be left unattended. Users should log out or lock the workstation when not in use. All equipment that contains sensitive data must be secured to deter theft.
25. Email accounts are provided to school employees as deemed necessary for conducting official school business. Substitute teachers are not granted network access or email accounts.
26. Technologies assigned to staff members are provided with expectations for care and supervision. If a problem arises it is the staff member's responsibility to follow local policy regarding these problems. If it is determined that an issue has arisen due to staff negligence, then it will be the staff member's responsibility to replace or monetarily reimburse.

### **The Hope Academy Electronic Mail System**

Electronic mail is a critical mechanism for communications at Hope Academy. However, use of Hope 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 Hope Academy.

The objectives of this policy are to outline appropriate and inappropriate use of Hope 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 Hope Academy is controlled through individual accounts and passwords.

Electronic mail access will be terminated when the employee or third party terminates their association with Hope Academy, unless other arrangements are made. Hope 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, Hope 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. Hope 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 Hope Academy's electronic mail system and services. Employees will comply with all applicable laws, Hope Academy policies, and Hope Academy contracts.

The following activities are deemed inappropriate uses of Hope 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 Hope Academy policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of electronic mail accounts or files belonging to Hope 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) will be determined by the Principal.
- 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 Hope Academy electronic mail resources. Hope 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. Hope Academy prohibits personal use of its electronic mail systems and services for unsolicited mass mailings, non-Hope 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 Hope Academy property and at Hope 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 Hope 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 Hope 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 Hope Academy networks at any time.
- Employees may not acquire, through wired or wireless connection, Hope Academy-provided network or Internet access from any employee-owned computing device without the prior permission of the Principal.

### **Staff Use of Personal email, Social Media, and Texting**

Some social media (e.g., Edmodo) is appropriate for educational purposes and may be provided by or approved by the school for teacher/student communication. Any use of these platforms should be approved by school administration prior to use.

Teachers should refrain from using personal email accounts or unapproved social media (e.g., Facebook, texting) to communicate with students. During school field trips and other school-sponsored activities, teachers may communicate with students via text message or cell phone if permission was granted by the parent on the signed permission slip for that event. All communication with students must be professional. All text messages and other social media interactions should be archived and recoverable, which means that applications like snapchat and other media which is not archived should not be used to communicate with students. Use of one-way broadcast messages

(e.g., using Twitter to announce homework deadlines) is permitted; however private messaging is impermissible in all cases. Teachers should not communicate with students via text message after 9:00 p.m.

### **Disclaimer**

Hope 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. Hope 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.

Hope Academy reserves the right to restrict or terminate Internet, network, or computer access at any time for any reason. Hope 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 Hope Academy. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting logins, 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.

### **Internet Safety**

It is the policy of Hope 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 Hope Academy in Internet safety. The CIPA guidelines for an Internet Safety Policy have also been incorporated by Hope 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 Hope 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.

All employees must complete the "Introduction to Security Awareness" module which is available at ArkansasIDEAS at <http://ideas.aetn.org> in their first year of employment. Current employees who have not completed this module, must complete it in this school year and report to the administrator.

### **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. Hope 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 Hope 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 Hope 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-** Hope Academy will advocate and educate employees, students, parents and the Hope 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 Hope Academy website.

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

Hope Academy is a place of tolerance and good manners. Students may not use the network or any Hope 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, Hope 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 Hope 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.

### ***Building Use***

The building Principal and Superintendent are responsible for scheduling the use of facilities after school hours. Contact the building Principal to request to use school facilities and to obtain information on the fees charged.

### ***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***

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

Hope Academy shall submit to the Arkansas Department of Education (“ADE”) the name of any person that is employed by Hope Academy or that is being considered for a position with Hope 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. Hope 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, Hope 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 Hope Academy whatever information needs to be submitted to DPS to perform a CHRI review, which may include fingerprints and/or photographs. Hope Academy shall obtain 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. Hope 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, Hope Academy, with the exception that it does not apply to volunteers who are parents, grandparents, or guardians or a child at Hope Academy; volunteers who are accompanied by an Academy employee while on school Campus ; or persons who only volunteer for a single event. Hope 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 Hope 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 Hope Academy. Hope Academy shall send or ensure that a substitute teacher sends DPS information required for obtaining NCHRI, which may include fingerprints and photographs. Hope 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. Hope Academy shall discharge or refuse to hire an employee or applicant for employment if Hope 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, Hope 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 Hope 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 Hope Academy after June 15, 2007; and
2. The employee or applicant for employment satisfied all terms of the court order entered on conviction.

Hope 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, and 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 Director of HR 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 Director of HR 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***

The Arkansas education code 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 the 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 Act, 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 educational interest is a violation of this act.

## ***Instructional Supplies***

Staff members should initiate requests for supplies through the Principal's office. The 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 Human Resources if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

## ***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 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 email. The teacher may send a request for a phone conference or meeting via email, with a brief and appropriate description of the issue.

## **Hope Academy's Policy for Parent Communication and Reduction of Failure**

Interim Conferences are one of the instruments used to report possible or pending failure to students and parents or guardians. Unsatisfactory work must be reported to the student and parent or guardian at the earliest possible time or a failing grade cannot be given at the end of a nine-week grading period. Teachers are encouraged to report the progress of all students during the fourth week of the grading period; however failing conferences are required for all students whose grades would be an "F" during the

fourth week of the grading period. Conferences can be conducted either in person or phone conferencing. Conference members must include the parent, teacher assigning the failing grade, and the student. Documentation of parental contact will be recorded and after two unsuccessful attempts an interim conference will be held with the student and/or an advocate for the student. Students grades are available on-line at the Hope Academy website and/or can also be distributed via mail on computer generated forms using the District template for interim reports.

If a student's grade drops after the fourth week of the nine-week grading period so that the student is at risk of failure, a failing conference must be held with the parent. A failing grade cannot be given at the end of a nine-week grading period unless the parent has been contacted for an Interim Conference and required forms are filed with the office.

### ***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.

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 the 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.

### ***Purchasing and Reimbursement Policy***

Hope Academy and the Board of Directors have approved and adopted this policy to be in compliance with state and federal laws that govern the use of federal and state money for purchases of supplies and commodities. Only one purchase order (PO) may be used per reimbursement or purchase. All purchases will be made with Hope Academy checks;

there will be no cash purchases made unless reimbursement is the chosen option. This policy may be revised at any time to comply with state and federal regulations.

No purchases may be made through the District for personal gain of any kind.

### **Purchasing**

All commodities purchased by Hope Academy will be supported with proper documentation and approved purchase orders.

Purchase orders will be requested by employees who wish to make any type of purchase in the best interest of Hope Academy. Purchase orders are to be submitted to the finance assistant for approval and must be submitted no later than one week before purchase of supplies. Once a purchase order is approved the PO will be assigned a specific number to be used for the purchasing of commodities. The requester will be notified via e-mail that the purchase order was approved and that signatures are needed. The requesting individual and an Administrator will then sign the PO. A signed purchase order, with approved number is the only official purchase order. Without the two signatures or PO number; the PO will be considered invalid. The approved PO and assigned number may only be used once, to purchase approved commodities. A new purchase order will need to be submitted every time new commodities are requested. Any purchase that is made without a previously approved purchase order will become the sole responsibility of the purchasing individual and is not the responsibility of Hope Academy.

### **Purchasing Procedure:**

- Submit PO, one week before purchase, for approval to finance assistant
- Notified via e-mail of approval and signatures needed
- Administration signs approved PO
- Sign approved PO
- Purchase is made
- Payment applied within 2 weeks

### **Reimbursement**

Employees may be reimbursed by a Hope Academy check only for personal monies spent on school items only if:

- There is a previously approved PO with proper signatures and PO number
- Original receipts are submitted to support the purchase, (credit card or bank statements will NOT be used to support the purchase)

- Reimbursement forms and all supporting documents are to be turned into the accounting department within three days of the purchase of commodities

Factors in reimbursements:

- Hope Academy is the sole entity that pays for services in regards to educational purposes
- Any purchase made without an approved PO and without original receipts or invoices will not be paid and become the sole responsibility of the purchasing individual
- Payment will be applied within 2 weeks

All employees should consult with administration regarding matters of this nature in order to prevent misunderstandings and assumptions of reimbursements before any commodities are purchased, personal monies are spent, or traveling.

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval and an approved purchase order must be completed. For approved travel, employees will be reimbursed for mileage and other approved travel expenditures according to the current rate schedule authorized by the Arkansas Department of Finance and Administration. Employees must submit original receipts to be reimbursed for expenses other than mileage. All supporting documents for travel reimbursement must be submitted within three days of the individual's return.

## **Travel Reimbursement**

### **Mileage:**

- A copy of a map, with starting location from the school address and an ending location with the address of the event location must be provided in order to receive compensation. Reversed directions will also be submitted. All maps must be readable with mileage clearly shown
- All maps will be submitted with reimbursement form as a source for supporting documents

For travel made to be paid or reimbursed by Hope Academy, supporting documents must be submitted along with mileage when necessary. Reimbursement for expenses made during travel requires:

- have a previously approved purchase order

- original receipts, (credit card and bank statements will NOT be used to support the purchase)
- other supporting documents

### **Supporting Documents**

- Confirmation of meeting registration
- Meeting agenda
- Original receipts
- Proper maps with mileage visible
- Schedules
- Certification of completion

### **Field Trips**

All field trips must have approval three weeks prior to the event date. After field trip approval all monies must be collected and deposited within the following two weeks. All field trip purchase orders must have supporting documents attached. No check will be issued by Hope Academy the same day as the event.

### **Supporting documents:**

- Approved field trip form from Principal
- Estimated number of students going to attend
- Quoted price per student including all expenditures for field trip
- If necessary cost of van rental including insurance and estimated cost of gasoline

### **Purchase order procedure for field trips:**

- Purchase order form
  - Submitted three weeks prior to event with all supporting documents
- Collect and deposit all monies within two weeks of approved purchase order for field trip
- Final invoice with correct prices must be submitted one week prior to event

## ***Staff Professional Development***

Staff professional 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 (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 follow the Student Code of Conduct procedures outlined in the Student Handbook when discipline infractions occur.

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.

If a teacher fails to enforce the Student Code of Conduct and the Student Handbook, the teacher will be subject to disciplinary action up to and including termination.

### ***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) attending an institute of postsecondary education

School officials with legitimate educational 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. Five emergency lesson plans are to be prepared by each teacher 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 Hope Academy-owned/leased 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 Hope 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 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. Hourly employees are not eligible to receive coaching stipends. Part-time employees will not receive additional compensation for holidays.

Holidays are defined as the following federal holidays;

- New Year's Day
- Martin Luther King Jr's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thanksgiving week is a non-working week for hourly employees. Only Thursday in this week is paid holiday)
- Christmas

## ***Work Hours***

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

Administrators 7:30 a.m. – 4:30 p.m. or 7:00 a.m. –4:00 p.m.

Administrative Assistants 7:00 a.m. – 4:00 p.m., 7:30 a.m. - 4:30 p.m. or 8:00 a.m. – 5:00 p.m.

(8 hours a day, 1 hour lunch break)

Teachers 7:30 a.m. – 4:00 p.m., 7:10 a.m. –3:40 p.m., or 7:40 a.m. – 4:10 p.m.

District staff 7:30 a.m. – 4:30 p.m. or 8:00 a.m. – 5:00 p.m.

Summer Office Hours      9:00 a.m. – 3:00 p.m.

The building principal will determine the appropriate work schedule based on the bell schedule. 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 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 Principal 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.

Note: The Superintendent might assign a district staff member to work on a case on behalf of him/her and report to the Superintendent.

### ***Acknowledgment of Receipt of Staff Handbook***

Hope Academy has made the Staff Handbook available online at [hopeacademywa.org](http://hopeacademywa.org) .

To access the document, click on “Important Information” then the subheading “Personnel Policies.” I clearly understand that this employee handbook does not create a contract for employment with Hope Academy, and that Hope 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 Hope Academy’s handbook, and agree to be bound by Hope Academy’s rules and regulations during my employment with Hope 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 Hope Academy’s employee handbook was provided to me

on \_\_\_\_\_  
(mm /dd/yyyy)

by \_\_\_\_\_  
(Officer’s Name)

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

\_\_\_\_\_  
Employee’s Name- Printed

\_\_\_\_\_  
Date

