

Staff Handbook



LISA Academy (District Office)
10825 Financial Centre Parkway, Suite# 360 Little
Rock AR 72211

LISA Academy West Elementary (K-5)
12200 Westhaven Dr.
Little Rock, AR, 72211

LISA Academy West Middle (6-8)
23 Corporate Hill Dr.
Little Rock, AR, 72205

LISA Academy West High (9-12)
6711 W Markham St
Little Rock, AR, 72205

LISA Academy North Elementary (K-5)
5410 Landers Rd.
Sherwood, AR, 72117

LISA Academy North Middle-High (6-12)
1 LISA Academy Way
North Little Rock, AR 72117

LISA Academy Springdale (K-8)
301 Holcomb St.
Springdale, AR 72764

LISA Academy Rogers/Bentonville (K-9)
590 S Horsebarn Rd
Rogers, AR, 72758

LISA Academy Arkansas Hybrid (K-12)
21 Corporate Hill Dr.
Little Rock, AR, 72205

LISA Academy Fayetteville (K-7)
1166 Van Asche Drive
Fayetteville, AR 72704

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Notice of Nondiscrimination

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

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

LISA Academy is committed to establishing an inclusive, diverse, and equitable learning community through a culture of respect, support, and belonging.

LISA Academy is an Equal Opportunity Employer. For Details see policy manual.

Purpose

LISA Academy has adopted certain employment policies and procedures, which are contained in this personnel handbook. This personnel handbook is effective for the 2023-2024 school year.

The policies in this handbook are a source of information for employees who have questions about LISA Academy’s personnel operations. These policies are not contractual in nature and may be unilaterally rescinded, revised, or added to by LISA Academy from time to time. The provisions of this handbook control over any contrary statements, representations, or assurances by any supervisory personnel.

Neither this handbook, nor any part thereof, shall be construed as or declared to be a contract of employment by any employee of LISA Academy. Absent a written contract, LISA Academy is an at-will employer. As an at-will employee, any employee may voluntarily leave employment or may be terminated by LISA Academy at any time, with or without notice.

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

Code of Ethics

Each employee shall comply with DESE's ethical guidelines and prohibition rules, which can be accessed on the link below, and shall sign the notification letter provided to the employee.

<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/plsb-professional-ethicsdiscipline/code-of-ethics-for-arkansas-educators>

Reporting Child Abuse or Neglect

School employees are mandatory reporters and have a duty to immediately report suspected child abuse. Employees shall call the Child Abuse Hotline at 1 (800) 482-5964 or submit an online report to the Arkansas Mandated Reporter Portal (<https://mandatedreporter.arkansas.gov/>) if there is reasonable cause to suspect that a child has been subjected to child maltreatment or reasonable cause to suspect that a child has died as a

result of child maltreatment. Employees must contact the Hotline or Arkansas Mandated Reporter Portal upon learning of or observing a child being subjected to conditions or circumstances that would reasonably result in child maltreatment. The school shall not contact the parent or guardian of any student who is the subject of a report to the Hotline or Arkansas Mandated Reporter Portal of the student's contact with law enforcement if the parent or guardian is suspected of committing child maltreatment.

Any mandated reporter who knowingly fails to notify the Child Abuse Hotline or Arkansas Mandated Reporter Portal of the child maltreatment or suspected child maltreatment is subject to job action up to and including termination. Licensed employees who knowingly fail to report may also be subject to an ethics complaint before the Professional Licensure Standards Board. Mandated reporters who fail to make a timely and accurate report may be subject to criminal penalties, as provided by law.

Reporters are requested to inform the Principal after a call to the Hotline or Arkansas Mandated Reporter Portal regarding a student within the school. Reporters are not required to inform anyone prior to making a report. The school shall cooperate with reporters and law enforcement. Reporters shall not be subject to any type of discipline for making a report in good faith. Reports shall be held in the strictest confidence, in the best interest of the student. Any employee who is found to have violated the confidentiality of the reporting process shall be subject to disciplinary measures, up to and including termination.

The School shall place Hotline posters published by the Arkansas Department of Education and printed in color on paper that is at least 11 inches by 17 inches in size and placed at a height easily viewable by students in the following locations: (1) in a clearly visible location in the school that is readily accessible to students; (2) in each bathroom that is accessible to students, so that students may privately access the information.

In case a staff member witnesses violence from a parent or another staff member, they should verbally ask the person to stop and then report the incident to the authorities immediately as described above.

Staff Dress and Grooming

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

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

Faculty and staff members are expected to dress in a professional and appropriate manner.

The campus Principal and/or supervisor will be solely responsible for initially interpreting and enforcing the faculty/staff dress requirements; questions concerning dress requirements may be appealed as provided by Board Policy.

Employees will keep themselves neatly groomed and dressed and will keep their hair neat and clean. Grooming and dress that will disturb, interfere with, or detract from the educational process will not be allowed. "Neatly groomed and dressed" shall be defined as dress and grooming that is standard and conforms to local community and school District etiquette and decorum. It is within these principles that LISA 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.

Dress and Grooming:

Hair length is the same as student grooming code and must be neatly trimmed.

Professional attire should be demonstrated each day, staff should not wear sagging pants.

Skirt and dress length (shorts if approved) should fall at or below the knee cap. Mini-skirts are prohibited.

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

Dress culottes, skorts, and split skirts must fall no more than 2 inches above the knee.

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 flip-flop style shoes, 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/slacks must fall at ankle length. Capri style pants may be worn if they are professional dress style.

Jeans are prohibited except for Casual Friday, Jeans Days, or special events as approved by Principal/Directors/Superintendent. 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 piercings (such as nose rings, eyebrow or tongue studs) is prohibited.

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

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

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

The Dress code for the Principals, Directors and Senior Directors is business formal.

Drug-Free Workplace

LISA Academy is proud to provide a drug and alcohol-free environment and workplace and students, parents, employees and visitors are hereby notified that the School is a drug-free zone.

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

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.

Workplace Searches

LISA Academy reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items.

Video Surveillance

In order to promote the safety of LISA Academy's employees, students, and visitors, as well as the security of its facilities, LISA Academy may conduct video surveillance of any portion of its premises at any time. See policy manual for further details.

Harassment Prohibition Policy

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

Harassment

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

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

Sexual harassment is also a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. A Title IX Coordinator will be appointed and trained using appropriate resources. The contact information for the Title IX Coordinator and the resources used for training will be listed on the school's website. The Title IX Coordinator shall also document and keep records of all sexual harassment reports and investigations.

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

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

Sexual Harassment Prohibited

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

- (1) Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome verbal, visual or physical conduct, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- (ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
- (iii) Such conduct has the purpose of affecting or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- (iv) Sexual harassment may include a range of subtle and not so subtle behaviors, and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or request for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, catcalls, touching, insulting or obscene comments or gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment – that is harassment not involving sexual activity or language (example: male manager hollers only at female employees and not males) – may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.
- (i) Sexual harassment of a student constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment of a student is defined by the U. S. Department of Education Office for Civil Rights Revised Sexual Harassment Guidance as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student occurs when, for example:
 - (ii) A teacher or other employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct.
 - (iii) A teacher or employee engages in sexually-oriented conversations for purposes of personal sexual gratification.
 - (iv) A teacher employee contacts students at home or elsewhere to solicit inappropriate social relationships.
 - (v) A teacher or other employee engages in physical contact that would reasonably be construed as sexual in nature.
 - (vi) A teacher or other employee engages in conduct that is sufficiently serious to limit or deny a student's ability to participate in or benefit from the school's program(s) based on sex.
- (2) Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender, race, color, religion, national origin, age, disability, pregnancy, alien or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law. It may also include any such conduct aimed toward an employee's relatives, friends, or associates, and that:
 - (i) Is unwelcome;

- (ii) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- (iii) Has the purpose or effect of unreasonably interfering with an individual's work performance;
- (iv) Otherwise adversely affects an individual's employment opportunities;
- (v) May adversely influence, directly or indirectly, a person's employment, promotion or employment opportunities.

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

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

Complaint Procedures

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

- In the event you feel you are a victim of harassment, you should contact your campus Administrator immediately. In the event your campus Administrator is the alleged harasser, you should contact the next level of management immediately.
- Any employee who is uncomfortable with face-to-face interaction may write down their complaints in a memo and submit them to the appropriate campus Administrator or the Title IX Coordinator.
- Campus Administrators are expected to contact the Title IX Coordinator immediately upon receiving a complaint of sexual harassment. Campus Administrators are not to try and handle the situation alone. All complaints of harassment must be turned over to the Title IX Coordinator.
- All complaints will be handled in a timely manner. The complaint will be handled as confidential to the extent possible. Under no circumstances will information concerning any employee's complaint be released by LISA Academy to any third person or to anyone within LISA Academy who is not involved in the investigation.
- Both parties shall be given written notice of the allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation.

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

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

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

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

Conducting the Investigation

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

All investigations into sexual harassment will follow these guidelines:

- There shall be a presumption that the respondent is not responsible during the grievance process (often called a “presumption of innocence”), so that the school bears the burden of proof and the standard of evidence is applied correctly.
- The complainant will be asked for specifics about what happened, where it happened, when it happened and why. The complainant shall not be asked about their prior sexual history, as a part of the investigation.
- Written consent of a party will be acquired before using the party’s medical, psychological, or similar treatment records during the investigation.
- Co-workers can often be questioned, as they themselves may often be victims or may have witnessed the harassment.
- The accused harasser will be questioned. S/he will be informed of who is complaining and be warned not to retaliate or to discuss the matter with the complainant. Failure to abide by this by the accused harasser will be grounds for disciplinary action, up to and including termination.

Corrective Action

LISA Academy will take prompt, effective action to end any harassment and to deter future harassment. The decision maker will be the Director of HR or Superintendent’s designee who will be trained in Title IX.

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 determination will be made using the preponderance of the evidence standard, (i.e., it is “more likely than not” that the respondent committed sexual harassment or violence).

The complainant and other directly involved persons will be served written notice of LISA Academy’s disposition in the matter. The parties must provide voluntary, written consent before LISA will use any kind of “informal resolution” process, such as mediation or restorative justice.

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

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

Liability for Harassment

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

Solicitation and Distribution

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

District-wide surveys should be approved by the Superintendent or district designee. School-wide surveys should be approved by the Principal. Class-level or club-level surveys may be distributed as necessary for academic or club organization and activity.

Confidentiality and Intellectual Property Rights

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 LISA Academy. See policy manual for further details.

Hiring and Rehiring Standards

LISA Academy believes that the quality of the professional staff determines the quality of education offered in the school. LISA 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.

LISA 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 and also advertising available jobs and soliciting applications from new qualified candidates.

Subject to the exceptions described herein, the school Principal/Director will evaluate the teachers and screen all applicants for vacancies and make all hiring decisions.

Vacant positions will be identified by Principals and by the Director of Human Resources (“HR”).

LISA 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.

All personnel are subject to assignment and reassignment by the Superintendent. The Superintendent’s criteria for approval of campus appointments and reassignments will be consistent with LISA Academy’s policy regarding equal opportunity employment.

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 all salaried positions such as teachers, interventionists, nurse, counselors, administrators, and coordinators is subject to the approval of the Superintendent. Other staff candidates except tutors 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 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.

See LISA Academy's Talent Philosophy below.

LISA Academy Talent Philosophy



Criminal Record

LISA Academy shall not employ an applicant who:

is a convicted felon;

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

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

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

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

All LISA employees must complete a background check at least every five years along with the motor vehicle report. Motor vehicle report is required for all new hires.

Performance Evaluation

See policy manual for performance evaluation information.

Personnel Files

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

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

- Application for professional employment;
- 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.

Employee's Inspection Rights. Upon request, the employee will be allowed to inspect his or her own file. Under state law employee has the right to copy his/her file, except for pre-employment recommendations and records and such other information as may be privileged under law and not subject to employee inspection.

Employees who wish to review their own personnel file shall: request access in writing; review the record in the presence of the Administrator designated to maintain said records or designee; make no alterations or additions to the record nor remove any material 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: LISA Academy provides references regarding former employment only if LISA Academy receives written authorization and release from the former employee. Otherwise, LISA Academy will only verify dates of employment, the position held, and rate of pay. Requests for references should be directed to the Principal/Director.

Pay and Compensation

Payroll: Professional and paraprofessional staff members receive their pay in twelve (12) or ten (10) equal monthly payments based upon the total contracted salary. Payroll will be paid before or on the last business day of each month by direct deposit or paper check. 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. Cut-off date for payroll is the third Saturday of each month unless otherwise is stated in the payroll calendar.

Retirement: There is no mandatory retirement age for LISA Academy employees. It is recommended that personnel considering retirement discuss the matter with the Superintendent 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 salaried and hourly staff who are on contract for 185 days will be considered contributory by Arkansas Teacher Retirement System (ATRS) and will not need to opt in to be considered contributory. If an hourly employee is hired on a part time basis and falls below the requirement of 185 days, they may choose to opt in to teacher retirement using the Irrevocable Contributory Form. 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).

Overtime: The District compensates overtime for nonexempt (hourly and paraprofessional) employees in accordance with Federal Minimum Wage and Hour Laws. Professional and administrative employees are ineligible for overtime compensation. Nonexempt employees who work in excess of 40 hours per seven day workweek are entitled to overtime compensation at a rate equal one and a half the employee's regular hourly rate of pay. At LISA Academy's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. If an hourly employee needs to work overtime, the individual needs pre-approval of campus 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. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. (LISA Academy Benefits Summary). An employee may pay to add his/her spouse, children, or family at group rates. LISA Academy does not participate in the state health insurance portability program.

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

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 for Dental, Vision, Disability, Group Life, and Accidental Death and Dismemberment other than what LISA Academy provides. Premiums for these programs cannot be paid by payroll deduction. Employees have to arrange their payment methods and frequencies on their own (each debit from a personal checking account, online bill pay, check etc.) Employees should contact the HR Specialist for more information.

Employees whose Social Security number doesn't match with IRS records, must resolve the issue in 60 days to ensure continuation of their employment.

Fundraisers

The teacher who sponsors fundraising or other activities should never accept cash (including online transactions via cash apps such as venmo, google pay). policy manual or finance guide for further details.

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.artts.gov).

Employee Leave

Leaves and Absences:

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

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

Sick / Personal Leave (Paid Time Off):

Paid Time Off (PTO) 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. 10-month employees may earn up to 10 PTO days of leave per school year. 12-month employees may earn up to 12 PTO days of leave per school year. PTO days are readily available for use. PTO days may be used for anticipated and unanticipated leave. Anticipated leave is taken at an employee's discretion and that can be scheduled in advance. Unanticipated leave is unexpected leave taken for personal and family illness, and emergency. This type of leave allows very little or no advance planning.

Employees must give notice of no less than 24 hours to the Principal by filling out the "Leave Request Form" if the absence is anticipated. If the employee chooses to take more than (3) consecutive anticipated days, employee must receive approval from the building Principal/immediate supervisor and the Superintendent or the designee PRIOR to the leave. The effect of the employee's absence on the educational program and the availability of substitutes are factors that will be considered before leave is granted. Anticipated local leave is granted on a first-come first-served basis.

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

The day before a school holiday.

The day after a school holiday.

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

Days scheduled for state mandated tests.

District norm-reference testing days.

Professional or staff development days.

The last two weeks of the academic year.

District Office employees may be exempted from these circumstances except professional and staff development days.

If the leave is unanticipated, medical documentation is required if an employee uses three (3) or more than three (3) consecutive days.

Employees will not be paid for PTO leave taken in excess of accrued PTO leave. If PTO leave is exhausted the additional time used will result in unpaid absence. PTO 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.

Full-time employees may accumulate unused PTO days, which may then be transferred to the next employment period, up to a maximum of ninety (90) days. Teachers may be granted accumulated days (sick leave only) from another Arkansas District upon receipt of written proof from the sending District, up to a maximum of ninety (90) days. LISA Academy will denote days earned locally and days earned elsewhere in accordance with Arkansas state law (see Ark. Code Ann. 6-17-1201-1209).

The transfer of PTO Days between immediate family members who are employed by LISA Academy: Transfer requests must be in writing and approved before any PTO Days can be transferred.

If an employee is taking more than 3 Fridays or 3 Mondays then no leave is granted on Mondays and Fridays.

If a 12 month employee takes more than 12 days, or a 10 month employee takes more than 10 days leave during the school year, his/her administration must have a meeting with the employee to address excessive absenteeism.

Bereavement Leave:

Bereavement leave provides up to 3 days per event 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, child, parent, stepparent, parent-in law, brother, sister, stepchild, stepbrother, stepsister, and any family member living in the employee's household.

Friday Early Out

Teachers may leave two hour earlier and administrator may leave 1 hour 30 minutes earlier than regular working hours on every Friday. All other positions follow regular work hours on Fridays. No Half Day AM PTO on Early Fridays is allowed. No PTO on black-out days is allowed - please see Paid Time Off section for a list of the black-out 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 Principal shall provide a copy of this notice to employees annually and upon request thereafter.

Sick Leave and Family Medical Leave Act (FMLA) Leave

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 or the designee shall determine whether the leave qualifies for FMLA leave or

consult legal counsel if needed. Within 5 business days of a request for FMLA leave, 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 business office 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;"
- 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 (<https://www.dol.gov/agencies/whd/fmla>)

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.

Maternity Leave:

Employees giving birth are provided with 5 consecutive paid days of leave. The employee may take these 5 consecutive paid days surrounding the exact date of the birth of their child. This is an addition to other eligible leave. Between each year's contract agreements, employees are not eligible for any type of leave. ALL contracts will start upon the first day of attendance to work during a school year. ALL contracts will end upon the last day of attendance to work during a school year.

LISA Academy provides short term disability benefits to all employees and maternity is eligible for short term disability. During the maternity leave, 60% of the employee's salary may be paid for up to 6 weeks; or 12 weeks if deemed necessary by the health care provider.

Paternity Leave:

Primary care giving spouses/partners are provided with 3 consecutive paid days of leave following/during the birth of their child.

Jury Duty and Subpoena:

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 personal leave or leave without pay (if no personal 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 LISA Academy is terminable at will, meaning that the employment relationship can be terminated by either the employee or LISA Academy at any time, with or without notice and with or without cause. Nothing in this Staff Handbook is intended to modify the at-will employment status of any employees.

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

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

- Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the employee's supervisor.
- Unprofessional job-related conduct.
- Incompetence or inefficiency in the performance of duties.
- Corporal punishment of students.
- Improper conduct toward students and other employees.
- Conduct in violation of any LISA Academy policy or established expectation of performance.
- Conviction of a felony related to the employee's employment, or which seriously impairs the employee's ability to perform his or her assigned duties.
- Serious misconduct related to the employee's job.
- Abuse of LISA Academy's sick leave policy.
- Excessive tardiness.
- Excessive absenteeism.
- Unexcused absences from work.
- Gross negligence or gross carelessness in the performance of duties.
- Use of LISA Academy policy or property for personal gain.
- Negligent or willful damage to LISA Academy property.
- Gross waste of LISA Academy supplies or equipment.
- Dishonesty or falsification of any information involving LISA Academy, including grades, credits, data on forms, employee records, or any other information involving LISA Academy.
- Possession of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
- The use of or being under the influence of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
- Deliberate conduct which has the apparent purpose of exposing LISA Academy to censure, ridicule, or reproach (this prohibition is not intended to deprive employees of any free speech rights guaranteed by the United States or Arkansas Constitutions).
- Verbal and/or physical fighting on school premises or at any school related activities.
- Falsification of records or data with intent to defraud.
- Sexual misconduct which deviates from the ordinary standards of morality prevalent in the area served by LISA Academy.

Persons Authorized to Initiate and Carry Out Disciplinary Actions:

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

Suspensions with and without pay, final warnings, probation, and dismissal may be administered only by the Principal/Director and the Superintendent or his/her designee.

Suspension With or Without Pay. An employee may be suspended with or without pay as a disciplinary technique short of termination. The length of the suspension will depend on the severity of the employee's

misconduct. An employee may be suspended with or without pay for other reasons as well, such as during an investigation and prior to the finalization of a termination.

Termination of Employment

Resignation

Employees who resign from LISA Academy 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 if the resignation date is prior to the 3rd Saturday of the current month. Final paychecks will be given the next month if the resignation date is after the 3rd Saturday of the current month. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck. LISA Academy reserves the right to pay the resigning employee for the notice period and accept the resignation immediately.

Dismissal of Employees

Employees are employed at will and may be dismissed without notice or a description of the reasons for dismissal. 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. Only Principals/Directors and the Superintendent may terminate a staff member and only with the Superintendent or designee's approval.

Complaints and Grievance

Employees should discuss their concerns and complaints with their supervisor. If the employee's concern is about their supervisor or if the employee cannot solve the problem with the help of their supervisor, the employee may contact the HR department at the district for appeal.

Health Services

School Health Services supplement the efforts of parents and personal health care providers to promote, improve, and maintain the health and well-being of students. LISA Academy provides care for pupils who become ill or injured while at school and assist with the health policies of LISA 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 issued by the Arkansas Department of Health (ADH); the Division of Elementary and Secondary Education (DESE), and other relevant local, county, state and federal agencies.

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

Administer first aid.

Notify parents.

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

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

Complete an incident form.

Administering Medications to students: Only trained staff who have been designated as Unlicensed Assistive Personnel (UAP) may administer medication to students at the delegation of the school nurse. A student taking prescribed medication during the school day must bring the medication in a labeled prescription bottle from a pharmacy with all required information to be reviewed and admitted by the school nurse. All medications are kept in a double-locked cabinet at all times in the nurse's office unless the student is attending an authorized field trip or event offsite. **Staff members who knowingly administer medication, including over the counter medication, to students without being trained and designated as a UAP are considered by Arkansas law to be impersonating a medical professional and are subject to legal action.** Contact the Principal or school nurse for more information on procedures that must be followed for medication administration.

Lesson Plans

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

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

Procedure:

1. Overall yearly plan: Provides an overview of the course in LISA Academy with LISA Academy Curriculum. It indicates the units to be taught and the time devoted.
2. The daily lesson plan: A written account of what a teacher would like to have happen during a certain lesson or class period. It should contain the concept or objective, the time block, the procedure and the instructional materials needed.
3. Substitute teacher plan: Lesson plans for substitute teachers should be carefully planned and written in detail. Detailed plans give the substitute teacher a feeling of confidence and security. The lesson plans should be placed on the teacher's desk 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 LISA Academy shall not be discouraged from attending school. Such students shall be provided the same benefits and opportunities provided to non-immigrant students.

LISA 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 LISA 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, LISA 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 or Department of Justice was provided;
- The school will only record that personal identification was provided.

In the event that LISA 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

- It is strongly recommended that students should be informed how they will be assessed on assignments.
- 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.
- 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.
- Parents/guardians should be notified about the missing assignment.

Homework Guidelines

Please refer to following homework guidelines and follow your local school homework policy.

[LISA Homework Guidelines for Elementary Students - Google Docs](#)

[LISA Homework Guidelines for Secondary Students - Google Docs](#)

Homework may be checked for completion or for accuracy.

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

Grades 6-12 Weight of Grades

Check your local school grading policy for the weight of grades and required grading categories. All credit based (high school) courses must have semester exams.

No-Zero Policy (40% Rule) Report Card

- 40% - Minimum grade per quarter or per semester. If the student's average is below 40%, change it to 40% at the end of the quarter grade.
- Students perform better when they see a chance to pass an assignment or a class with 40% minimum.

Teachers should follow [LISA Academy Grading Guidelines](#)

Grading Practices Training - [LISA Grading Practices Training](#)

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 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.

Employees' use of personal vehicles for school activities or student transportation requires permission from the Superintendent or the designee.

Inclement Weather Make-up or AMI days

LISA 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 LISA Academy. Classified employees who are not supposed to work during the Make-up days or AMI need to make-up those missing days in the contracted year without causing any overtime or use personal off days.

School Closures

In case of prolonged closures, LISA Academy administration will base operation on the guidance provided by the Department of Education and/or legal counsel. Personnel may be assigned to duties and tasks other than they are regularly assigned.

Employee Technology Acceptable Use

Introduction

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

Computers

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

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

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 LISA Academy Electronic Mail System

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

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

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

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

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

All staff members are expected to respond to the LISA Academy-related emails in two contracted days.

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

- Use of electronic mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (*e.g.*, spreading of computer viruses).
- Use of electronic mail in any way that violates LISA Academy policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of electronic mail accounts or files belonging to LISA Academy or another individual without authorized permission.

- Sending of unreasonably large electronic mail attachments. The total size of an individual electronic mail message sent (including attachment) 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 LISA Academy electronic mail resources. LISA Academy allows limited personal use for communication with family and friends, independent learning, and public services so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. LISA Academy prohibits personal use of its electronic mail systems and services for unsolicited mass mailings, non-LISA Academy commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Usage of Personal Electronic Devices

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

The following activities are regulated by the Acceptable Use Policy:

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

Staff Use of Personal E-mail, Social Media, and Texting

Some social media (e.g. SchoolStatus and Schoology) 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 and administrators should refrain from using personal e-mail accounts, personal cell phones or unapproved social media (e.g., Facebook, texting) to communicate with students or parents. During school field trips, athletic 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

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

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

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

Consequences for Violations of the Employee Acceptable Use Policy

Violations of this policy will be treated like other allegations of wrongdoing at LISA Academy. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting 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 LISA Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material *via* Internet, electronic mail, or other forms of direct electronic communications; / (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA"). It is the goal of this policy not only to prevent and protect, but to educate employees, students, parents and the community of LISA Academy in Internet safety. The CIPA guidelines for an Internet Safety Policy have also been incorporated by LISA Academy into its Acceptable Use Agreement.

The Children's Internet Protection Act, enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds

for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children’s Internet protection Act (“NCIPA”) that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior.

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

All employees must complete "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. LISA Academy utilizes a sophisticated content filtering system that is compliant with CIPA and NCIPA on all computers that access the Internet.

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

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

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

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

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

Education- LISA Academy will advocate and educate employees, students, parents and the LISA Academy community on Internet safety and “cyber-bullying.” Education will be provided through such means as

professional development training and materials to employees, PTO presentations, and the LISA Academy website.

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

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

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

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

Consequences for Violations

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

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

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

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

LISA Academy shall submit to the Arkansas Department of Education (“ADE”) the name of any person that is employed by LISA Academy or that is being considered for a position with LISA Academy as a teacher, librarian, educational aide, Administrator, or counselor, so that ADE may review the national criminal history

record information (“NCHRI”) of the applicant. LISA Academy and the applicant shall cooperate in providing to ADE whatever information ADE requires to perform a NCHRI review, which may include fingerprints and/or photographs.

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

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

Substitute Teachers. This paragraph applies to a person who is a substitute teacher for LISA Academy. LISA Academy shall send or ensure that a substitute teacher sends to DPS information required for obtaining NCHRI.

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

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

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

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

Confidentiality of Information. NCHRI/CHRI obtained from DPS may not be released or disclosed to any person except the individual who is the subject of the information, 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 Principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the Principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Arkansas Family Code

Dietary Supplements

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 all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Family Educational Rights and Privacy Acts (FERPA)

The Family Educational Rights and Privacy 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 education 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. For more information see Finance Procedures Guide.

Name and Address Change

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

Outside Employment and Tutoring

Outside employment shall not interfere with the LISA Academy schedule and must not negatively impact the performance of the employee. Teachers and Staff are not allowed to privately tutor LISA Academy students for pay.

Parent/Guardian Communications

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

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

LISA 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 LISA 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 the administration. Unless given specific instruction by the 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.

Definitions

Administrator - "Administrator," as used in this policy manual, refers to those persons operating as supervisors charged with making executive decisions for the school. "Administrator" includes the Principal, Executive Director, Superintendent, Assistant Principal, Assistant Director, or Assistant Superintendent, and/or any other individuals so designated as an "Administrator" by the school.

Teacher - "Teacher," as used in this policy manual, means classroom teachers.

Teachers' aides are not included in the definition of teacher.

Staff - "Staff," as used in this policy manual, means all employees other than teachers and Administrators.

Employees - "Employees," as used in this policy manual, means collectively all persons receiving pay from the school for services rendered, including both exempt and nonexempt employees, staff, teachers, aides, and Administrators. "Employee" does not refer to short or limited service as an independent contractor with the school, nor does it refer to substitute teachers.

Purchasing and Reimbursement Policy

All finance procedures will be contained within a separate document referred to as "LISA Academy - Finance Procedure Guide". All procedures contained within this document will be followed by all staff. LISA Academy Finance Procedures Guide will be posted under the Employee section of the LISA Academy website. The LISA Academy Finance Procedures Guide will be updated as approved by the Administration throughout the fiscal year. For financial compliance see Finance Procedures Guide.

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 LISA Academy the same day as 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

All employees must seek approval for professional personal leave or professional development (PD) from their immediate supervisor. The supervisor may approve the PD if there is available budget allocation. In addition, the employee should submit a leave request for PD and other school business outside the campuses. If an employee attends more than 10 PD days within a school year on instructional days, Superintendent approval is required. See Policy Manual for more information.

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.

No staff member should physically restrain a student unless: 1) the staff member is ~~currently CPI~~ certified to physically restrain students, or, 2) the student is a danger to themselves or others and there are no other viable options to provide safety to involved student(s) and staff.

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 education interests

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

Substitute Teachers (Responsibilities of the Regular Classroom Teacher)

1. Upon arrival, the substitute will be furnished the following materials in the Substitute Teacher's Folder:
 - a. Daily plans made out in sufficient detail
 - b. Weekly and daily time schedule of classes
 - c. List of pupils' names and seating chart
 - d. Grouping chart
 - e. List of supervisory responsibilities such as days on duty at noon, recess, etc.
 - f. Fire drill and other emergency procedures
 - g. Important or unusual information about any child (physical problems, daily medications, etc.)
 - h. Name(s) of student helper(s) for each class
 - i. Classroom rules and consequences
 - j. Emergency lesson plans are available in the office and classroom; see Campus Administrator
2. Have on desk copies of textbooks, manuals, and workbooks being used.
3. 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 LISA 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 LISA Academy. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including required days of service and scheduled holidays, will be distributed each school year.

Teachers 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 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:

Positions	Location	Times
Administrator Administrative Assistants	All Locations, District	7:00 a.m. –4:00 p.m., or 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 and all other positions	West Elementary North Elementary NWA Campuses	7:30 a.m. – 4:00 p.m.
Teachers and all other positions	North Middle-High West Middle	7:45 a.m. – 4:15 p.m.

	West High	
Teachers and all other positions	Hybrid	8:00 a.m. – 4:30 p.m., or 8:30 a.m. – 5:00 p.m.
Bus Driver		6:00 a.m. – 12:30 p.m., and 3:00 p.m. – 5:30 p.m.

Summer Office Hours

Summer working hour options are:

9:00 AM to 3:00 PM without a lunch break - If there is a PD, leave after the PD is over.

9:00 AM to 4:00 PM with a lunch break - If there is a PD, leave after the PD is over.

8:00 AM to 3:00 PM with lunch - If there is a PD, leave after the PD is over.

No leaving before 3:00 PM in any options.

All full time hourly employees will need to be provided two 15 minutes paid break during the day.

If some employees are assigned to duties required to be performed during different hours, or if they have excuses acceptable to the Principal or Superintendent, they can follow irregular hours agreed with the Principal or Superintendent.

The building Principal will determine the appropriate work schedule based on 8 hour workday and 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.

Only LISA Academy Arkansas Hybrid School teachers are eligible to work remotely one day in a week.

Visitors in the Workplace

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

1. All persons must report to the school office to make their presence known and obtain a pass to be in the school. Authorized visitors will receive directions or be escorted to their destination.
2. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the front/main office or contact the Administrator in charge.
3. All persons entering the school property, building or offices must act in a nonthreatening manner. Disruptive or threatening behavior will be considered a threat to the safety of school students and staff as set forth in point 5 below.
4. Any meetings with school staff, teachers or students must be scheduled and approved by the school 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.
6. LISA Employees should not bring their own children to work with them as a childcare solution.

\s\Cynthia S. Dawson, President of the Board
Approved July 17, 2024

Acknowledgment of Receipt of Staff Handbook

LISA Academy has made the Staff Handbook available online at www.lisaacademy.org.

To access the document, click on “LISA Academy” then the subheading “Personnel Handbook.” I clearly understand that this employee handbook does not create a contract for employment with LISA Academy, and that LISA Academy may change or modify the policies and procedures in this handbook at any time, with or without prior notice. I have read and understood the policies outlined in the LISA Academy’s handbook and agree to be bound by LISA Academy’s rules and regulations during my employment with LISA Academy. I understand that violating the policies and rules set out in this handbook may lead to discipline, up to and including termination.

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

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

Employee's Signature

Employee’s Name- Printed

Date

For efficiency and efficacy, this document refers to “LISA Academy.” Each of the LISA Academy Campuses is managed by a building Principal. As approved by the Arkansas Department of Education, many of the administrative functions for these campuses are carried out by a central administrative office identified as “LISA Academy.”