



Policy Manual

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RESOLUTION ADOPTING POLICIES

The LISA Academy Board of Directors (Board), by way of a Resolution adopted by the Board at its April, 2024 regular meeting, has adopted the following policies as official policies of the LISA Academy School District (School or, alternatively, District), effective July 1, 2024. A copy of the Board Resolution is hereby attached to these policies. The Board will review these policies at least annually and revise them as changes in the law or the School's operation require, with any subsequently adopted Resolutions authorizing changes to these policies to also be attached to these policies.

SEVERANCE

These policies are adopted with the intent of the School that the current version of any state or federal law, and any state or federal agency rules, regulations, or controlling agency guidance documents referenced shall apply and control, regardless of its effective date. In any place the language of the governing legal authority (whether law, rule or regulation) is in conflict with the language of a policy, the language of the legal authority shall control. In such instance, the portion of the policy that is contrary to the legal authority shall be severed from the policy and be given no effect.

I. GOVERNANCE

Legal Authority

The School was granted a Charter by the state public charter school authorizer and is operating under the authority granted pursuant to the Charter or any subsequent renewals and the laws and operating documents contained or contained by reference therein.

General Board Authority

The School is governed by a Board of Directors (Board) with specific authority as set forth in its Charter application and the Bylaws of its sponsoring entity. The duties of the Board set forth in the Bylaws should be read in conjunction with the Board duties set forth in these policies. The Board, as the governing authority of the School, possesses decision-making authority over the operations of the school, including but not limited to the areas set forth in the Bylaws, Charter application, and any attachments thereto.

Powers and Duties of the Board of Directors

All powers and duties of the Board include, but are not limited to (1) All powers and duties granted to the Board in the Board's Bylaws and Charter; (2) all powers and duties granted to the Board from these policies; and (3) and the ability to purchase, from School funds, of liability insurance, upon approval of the majority of the members of the Board of Directors, to protect the individual members of the Board from legal liability for activities arising out of duties as a director, including liability arising out of alleged malfeasance, errors, omissions, wrongful acts not related to bodily injury or property damage, and other actions taken in the performance of their duties as directors. At each regular monthly meeting of the school district board of directors, a report or presentation regarding student academic data or performance shall be provided to the board of directors.

Composition of the Board of Directors

The number of Board members is set by the Board. The names of Board members shall be posted on the School's website and updated as membership changes occur. The Superintendent or his or her designee shall be responsible for ensuring that such information shall be placed on the website in a timely manner.

Maintenance of Board Meeting Minutes

The Superintendent, or his or her designee, will record minutes of all meetings and will distribute minutes of meetings to the Board for review prior to the next regularly scheduled Board meeting. Minutes of the School Board are to be maintained indefinitely. They may be maintained in hard copy in a bound book in addition to the electronic copy placed online. The Superintendent shall maintain the minutes for the use of the current Board Secretary and may maintain additional copies as necessary for use or preservation, although only one copy shall be designated as the "official" record copy, and it shall be made available in electronic form, via the School website. Minutes should be signed by the president after they are approved but before they are published on the website.

Recording of the Meeting via Audio and Maintenance for One Year

The Board Secretary will coordinate with any School employee or person designated by the Superintendent to ensure that all officially scheduled, special, and called open public meetings (excluding any executive session or closed session) shall be recorded in a manner that allows for the capture of sound, including without limitation: (1) a sound-only recording, (2) a video recording with sound and picture; or (3) a digital or analog broadcast capable of being recorded. Such recording shall be maintained in a reproducible format for a minimum of 1 year from the date of the open public meeting and kept in a format that may be reproduced upon a FOIA request. The Secretary shall ensure that a person designated by the Superintendent will note the destruction of any recordings in writing to be maintained with the audio records, detailing the audio file and the dates of the meeting and the destruction of the audio file, and if there are any copies in existence elsewhere, if known. This log shall be maintained perpetually or until changed by law or policy.

Notification of Board Meetings

In addition to the other notice requirements set forth in these Board policies, the School shall provide the following notice of Board meetings:

Regular Meetings: The School shall provide notice of the time and place of each regular meeting to persons upon their contacting the Superintendent's Office and making such a request.

Special or Emergency Meetings: The School shall provide at least 2 hours notice of special or emergency meetings to news media located in the counties in which the School is located and news media elsewhere that cover the regular meetings of the Board, upon the receipt of such request by the Superintendent's office for such notifications.

Posting of Board Meeting Notices to Website

At least 10 days before the date of a regular meeting of the Board, the School shall publish on its website a notice of the date, time and place of the meeting. At least 24 hours before a rescheduled regular meeting, the School shall publish on its website a notice of the changes in the date, time, or place of the regular meeting. The Superintendent or his or her designee shall ensure that such notice is properly published.

Place of Board Meetings

The Board meetings shall be held in the School's administration offices. In the event that the Board meetings are held by way of telephone conference call or by audiovisual transmission, access to the call or other transmission of the meeting shall be available to the public in the usual Board meeting place or other meeting area as listed in the posted meeting notice.

If the Governor declares a disaster emergency under the Arkansas Emergency Services Act of 1973, the Board may meet through electronic means without the necessity of the physical presence of the public or the Board at the meeting.

Board of Directors – Conflicts of Interest

A Board member shall not have any direct pecuniary interest in a contract with the School, nor shall the member furnish directly any labor, equipment, or supplies to the School except as permitted under Arkansas law. In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business that furnishes goods or services to the School, the Board member shall declare his or her potential conflict of interest, and shall refrain from debating and voting upon the contract in question as recommended by Arkansas law.

It is not the intent of this policy to prevent the School from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position in which his or her duties to the School and to the member's employment (or other indirect interest) might conflict and to avoid appearances of impropriety even though none may exist.

Quorum and Voting

If a quorum is not established or maintained, a vote shall not be taken until a quorum is established or restored. A majority of a quorum voting affirmatively is required for the passage of any motion or resolution. Any member abstaining from a vote shall be counted as a vote against the motion or resolution.

If a member announces a conflict of interest with regard to an issue, the member must leave the meeting until the voting on the issue is concluded. A member who leaves a meeting due to a conflict of interest shall not be counted in the Board's vote and shall not be considered present for the purpose of establishing a quorum until the member returns to the meeting after the vote. A quorum shall be a majority of the membership of the Board.

Executive Session

The Board shall convene in executive session only for the purpose of considering the employment, appointment, promotion, demotion, disciplining, or resignation of any employee or a review of the comprehensive school safety assessment required every (3) three years. The Board shall conduct any vote on a matter discussed in executive session after reconvening in open session.

Private Hearings

During a discipline hearing by the Board, the parent/guardian may request the hearing to be in private. The hearing must be public if the parent/guardian does not request a private hearing. After conducting a private or public hearing on such a matter, the Board may go into closed session to deliberate. The Board shall conduct any vote on the subject of the hearing in public, after reconvening in open session.

Board of Directors Policies

The Board shall periodically review these written policies on at least an annual basis to reflect changing conditions and legal requirements and to ensure they are clearly defined. The Board recognizes that while it is a policy-making body, the execution of policy is properly delegated to the Superintendent and

his or her professional staff. The initial and formal adoption of these policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Board of Directors Policy Revision and Review

The process of appraising existing written policies shall be continuous and items may be included on the agenda at any time at the suggestion of individual Board members or the Superintendent or his or her designee. The Board may meet as a committee on an as-needed basis to appraise existing Board policies.

Board of Directors Review of Administrative Policy Guidelines

The Superintendent shall prepare and disseminate any administrative guidelines necessary to implement Board policy, and shall review such guidelines periodically to determine their effectiveness in carrying out official Board policy. The Board shall retain the prerogative to review any and all administrative guidelines and may suggest or direct that certain guidelines be added, modified, or deleted.

Publication of Policies on School Website

All official policies adopted by the Board shall be published on the School's website, in accordance with Arkansas law.

Required Training for Board of Directors Members

Newly elected Board members will complete the legally mandated minimum of 9 hours of training and instruction in Arkansas School law and in the laws governing the powers, duties, and responsibilities of school boards no later than December 31 of the year following their election to the Board. A newly elected member shall also complete the training or instruction on financial laws and regulations as decided by the Arkansas Board of Education within the first 15 months of service on the Board. Returning Board members who have served at least 12 consecutive months must complete 6 approved hours of training and instruction annually during each calendar year of service (January 1-December 31).

The Superintendent shall annually prepare a report of the training hours each Board member received the previous calendar year and those carried forward from a previous year that were eligible to be counted towards the previous year to be presented to the Board at the Board's regular January meeting.

Any member who fails to receive or carry forward the required number of training hours shall be: (1) Permitted 30 days from the date of the January Board meeting to complete the deficient training hours; and (2) Suspended from participating in official business, except for school board training, until the Board member obtains the deficient training hours.

A Board member who fails to cure the Board member's training hours deficiency within the 30 days provided shall be removed from the Board and the Board member's position shall be filled in accordance with Arkansas law and School policy, unless: (1) The Board member's failure to receive the required training was due to military service of the Board member; or (2) The Board member promptly provides a written and sworn statement from the Board member's treating physician stating that the Board member's failure to receive the required training was due to a serious medical condition.

Any Board member who provides documentation of either of the 2 situations detailed above will have until December 31 of the year to obtain both the deficient number of hours of training as well as the required training hours for that year; otherwise, in January of the following year, such member shall be removed from the Board and another Board member shall be appointed to fill the vacancy.

Board Member Ethics

No Board member shall knowingly use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others. While serving as a Board member, an individual shall not accept employment, contract, or engage in any public or professional activity that a reasonable person would expect might require or induce him or her to breach the confidentiality required by his or her official position, nor shall the member knowingly otherwise use such information for his or her personal gain or benefit. No Board member shall be employed by the School. No family member of a Board member shall be employed by the School, except as may be permitted pursuant to Ark. Code Ann. § 6-24-105.

No Board member who is also a legislator may appear before the Board on behalf of any other person, firm, corporation, or entity and be compensated by that person or entity except as permitted under Ark. Code Ann. § 21-8-801-802.

Tort Liability Immunity

It is declared to be the public policy of the State of Arkansas that all public Charter schools, and any of their boards, commissions, agencies, authorities, or other governing bodies shall be immune from liability and from suit for damages except to the extent that they may be covered by liability insurance. No tort shall lie against any such public Charter school because of the acts of its agents or employees.

Emergency Inclement Weather Days

At the sole discretion of the Superintendent, school may begin at a delayed start time or may be released early due to emergency inclement weather. This emergency inclement weather policy shall be used no more than 5 school days total per year. Under this policy, the Superintendent may: (1) Delay the start of the school day until as late as 10:00 a.m.; or (2) Release students from school no earlier than 1:00 p.m. A school day that is delayed or released early counts as a credited school day, and therefore no additional days will be added to the School calendar for those days under this policy.

Anti-Discrimination Statement

The LISA Academy School District values the diversity within its staff and students, recognizes the worth of each individual, and relishes the opportunity to provide equal opportunities to all connected with the School. The School, along with its Board and staff, shall provide equal opportunity in education and employment to all qualified students and employees. The School does not and shall not discriminate or permit discriminatory behavior toward students or personnel. The School is an equal opportunity employer, and as such will not discriminate in employment, advertisements for employment, pay, termination, and other benefits or conditions of employment with the School on the basis of any of the categories listed within this policy.

In employment, the School will not discriminate on the basis of race, color, religion, gender, age, national origin, disability, sex, marital status, genetic information, military status, or any other reason prohibited by federal or state law regarding non-discrimination in its interactions with employees, contractors, vendors, volunteers, agencies, and other organizations engaged in business with the School.

The School is committed to the success of every student and will not discriminate in the provision of equal educational opportunities on the basis of race, color, religion, gender, age, national origin, disability, HIV/AIDS status, sex, parental or marital status, or military status in its interactions with students. In addition, the School provides equal access to the Boy Scouts/Girl Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. The School will comply with all applicable federal and state laws, rules and regulations which apply to the operation of the School, including but not limited to the following:

- Title VI of the Civil Rights Act, which prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.
- Title VII of the Civil Rights Act, which prohibits discrimination in employment on the basis of race, color, national origin, religion, or sex.
- Title IX of the Education Amendments, which prohibits discrimination on the basis of sex against students.
- The Americans with Disabilities Act (Title I and Title V of the Americans with Disabilities Act of 1990, as amended), which protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.
- The Equal Pay Act, in addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, which prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.
- The Age Discrimination in Employment Act, which prohibits discrimination in employment opportunities on the basis of age for covered persons over the age of 40.
- The Rehabilitation Act, which prohibits discrimination against “otherwise qualified” students and employees with disabilities.
- Title II of the Genetic Information Nondiscrimination Act of 2008, which protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Anti-Retaliation Statement

All of these federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. The School will not retaliate in violation of any federal or state law.

The Superintendent shall implement and enforce this policy and shall consult legal counsel when appropriate.

The Superintendent or his or her designee is the responsible federal designee for responding to questions or comments under this policy and each of its enumerated federal Acts. Any complaint under this policy must be submitted in writing to the Superintendent or his or her designee. Employees, students, and parents receiving reports of violations of this policy are encouraged to bring these issues immediately to the attention of the Superintendent or his or her designee. The School shall immediately investigate any complaint filed under this policy and shall act appropriately in accordance with the findings of the investigation.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School are required in advance to notify the administrator at the school or center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with the School. The designated Equity Coordinator with contact information is listed on the School's website in the Contact Us section on the Home Page and is also listed below:

Name: Ms. Angela Ward
Phone: (501) 916-9450, ext. 230
Email: angela@lisaacademy.org

II. GENERAL SCHOOL ADMINISTRATION

Hiring of Superintendent

The Board of Directors shall develop minimum requirements for the position of Superintendent including, but not necessarily limited to, those requirements set forth in the School's Charter.

Duties and Expectations of the Superintendent

The Superintendent is the chief executive officer and administrative head of all divisions and departments of the School. The Superintendent shall provide the leadership necessary to develop and maintain the best possible educational programs and services. The Superintendent shall supervise, either directly or indirectly, all employees and shall report to the Board of Directors. The Superintendent's specific responsibilities shall be as follows:

- Attend and participate in all meetings of the Board and its committees, except when his or her own employment or salary is under consideration.

- Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
- Develop and maintain an organizational plan for the School's administrative personnel.
- Report to the Board such matters as deemed necessary to the understanding and proper management of the School, or as the Board may request.
- Maintain a set of written policies and procedures for the guidance of the School and advise the Board on the need for new and/or revised policies.
- Interpret for the staff and cause to be implemented all Board policies and all federal and state laws relevant to public education.
- Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- Assume responsibility for the overall financial planning and for preparation of the annual budget recommendation, and submit it to the Board for review and approval.
- Establish and maintain efficient procedures and effective controls for all expenditures of School funds in accordance with the adopted budget, subject to direction and approval of the Board.
- Define educational needs and formulate policies and plans for recommendation to the Board.
- Consult with teachers employed by the school before making any decisions regarding hiring or placement of a principal at the school in which teachers are employed. Recommendations made by teachers shall not be binding on the Superintendent but shall be considered by the Superintendent when making employment decisions within the school
- Secure and recommend for employment the best qualified and most competent personnel. All employment-related decisions shall be based upon performance, effectiveness and qualifications of the potential employee with effectiveness being used as the primary criterion for making personnel decisions
- Assign, transfer and define duties of all personnel, and report such action to the Board for information and record.
- Summon employees to attend such regular and special meetings as are necessary to carry out the educational program of the School.
- Serve as the contact for all communication with the Board from all School employees.
- Delegate at his or her discretion to School personnel the exercise of any duties and authority with the knowledge that such does not relieve the Superintendent of final responsibility for the action taken under such delegation.
- Accept responsibility for the general efficiency of the School, for the development of the School staff, and for the educational growth and welfare of the students.
- Make decisions and rules and give such instructions to School employees as may be necessary to make the policies and regulations of the Board effective in the management of the School, and in all matters not covered by these regulations, to act in his or her discretion if action is necessary, but then report such action to the Board for its information and approval.
- Additional responsibilities as may be contained in the approved Charter application of the School or assigned as necessary.

Evaluation of Superintendent

The Board of Directors shall evaluate the Superintendent on at least an annual basis, giving the Superintendent the opportunity to provide comments and information pertaining to his or her performance. The Superintendent's contract of employment shall incorporate written performance targets for the school that include without limitation the following: Student achievement for the entire

school; Student achievement for schools that have received any variation of a school performance letter grade designation of "C", "D", or "F" under §§6-15-2105 and 6-15-2106 and State Board of Education rules; Graduation rates for the entire school; and Graduation rates for schools that have received any variation of a school performance letter grade designation of "C", "D", or "F" under §§6-15-2105 and 6-15-2106 and state board rules.

Principal's Duties and Expectations

The Superintendent shall employ, through an employment letter, Principals who shall supervise the operation and management of the school and property as the Superintendent determines necessary. The Principal shall assume administrative responsibility and instructional leadership, under the supervision of the Superintendent and in accordance with the legal rules and regulations of the Board of Directors, for the planning, management, operation, and evaluation of the educational program of the attendance area to which he or she is assigned.

The Principal shall submit recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to the attendance area. The Principal shall perform such other duties as may be assigned by the Superintendent pursuant to the policies of the Board of Directors. All employment-related decisions shall be based upon performance, effectiveness and qualifications of the employee with effectiveness being used as the primary criterion for making personnel decisions.

Principal's Responsibilities

- The Principal is responsible for a thorough knowledge of all laws, regulations, and instructions governing the position.
- The Principal will coordinate all administrative and supervisory activities that occur in the building.
- The Principal will be responsible for the coordination of the work of assistant Principals, teachers, and all building staff.
- The Principal will be responsible for the administration of School policies in his or her school and for making available to building staff knowledge of such regulations as they are enacted by the Board or formulated by the School's Superintendent.
- In consultation with district personnel, The Principal is responsible for the general organization of the school, the assignment of duties of staff members within the school, and the administration of the instructional program.
- The Principal will handle all complaints from patrons or parents that affect the school, investigate the same, and refer to the Superintendent, or designee all cases that cannot be resolved satisfactorily.
- The Principal is responsible for the efficiency and effectiveness of teachers and other staff members within the building and will evaluate them in accordance with established policies and procedures.
- The Principal will have the power to suspend students temporarily and make recommendations for reassignment, long-term suspension or expulsion in accordance with the relevant student discipline policies, the Principal may assign this responsibility to an assistant Principal. The Principal will work closely with central office personnel to enforce the requirements of the Arkansas compulsory attendance laws.

- The Principal shall fully participate in the Leaders Excellence and Development System (LEADS)
- The Principal is responsible for additional responsibilities as may be assigned or contained in the approved Charter application of the School.

Evaluation of Principals

The Leader Excellence and Development System (LEADS) is the system employed by the School to evaluate building-level administrators other than the Superintendent. The purpose of this policy is to provide a cohesive process that includes clear expectations to guide leader preparation, induction, and continued professional development; to guide and sustain excellent leadership performance that ensures the improvement of teaching and learning; and to provide a process that includes instruments to be used by reflective practitioners to promote their professional growth.

Each evaluation under LEADS shall be in writing. Each administrator shall participate in LEADS and collaborate in good faith with the evaluator to develop his/her professional growth plan. A failure to comply with the requirements of this policy may be reflected in the administrator's evaluation.

Annually, in a summative evaluation year or an inquiry category year, the Superintendent or designee shall assign each administrator employed by the School an annual overall rating that is based on:

- The leader's professional practice, as evidenced by the performance rating for a summative evaluation or for the inquiry category; and
- Student growth.

Definitions

"Novice Category" is a category in which a building-level leader will be placed for 3 years if the administrator is a first-time administrator.

"Probationary" is a category in which the administrator will be placed if required for 1 year if the administrator has transitioned to the school from another school where he or she had previous building- or district-level leadership experience or has transitioned within a school from one administrative position to another.

"Problem of practice" is identified in a professional growth plan as a gap between current performance and desired performance of a school or educational agency based on a review of school or district data.

"Summative evaluation" means an evaluation of an administrator's performance that evaluates all applicable standards and functions of the evaluation framework that supports improvement in the administrator's leadership and the school's employment decision concerning the administrator.

Administrator Professional Growth Plan

Each administrator shall complete or revise a professional growth plan based on the standards and functions determined in collaboration with the Superintendent. "Problem of practice" is identified in a professional growth plan as a gap between current performance and desired performance of a school or educational agency based on a review of school or district data.

The administrator shall indicate in his or her professional growth plan:

- The school's problem of practice and goal(s);
- The leadership strategies to address the identified problem;
- Results indicators (staff and students); and
- Sources of data to be monitored.

The administrator shall determine the action steps needed to implement the leadership strategies identified in his or her professional growth plan to the Superintendent or evaluator designated by the Superintendent.

Formative Assessment Conferences

Throughout the year, the Superintendent or designee shall conduct formative assessment conferences with all administrators evaluated under the LEADS system. Formative assessments should be based on individual needs as shown by evidence presented from the professional growth plan and evaluation rubric.

Summative Evaluation

The Superintendent shall complete the evaluation rubric for summative evaluation at the end of each year for any administrator who is in a novice, a probationary, or an intensive category. The Superintendent shall complete the evaluation rubric for summative evaluation minimally once every 4 years for any administrator who is in an inquiry category. The administrator being evaluated shall provide evidence of effective practice using relevant artifacts for each standard and function on which the administrator is evaluated as applicable to the administrator's position.

The Superintendent shall make a recommendation concerning an administrator's employment based on:

- The level of performance
- The evidence of teacher performance and growth applicable to the administrator;
- The administrator's progression on his or her professional growth plan; and
- Student performance and student growth measures for the school.

The Superintendent shall place the evaluation rubric for summative evaluation in the personnel file of the administrator annually if s/he is in the novice, probationary, or intensive category, and once every 4 years if s/he is in the inquiry category. During a period in which a summative evaluation is not required, the Superintendent may conduct an evaluation that is lesser in scope.

Inquiry Category

The inquiry category shall be used to:

- Support an administrator on an ongoing basis throughout the school year;
- Provide an administrator with immediate feedback about the leader's practices;
- Engage the administrator in a collaborative, supportive learning process;
- Help the administrator use formative assessments to inform the leader of student progress and adapt practices based on the formative assessments; and
- Provide a performance rating that is included in the annual overall rating.

The administrator shall submit artifacts for the components agreed upon by the administrator and the Superintendent or designee as evidence of professional practice.

Intensive Support

If at a time other than an evaluation conducted under LEADS a Superintendent believes or has reason to believe that an administrator is having difficulties or problems meeting the expectations of the educational agency or its administration and that the problems could lead to termination or nonrenewal of contract, the Superintendent shall bring in writing the problems or difficulties to the attention of the administrator involved and document the efforts that have been undertaken to assist the administrator to correct whatever appears to be the cause for potential termination or nonrenewal.

When performance is unsatisfactory in any one standard or the administrator is not progressing in a majority of the functions of an evaluation rubric, the Superintendent shall identify and document the inadequate performance and move the administrator into the intensive category.

If an administrator is placed in the intensive category, the Superintendent or designee shall:

1. Establish the time period for the intensive category.
 - The period of time specified by the Superintendent or designee for the intensive category shall afford the administrator an opportunity to accomplish the goals of and complete the tasks assigned in the intensive category.
 - The intensive category shall not last for more than 2 consecutive semesters unless the administrator has substantially progressed and the Superintendent or designee elects to extend the intensive category for up to 2 additional consecutive semesters.
2. Provide a written notice to the administrator that s/he is placed in the intensive category.
 - The notice shall state that if the administrator's contract is renewed while s/he is in the intensive category, the fulfillment of the contract term is subject to the administrator's accomplishment of the goals established and completion of the tasks assigned in the intensive category;
 - Develop a clear set of goals and tasks that correlate to the professional growth plan and evidence-based research concerning the evaluation function or standard that forms the basis for the intensive category and ensure the administrator is offered the support that the Superintendent or designee deems necessary to accomplish the goals developed and complete the tasks assigned while in the intensive category.

At the end of the specified period of time for the intensive category, the Superintendent or designee shall evaluate whether the administrator has met the goals developed and completed the tasks assigned for the intensive category and provide written notice to the administrator that s/he either is removed from the intensive category or has failed to meet the goals and complete the tasks of the intensive category.

If an administrator does not accomplish the goals and complete the tasks established for the intensive category during the period of the intensive category, the Superintendent shall review the documentation of the intensive category. Upon review and approval of the documentation, the Superintendent shall recommend termination or nonrenewal of the administrator's contract.

This policy does not preclude a Superintendent from recommending the termination of an administrator's contract based on any lawful reason. Nothing in this policy shall be construed to limit the ability of the School to terminate any employee's contract at all, nor shall anything in this policy limit the ability of any employee to end his/her contract at will.

Administrators' and Principals' Employment—Effect of At-Will Status

Each Principal and administrator shall work under an employment letter, which shall provide for a stated employment length (not to exceed 365 days). The employment letter is terminable by either the Board of Directors or the Principal or administrator, at any time and for any lawful reason. The employment letter is not and shall not be construed as guaranteeing employment for any length of time. The terms of the Teacher Fair Dismissal Act of 1983, having been waived by the state Charter school authorizer for this School, are wholly inapplicable to any employment letter executed by the Principal, administrator or the Board of Directors.

School's Administrative Structure

The Board of Directors is the body charged with setting policies and making final decisions on matters such as the hiring of personnel, executing of contracts for the purchase of commodities, executing lease contracts for real property, and all other powers and duties granted by Arkansas law, the School's Charter, and these policies.

The Superintendent reports directly to the Board of Directors, and is entrusted by the Board to be the day-to-day chief operating officer of the School. The Superintendent supervises and manages all other employees of the School, either directly or through Principals or other administrative staff.

Principals report directly to the Superintendent or his or her designee, and have primary responsibility of all personnel and operational matters occurring on their campus(es). Any employee grievances should be directed to the employee's Principal, unless law or policy mandates otherwise.

Student discipline and employee discipline issues shall be the primary responsibility of the Principal, unless law or policy mandates otherwise. The Principal shall act in accordance with law, Department of Education standards, and the student discipline policies in carrying out his or her duties.

Administrators—Definition

The term "administrator," for purposes of this section, shall refer to those staff members who exercise authority over a particular operational function within the central administrative office area. Examples of such administrative positions include, but are not limited to, the positions that oversee finances, personnel, curriculum and instruction, federal programs and student services.

The job duties and qualifications for administrative positions shall be developed by the Superintendent including, if appropriate, specific duties, responsibilities, qualifications, etc. contained in the School's Charter, and approved by the Board of Directors. All administrators shall report directly to the Superintendent or the Superintendent's designee.

Evaluation of Administrators

Administrators shall be evaluated by the Superintendent or designated evaluator on at least an annual basis. An administrator's receipt of an evaluation from the Superintendent shall not provide the administrator with any promise or guarantee of future employment with the School.

Principal and Administrator Leave

Leave for administrators and Principals is the same as leave for other employees.

School Website—Required Information and Placement, Posting of Board Minutes, Salary Schedule, Budget and Audit Information

The School shall maintain the following information and data on its website:

- Current comprehensive financial data reports for school districts, including local and state revenue sources; administrator and teacher salary and benefit expenditure data; and School balances, including legal balances and building fund balances;
- Audit reports for the previous 2 school years;
- Minutes of regular and special meetings of the Board of Directors, to be posted within a reasonable time after the approval of the minutes by the Board at its next regular meeting;
- The School's budget for the ensuing year, which shall be posted on the website within 30 days following the date required to be submitted to the Department of Education;
- A financial breakdown of monthly expenses of the School district;
- Salary schedules for all employees, including extended contract and supplementary pay amounts
- Current contract information with all School employees, except that social security numbers, telephone numbers, personal addresses, or signatures shall not be published;
- The annual budget of the School;
- The annual School statistical report;
- The School's personnel policies; and
- Before July 15: (1) the dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia; (2) the number of students during the previous school year who received dyslexia intervention; and (3) the total number of students identified with dyslexia during the previous school year.

The above information can be accessed through a link on the homepage entitled "State-Required Information" to a page on the School website where the information may be found. The information and data contained on the website shall consist of the actual data for the previous 2 school years and the projected budget information for the current school year.

Posting of School Calendar on Website

The annual School calendar for the upcoming school year shall be posted under its own designated link on the School website within a reasonable time after the adoption of the calendar by the Board of Directors.

Use of Cookies on Website/Third Party Information Recipients

The School website uses “cookies,” which are small files stored on an internet user’s computer containing limited personal information. Cookies are used by the School to track visits to the School’s website, to assist the School in understanding how its website is used, and to help the School improve the end-user experience of its website. Users may choose not to accept cookies from the website without penalty. Such a decision will not limit the user’s ability to enjoy use of the School’s website.

Electronic Technology Accessibility Policy

LISA Academy is committed to making its electronic and informational technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires entities to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the entity. The Section 508 standards are the technical requirements and criteria that are used to measure conformance within this law. More information on Section 508 and the technical standards can be found at www.section508.gov.

If you require assistance or wish to report an issue related to the accessibility of any content on the School’s website, please email taras@lisaacademy.org. If applicable, please include the web address or URL and the specific problems you have encountered.

III. SAFETY AND FACILITIES

Drug-free Schools

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. The illegal manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or other controlled substances on school premises or during school-sponsored activities is strictly prohibited for both students and all school personnel. Any employee convicted of any drug violation is required to notify the Superintendent no later than 3 working days after the conviction.

Students who violate this policy will be subject to discipline according to the student handbook, recommended by the campus level administration and approved by the Superintendent or his or her designee, and , if appropriate, by the Board, up to and including expulsion, and may be subject to criminal prosecution. The School may recommend, but may not require, that drug rehabilitation treatment or counseling be sought by parents at their own expense. School personnel who violate this policy shall be subject to discipline, up to and including termination and/or criminal prosecution.

Tobacco-free Schools

Students, employees and visitors to the School shall not use or possess tobacco, tobacco products, vaporizers, or e-cigarettes on School property, in School vehicles, or at School events. Violations of this policy will result in discipline for any student or employee found to be in violation. Visitors in violation of this policy will be made aware of the policy and may be asked to leave the campus or event and/or be banned from the campus.

Gun-free Schools

Any student who brings a gun onto School property shall be recommended for expulsion for a period of one year. The Superintendent may modify the recommendation for a student on a case-by-case basis.

Floor Plan on File with Emergency Personnel

At least annually, a floor plan document containing a schematic drawing of facilities and property including the configuration of rooms, spaces, and other physical features of buildings shall be filed with the local emergency management coordinator of the office of emergency management and to appropriate first responders, which serves the area where the School is located.

The document shall indicate the location or locations where children may be found, the escape routes approved by the local fire department for each LISA Academy school in the district, the average daily attendance of children enrolled in each campus in the district; and contact information for at least 2 emergency contacts for each campus in the district. An aerial view of each campus in the School and property used by each campus shall be included with the floor plan if available.

Emergency Drills and Safety Assessment

Each campus in the district shall conduct tornado safety drills not fewer than 3 times per year.

By August 1, 2024 and every three (3) years thereafter, the School shall conduct a comprehensive school safety assessment to assess the safety, security, accessibility, and emergency preparedness of district buildings and grounds in collaboration with local law enforcement, fire, and emergency management officials.

A comprehensive School safety assessment shall be conducted by more than one individual, including at least one individual who is not assigned to the facility being assessed, if the assessment is conducted by district personnel. A comprehensive School safety assessment shall include, without limitation, an audit of the following: Safety and security of the site and exterior of buildings; Access control; Safety and security of the interior of buildings; Monitoring and surveillance, including without limitation, type and extent; Communication and information security; Review of emergency operation plans; and School climate and culture.

The School shall conduct an annual lockdown drill for a possible threat on each School campus. As part of the planning for lockdown drills, the School shall: Assess the plan and ability of the School to prevent and respond to the threat on campus; Identify the roles and responsibilities of each individual when an emergency occurs; Discuss the logistics of responding to an emergency on the School campus; Identify areas in which the emergency operation plan of the School may require modification, if necessary; and Collaborate with local law enforcement and emergency management officials.

Weapons on Campus Prohibited

School employees found to be carrying a weapon on or about their person or in their vehicle on School property shall be subject to disciplinary measures, up to and including termination. Employees tasked with security duties that include specific authorization for the carrying of a weapon or weapons are exempt, if the employee holds any necessary license or certification required by state or federal laws and any applicable rules or regulations and the weapon is being carried in furtherance of their job duties.

Students found to be carrying a weapon on their person or in their vehicle on School property shall be subject to disciplinary measures, up to and including expulsion. Such students with qualifying special education needs will be subject to the provisions of Arkansas law and IDEA regulations.

Limited Use of Facilities by Strategic Community Partners and Patriotic Access

The School seeks strong community connections, and as such will consider allowing the use of School facilities when the facilities are not in use for school purposes to third parties that are collaborating with and/or supporting the School ("Strategic Community Partners"). Such collaboration and support may be evidenced by a Memorandum of Understanding identifying the support and/or resources to be provided by the Strategic Community Partners.

For the purpose of evidencing the School's appreciation for its Strategic Community Partners, upon the request of a Strategic Community Partner, the Superintendent is authorized to permit the use of school facilities by the Strategic Community Partner for business and community purposes, including by way of example and not by right, a social event, a civic event, recreation, health and wellness activities, patriotic societies, and a lawful meeting of citizens of the community. The Superintendent may approve or reject each request for use of school facilities, and prior approval or denial of use is not determinative to subsequent requests for use. The Superintendent shall not discriminate against any group on the basis of disability, race, sex, religion, color, or national origin. The Superintendent will deny any use of the school which is determined to be illegal, unsafe, not in the best interest of the school or its students, or in violation of or impairing contractual covenants binding the school, including, but not limited to, rules relating to federal tax law or to Arkansas Department of Education regulations.

The school may charge a fee for the use of its facilities and will require execution of a facilities use agreement in a form approved by the Board of Directors or Superintendent, as applicable. Any fee charged by the School will reflect the actual cost incurred by the school, including, but not limited to, the cost of using the School's utilities, supplies, or equipment. The facilities use agreement will include rules relating to the use of School property by Strategic Community Partners, and the Strategic Community Partner shall agree to abide by such rules. Any damage to School property shall be the responsibility of the group or organization causing the damage. Organizations and persons enjoying the use of the school are strictly prohibited from bringing tobacco products, alcoholic beverages, weapons, controlled substances, or any other item, thing or person into the school that is prohibited or restricted by Arkansas or federal law relating to educational facilities.

The school shall comply with the "Patriotic Access to Students in School Act." A patriotic society, as defined by the Act and 36 U.S.C. §§ 201-2401 as it existed on January 1, 2017, shall make a request verbally or in written form to the Superintendent and the Principal of a school that its representatives

have the opportunity to speak with and recruit students to participate in the patriotic society and to inform students of how the patriotic society may further the students' schools and communities and themselves. Each group shall be permitted to speak at least once per school year, but nothing in this policy requires any group to speak annually or ever, unless they first express a desire to do so to the school. A school's Principal shall provide verbal or written approval of the specific day and time for the patriotic society to speak to the students at his or her school.

- Specifically these groups include, among others:
- American Symphony Orchestra League
- Big Brothers—Big Sisters of America
- Boy Scouts of America
- Boys & Girls Clubs of America
- Future Farmers of America
- Girl Scouts of the United States of America
- Little League Baseball, Incorporated

Video Surveillance

The purpose of video surveillance on the School campus is to assist the School in maintaining a safe campus and the security of the School's staff, students, and property. The School may also use video surveillance for the purpose of maintaining discipline and order within the School. The School may use video surveillance equipment to monitor any and all areas of the School grounds that are not subject to a reasonable expectation of privacy. Students and employees have a reasonable expectation of privacy in areas such as restrooms and locker rooms.

The School shall post clearly visible signs on School property (including School vehicles) where video surveillance is used to notify students, staff, parents and visitors that video cameras may be in use. Disciplinary action may result from video or audio evidence obtained by video cameras. Known copies of surveillance containing evidence of violations of either School or state rules or laws, shall be retained until the violation has been properly dealt with by the School, law enforcement, or other applicable authority. These copies should only be destroyed or copied over after the appropriate authorities have reached a final decision and the process has ended, including appeals or reviews, or as otherwise ordered by a court. This policy does not confer any individual right of action to any student or employee.

Students, employees, and visitors are notified that any attempt to disable, move, or harm a video surveillance camera is a violation of school policy and will lead to disciplinary action that may include termination of an employee or expulsion of a student, as warranted by the circumstances.

Building Safety

All School facilities shall meet all state and federal requirements, including, but not limited to, full compliance with the requirements of the Americans with Disabilities Act and the Individuals with Disabilities Education Act. All facilities shall also complete all Arkansas State Mandated Inspections (ASMI) in a timely manner, and shall timely submit all proofs of completion and assurances to the Arkansas Division of Academic Facilities and Transportation. The School shall also comply with the

inspection requirements in Ark. Code Ann. & 6-21-813 as amended, to the extent applicable and not already covered in the ASMI.

All facilities shall be regularly cleaned, repaired, and maintained to stay in compliance with all health, safety and building code and statutory requirements.

Health and Safety

The School shall provide adequate student health services for its students, in accordance with all state and federal laws and guidance and as provided for elsewhere in these policies. In establishing protocols and requirements to provide for student, staff, and visitor safety, the School shall be informed and guided by the regulations and guidance 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.

All health and safety policies, protocols, and requirements adopted by the School shall be enforced to ensure the safety of every student during School hours and at School-sponsored activities. As a part of this section, the School shall develop procedures concerning student physical activity that will recognize and manage the effects of a communicable disease that may be encountered by a student during athletic training and physical activities.

In time of health pandemics or emergencies, the School, in consultation with or informed by laws, regulations, or guidance issued by the Governor; Arkansas General Assembly, DESE, ADH, county health units and/or similarly situated agencies, may adopt policies to safeguard and protect the general health and safety of students, staff and visitors to the School. Any such policies adopted may be reviewed by the Superintendent and the School Board on a periodic basis to determine the length of time, and upon what conditions, the policy shall remain in effect.

Under the authorities cited in the preceding paragraphs, the School may enact policies that mandate social distancing; reduction of the number of individuals in a building at any time; the number of facilities open for use at any particular time; and related measures.

Delay or Early Release of School Due to Emergency Circumstances

In the event of and due to a contagious disease outbreak, the Superintendent may delay the start time of school or release school early. Such delays or early releases may occur no more than 5 school days total per school year. If the school day is delayed, school will start at a designated time no later than 10:00 a.m. If school is released early, then students shall be released no earlier than 1:00 p.m. The school shall use its parent notification system and will place a post on its website to inform the school community of the delayed state of school or early release from school.

Physical Examinations for Contagious or Infectious Diseases

The School Board, upon the recommendation of the Superintendent, may appoint and provide for the payment of at least one physician or nurse and assign the physician or nurse to the School for the purpose of making physical examinations of the students as may be prescribed in the rules of the State Board of Education. The nature of the examination shall be only to detect contagious or

infectious diseases or any defect of sight, hearing, or function or condition of health that may prevent a pupil from receiving the full benefit of school work. The physician or nurse appointed shall make examinations for contagious or infectious diseases, including, without limitation, the teeth and mouth, whenever the examination may be deemed necessary and make examination for other defects at least one time in each school year, preferably at or near the beginning of the year.

IV. FISCAL MANAGEMENT

Fiscal Year

The School's fiscal year shall consist of the 12-month period beginning July 1 and ending on the following June 30.

Use of Funds and Loss of Funds

The Arkansas Constitution provides that: "No money or property belonging to the public school fund, or to this State, for the benefit of schools or universities, shall ever be used for any other than for the respective purposes to which it belongs."

The School's funds that have been received from public funds must only be used to benefit the School and its operation and related expenses. If the use of the funds is restricted by the public agency from which the funds are received, then the funds must only be expended in accordance with those restrictions.

Examples of impermissible uses of public funds are:

- Donation or loaning of funds to non-profit or for-profit corporations, associations, institutions or individuals (unless pursuant to specific statutory authority); and
- Payment for birthday, holiday or other parties, gifts or office decorations for employees, employee family members, or Board members from state or federal funds

Any loss of funds that amounts to \$1,000 or more in a calendar year shall be reported to Arkansas Legislative Audit by a School employee with supervisory fiduciary responsibility over all fiscal matters of the School. This includes, without limitation, any apparent unauthorized disbursements of public funds; or the apparent theft or misappropriation of public funds or property.

School Budget

The Board of Directors shall approve the annual School budget at a legally held meeting no later than September 30 of each year. The budget shall contain the information required by the Arkansas Department of Education and be prepared in the Arkansas Public School Computer Network. The budget shall be filed by the School with the Department no later than September 30 each year.

The School's Director of Finance, acting as the *ex officio* financial secretary, shall keep a record of the following information in the format required by the Department of Education:

1. The daily expenditures and receipts of the School; and
2. Information on fund balances maintained by the School including, but not limited to:
 - Sources of the funds maintained as fund balances, to the extent practicable;
 - Reasons for maintaining, instead of spending, the fund balances; and
 - Amount of Funds transferred between various funds during the past year.

The School shall identify the funds transferred and the amount of funds transferred; and amount of fund balances dedicated for the construction, maintenance, or repair of academic or athletic facilities.

The Director of Finance (acting as the School's *ex officio* financial secretary) shall make such financial reports to the Department of Education as are required by law. An annual report summarizing the information required above in a format required by the Department of Education shall be filed by August 31 of each year with the Department of Education. A final close must be performed in the School's applicable general ledger database no later than September 15 of each year.

School Director of Finance

The School's chief financial officer, regardless of title, shall be primarily responsible for the fiscal affairs of the School. Such person's responsibilities shall include, but are not limited to, the following:

- All responsibilities and requirements set forth in the School's Charter;
- Preparing and submitting a monthly statement to the Board of Directors of the financial condition of the School;
- Preparing and submitting an annual statement of the affairs of the School to the Board of Directors in July of each year;
- Preparing and submitting such financial reports as required by the Arkansas Department of Education;
- To not be interested directly or indirectly in any contract authorized by the Board of Directors; and
- All other statutory requirements for the position of chief financial officer.

The school's chief financial officer's information shall be reported to the state as registration as chief financial officer.

School Chief Financial Officer Qualifications

The School's chief financial officer shall meet the minimum qualifications to maintain the position (as well as the other requirements set forth in law and these policies), and as set forth in the Arkansas Division of Elementary and Secondary Education Rules Governing the Arkansas Fiscal Assessment and Accountability Program.

School Activity Funds

The School may maintain activity funds and school service funds at the School. The term “activity funds” means those funds whose sources of revenue include, but are not limited to:

- The sale of tickets to athletic contests or other School-sponsored activities;
- The sale of food, except that which is sold in the lunchroom;
- The sale of soft drinks, school supplies, and books; and
- Fees charged by clubs and organizations.

All activity funds and School food service funds shall be maintained and accounted for in accordance with guidelines and procedures established by the Arkansas Department of Education.

The Superintendent shall maintain the activity funds and School food service funds, and shall be the official custodian of all activity funds and School service funds and shall be responsible and accountable for the funds. By resolution adopted by a majority of the Board, the Superintendent may appoint another School employee to be the co-custodian of any or all activity funds and School food service funds. The co-custodian shall also be responsible and accountable for activity funds and School food service funds maintained by the co-custodian.

Fundraising

Groups wishing to participate in fundraising activities for or at the school must receive prior approval from the Superintendent or his or her designee. The School may decline any offer of fundraising that does not meet the School’s needs or goals, or for any other reason. Student participation in fundraising efforts may be rewarded from time to time, but no student shall be punished for choosing not to participate. Fundraising shall not count toward or against any graded class assignment and may not be done for extra credit.

If the School adopts a fundraising program involving students in Grades K-6, or any portion thereof, it shall provide written notification to the parent(s), guardian(s), or responsible party of all students who participate in the program that:

- Student participation in fundraising programs is voluntary;
- Students who do not participate will not forfeit any School privileges;
- Students may not participate in fundraising programs without written parental permission returned to School authorities;
- An elementary School student who sells fundraising merchandise door to door must be accompanied by a parent or an adult; and
- Unless the School provides supervision, parents must accept responsibility for appropriate adult supervision.

Donations and Gifts

The School appreciates private gifts and donations. All donations and gifts to the School become the property of the School upon donation, and are subject to the same rules, use, discretion, and disposal as all other state school resources. Before offering a gift or donation to the School, individuals and organizations should contact the School to ensure need, compatibility, and space availability. The School will strive to assist donors in making arrangements as necessary for donations of equipment or services.

The School may choose to deny any gift or donation which does not further the School's goals or which obligates the School to commit resources, time, or finances. All administrators, Board members and employees of the School and family members of the same are prohibited from receiving gifts, donations, or transfers from the School of any public property, funds, or resources. The School shall not give public property valued at more than \$100 to any leaving or retiring Board member, administrator, employee, or member of the immediate family of those listed.

Payroll Procedures

The payroll officer, with the approval of the Superintendent, shall establish a list of dates for all employee payroll forms to be submitted to the chief financial officer (or his or her designee) for processing as well as the dates in which paychecks (or electronic fund transfers) shall be distributed to the employee.

Each non-salaried employee shall be responsible to complete a timesheet, on a format provided by the School, showing his or her days and hours worked, any leave taken during the pay period, etc. The timesheets shall be signed and dated by the employee no later than the first business day after the end of the pay period, and submitted to the employee's designated supervisor whose signature shall certify the accuracy of the information contained in the document. The supervisor will then submit the timesheets to the payroll officer or his or her designee.

Departing employees must also return all school-issued property (to include, but not necessarily limited to: equipment, computers, electronic devices, and related charging devices and accessories, RFID passes, and issued keys, etc.). Items shall be returned in good working condition to the principal's office or human resources department for district employees.

Failure to return school property and returned but damaged property

A cost list will be maintained by the district for replacement of lost items. Any item not turned in within 24 hours following a resignation, termination, or non-renewal will be considered lost, unless an additional time allowance approved by supervisor following a resignation, termination, or non-renewal will be considered lost. The replacement cost may be withheld from the employee's final paycheck, unless it would violate federal or state law, or if other payment arrangements are made.

Damaged items will be evaluated for cost of repairs or replacement as required. The repair/replacement cost may be withheld from the employee's final paycheck, unless it would violate federal or state law, or if other payment arrangements are made.

Reimbursement to Teachers for Classroom Supplies

The School shall provide to each prekindergarten through sixth-grade teacher in each fiscal year for use by the teacher in his or her classroom or for class activities, reimbursement in the amount of \$20.00 per student enrolled in the class for more than 50% of the school day at the end of the first 3 months of the school year or \$500.00 for the teacher to apply toward the purchase of related commodities. This amount shall be split between the teacher and the School, creating a sum for use by the teacher and a sum to be used by the School for bulk purchases of frequently used items on behalf of the teachers. The

School will distribute \$300 for teacher-selected items and use the remaining \$200 for bulk purchases of items to be used by the teachers.

The teacher may use ClassWallet to make any purchase related to these expenses. For purchases not within ClassWallet the teachers shall provide to the School a receipt documenting each purchase so that the director of finance may properly reimburse the teachers for the purchased items. Before the School, through its chief financial officer, shall authorize reimbursement to any teacher for said supplies, the teacher must complete and submit to the chief financial officer a requisition form for the supplies and receive approval for the purchase. Each year's reimbursement funds will expire on the final day of the fiscal year, June 30th.

Purchase of Commodities

"Commodities" means all supplies, goods, material, equipment, machinery, facilities, personal property, and services, other than personal and professional services and construction services, purchased for or on behalf of the School;

"Open market purchases" means those purchases of commodities by any purchasing official in which competitive bidding is not required;

"Purchase" means and includes not only the outright purchase of a commodity but also the acquisition of commodities under rent-purchase agreements, lease-purchase agreements, or any other type of agreement whereby the School has an option to buy the commodity and to apply the rental payments on the purchase price thereof;

"Purchase price" means the full sale or bid price of any commodity without any allowance for trade-in;

"Purchasing official" means the Board of Directors of the School or a lawfully Board-designated agent of the School with authority to contract or make purchases on behalf of the School, and

"Specifications" means a technical description or other description of the physical or functional characteristics of a commodity.

Solicitation of Bids

All purchases of commodities by the School shall be made as follows:

In each instance in which the estimated purchase price shall equal or exceed \$20,000 (adjusted annually by the Commissioner of Elementary and Secondary Education on July 1, by the percentage change in the Consumer Price Index for All Urban Consumers) the commodity shall be procured by soliciting bids, provided that the purchasing official may reject all bids.

Open market purchases may be made when the purchase price is less than \$20,000 (adjusted annually by the Commissioner of Elementary and Secondary Education on July 1, by the percentage change in the Consumer Price Index for All Urban Consumers) if state funds are used. The purchasing official shall neither parcel nor split any item or items with the intent or purpose to enable the purchase to be made under a less restrictive procedure.

In soliciting bids for the purchase of a commodity, the School or person or organization acting on behalf of the School shall not impose qualifications or specifications that unreasonably restrict competition for the purchase of a commodity. Any specifications used by the School shall not include the name or identity of any specific vendor, but may include a specified brand if justified.

The School shall notify in writing all actual or prospective bidders, who make a written request to the School for notification of opportunities to bid. The notice shall be provided in sufficient time to allow actual or prospective bidders to submit a bid.

Any competitive bid submitted to the School in response to a solicitation for bid for the purchase of a commodity shall be accompanied by a form substantially similar to the form attached in the appendices that is signed and notarized by the agent of the bidder declaring that no representative of the School has had any inappropriate discussions regarding the bid.

Exceptions to Bid Solicitation Requirements

The following commodities may be purchased without soliciting bids:

- Commodities in instances of an unforeseen and unavoidable emergency. No emergency purchase shall be approved by the Superintendent unless a statement in writing shall be attached to the purchase order describing the emergency necessitating the purchase of the commodity without competitive bidding;
- Commodities available only from the federal government;
- Utility services, the rates for which are subject to regulation by a state agency or a federal regulatory agency;
- With the exception of used school buses, used equipment and machinery; and
- Commodities available only from a single source.

The purchasing official must determine in writing that it is not practicable to use other than required or designated commodity or service, and a copy of this statement shall be attached to the purchase order.

Bidding Protest Procedures

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation of award of the School contract may protest to the Superintendent in accordance with procedures established by the Board of Directors.

The School's protest procedures are as follows:

- The Superintendent has authority from the Board of Directors to settle and resolve a protest of an aggrieved person concerning the solicitation or award of a contract;
- Any person aggrieved by the School's solicitation or award of a contract shall submit such a protest in writing within 7 calendar days after the aggrieved person knew or should have known of the facts giving rise to the protest;
- The Superintendent shall give written notice to all persons involved and the opportunity for those persons to respond to the protest issues in writing to the Superintendent within 10 calendar days after the receipt of the notice;

- The Superintendent shall issue a decision concerning the protest in writing within 10 calendar days from the receipt of all written responses that states the reasons for the action taken which is provided to all interested parties;
- The Superintendent shall promptly notify, in writing, the aggrieved party and any other affected party of the impact of the protest on continuing with the solicitation or award of the School district contract pending the resolution of the protest;
- The Superintendent's written decision shall address the award of costs with regard to successful protests; and
- A decision on a protest under these procedures shall be final and conclusive.

Purchasing Authority for Purchases Lower than Amount Requiring Bids

For commodities that have an estimated purchase price of less than \$20,000 (adjusted annually by the Commissioner of Elementary and Secondary Education on July 1, by the percentage change in the Consumer Price Index for All Urban Consumers) for the current school year, the finance department shall prepare specifications for the type and quantity of commodity desired. Annually, the purchasing official shall adjust the purchasing price threshold to reflect that published by the Commissioner of Education, based upon the percentage change in the Consumer Price Index for All Urban Consumers, or its successor. The purchasing official shall advise the Superintendent of the new threshold amount within a reasonable amount of time following its annual publication on or before July 1.

The finance department shall then obtain price quotations from at least 3 vendors who sell the desired commodity, if such number of quotations can be obtained. The goal in this process is to obtain the best value for the School in obtaining the commodity. After review of the quotations, the purchasing officer shall consult with and advise the Superintendent and proceed to purchase the commodity.

The finance department staff shall work collaboratively with the Director of Finance to ensure that all necessary paperwork and documents have been prepared and executed and that such, purchase documents are properly recorded in the financial records of the School.

Acquisition of Professional Services

Competitive bidding shall not be used for the procurement of services such as legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

Process: In the procurement of professional services, the School may encourage firms engaged in the lawful practice of these professions to submit annual statements of qualifications and performance data to the political subdivision or may request such information as needed for a particular project. The School shall evaluate current statements of qualifications and performance data of firms on file or may request such information as needed for a particular public project whenever a project requiring professional services is proposed. If the School utilizes construction management services, it shall encourage construction management firms to submit to the School annual statements of qualifications and performance data or may request such information as needed for a particular public project. The School shall evaluate current statements of qualifications and performance data on file with the School or when submitted as requested whenever a project requiring professional services of a construction manager is proposed.

Evaluation of Qualifications: In evaluating the qualifications of each firm, the School shall consider:

- The specialized experience and technical competence of the firm with respect to the type of professional services required;
- The capacity and capability of the firm to perform the work needed, including specialized services, within the time limitations fixed for the completion of the project;
- The past record of performance of the firm with respect to such factors as controlling costs, quality of work, and ability to meet schedules and deadlines; and
- The firm's proximity to and familiarity with the area in which the project is located.

Selection: The School shall select 3 qualified firms. The School shall then select the firm considered best-qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.

Negotiation of Contracts: For the basis of negotiations, the School and the selected firm shall jointly prepare a detailed, written description of the scope of the proposed services. If the School is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The School shall then undertake negotiations with another of the qualified firms selected. If negotiations are unsuccessful with the second firm, negotiations with the firm shall be terminated.

If the School is unable to negotiate a contract with any of the selected firms, the school shall reevaluate the necessary professional services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the process listed above. When unable to negotiate a contract for construction management, the School shall also perform a reevaluation of services.

Code of Conduct for Employees Involved in Procurement with Federal Funds

For purposes of this policy, "Family member" includes:

- The individual's spouse;
- Children of the individual or children of the individual's spouse;
- The spouse of a child of the individual or the spouse of a child of the individual's spouse;
- Parents of the individual or parents of the individual's spouse;
- Brothers and sisters of the individual or brothers and sisters of the individual's spouse;
- Anyone living or residing in the same residence or household with the individual or in the same residence or household with the individual's spouse; or
- Anyone acting or serving as an agent of the individual or as an agent of the individual's spouse.

No District employee, administrator, official, or agent shall participate in the selection, award, or administration of a contract supported by federal funds, including the District Child Nutrition Program funds if a conflict of interest exists, whether the conflict is real or apparent. Conflicts of interest arise when one or more of the following has a financial or other interest in the entity selected for the contract:

1. The employee, administrator, official, or agent;
2. Any family member of the District employee, administrator, official, or agent;
3. The employee, administrator, official, or agent's partner; or
4. An organization that currently employs or is about to employ one of the above.

Employees, administrators, officials, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements including, but not limited to:

- a. Entertainment;
- b. Hotel rooms;
- c. Transportation;
- d. Gifts; or
- e. Meals

Violations of the Code of Conduct shall result in discipline, up to and including termination. The District reserves the right to pursue legal action for violations. All District personnel involved in purchases with federal funds, including child nutrition personnel, shall receive training on the Code of Conduct. Training includes guidance about how to respond when a gratuity, favor, or item with monetary value is offered.

Outsource Surcharge Election

For any new agreement with an outsourced contractor providing a service common to the normal daily operation of the School, as defined in Ark. Code Ann. § 24-7-506, the School shall make a one-time irrevocable election to be treated as either a participating employer or a surcharge employer within 60 days of the outsourcing agreement on a form provided by or in a manner established by the Arkansas Teacher Retirement System. The School shall consult counsel on the matter as necessary to make a proper determination of the most efficient election option in each circumstance.

Audit

The School shall cause to be prepared an annual certified audit of the financial condition and transactions of the School as of June 30 of each year in accordance with generally accepted auditing procedures and containing any other data as required by the State Board of Education.

The School may request that the audit be performed by the Legislative Auditor; or if the Legislative Auditor declines to perform the audit or if the School so chooses, the audit may be performed by a licensed certified accountant or a licensed accountant in public practice.

If the audit is not performed by the Legislative Auditor, the audit must include, at a minimum, those subjects listed in Ark. Code Ann. § 6-1-101. A private audit, if utilized, must be completed by a firm approved by the Office of Accountancy.

The School's annual audit, if it is not conducted by the Division of Legislative Audit, shall be completed and filed with the Arkansas Department of Education and the Division of Legislative Audit within 9 months following the end of each fiscal year (i.e., within 9 months after June 30 of each year).

Audit Review by Board of Directors

Audit reports, along with accompanying comments and recommendations, shall be reviewed at the first regularly scheduled Board of Directors meeting following receipt of the audit report if the audit report is received by the Board prior to 10 days before the regularly scheduled meeting. If the audit report is

received by the Board within 10 days before a regularly scheduled meeting, the report will be reviewed at the next regularly scheduled meeting after the 10-day period.

The Board shall take appropriate action relating to each audit finding and recommendation within the audit report. The minutes of the meeting shall document the review of the audit and action taken by the Board. The School shall file with Arkansas Department of Education a corrective action plan addressing findings for state and federal findings.

Property, Inventory, and Supplies

The School shall comply with all requirements contained in the Arkansas Financial Accounting Handbook (commonly known as “Handbook IIR2”).

V. PERSONNEL

Definitions, as used in this policy manual:

Administrator—“Administrator” 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 designated as an “administrator” by the School.

Teacher—“Teacher” means classroom teachers. Teachers’ aides are not included in the definition of teacher.

Staff—“Staff” means all employees other than teachers and administrators.

Employees—“Employees” 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.

School- “School” or “District” are interchangeable terms and refer to the LISA Academy School District.

Qualifications for Hiring

The School is an equal-opportunity employer. All core academic class teachers must be qualified as determined by applicable School requirements, state law, rules, and regulations. All teachers must, at minimum meet the Arkansas Qualified Teacher status. The School shall abide by the veteran’s hiring preference as set forth in Ark. Code Ann. § 21-3-302—303.

Employee Benefits

The School will provide employees with an accurate list of employee benefits at least annually.

Employees may access salary schedules online via the LISA Academy website annually following Board approval. Employees may also reference benefits and further details via the LISA Academy website including annual updates and trainings provided. Employees may visit www.lisaacademy.org and click on “Staff Portal” for full list of benefits contained in the staff handbook.

At-Will Employment

All employees—classified, certified, and/or administrative—are employed at will.

The at-will employment relationship allows either party to end employment at any time, for any reason. At-will employees are free to resign at any time, or may be terminated at any time for any non-discriminatory reason. Employees may not be dismissed for their race, sex, gender, color, religion, age, disability, or nationality. Although certain aspects of the employment relationship have been reduced to writing, including but not limited to salary, days of work, and duties, this writing does not cause or create a contractual relationship between the School and the employee. All existing employment agreements between the School and the employee shall expire as of the ending date listed therein, and are not subject to automatic renewal. Compensation will cease upon the date of termination or resignation of an employee as formally approved by the Board of Directors.

To ensure the continuity of quality education, the Board of Directors shall strive to avoid mid-school year terminations, except as warranted by the circumstances. It is desired and recommended that employees end the employment relationship at the end of the school year, should they choose to seek employment elsewhere. At the discretion of the Superintendent, employees who resign with less than one month’s notice to administration may have a note placed in their personnel file noting the shortness of their notice to the School.

Nonrenewal of Employee Status

Non-renewal ends the employment relationship at the end of the school year. All employees are employed at will. There is no automatic renewal of employee agreements.

Duty-Free Lunch for Licensed Employees

The principal is tasked with ensuring that each teacher has a 30-minute uninterrupted duty-free lunch period during every student instructional day. Any teacher not receiving a duty-free lunch period as provided in this policy must alert the principal and will be compensated at his or her hourly rate of pay for each missed lunch period. Lunchroom supervisors may be volunteers, aides, or other school personnel.

Planning Time

The School shall provide a minimum of 200 minutes each week to schedule time for conferences, instructional planning, and preparation for all classroom teachers employed by the School. The planning time shall be in increments of no less than 40 minutes during the student instructional day unless a teacher submits a written request to be allowed to have his or her planning time scheduled at some time other than during the student instructional day. As used in this policy, “student instructional day” means the time that students are required to be present at school.

A teacher who does not receive the planning time required under this policy shall be compensated at his or her hourly rate of pay for each missed planning period except for planning periods missed because of occasional, not-regularly-scheduled field trips, fire drills, or bomb scares.

Duty-Free Lunch and Breaks for Unlicensed Employees

A classified employee is an employee who is not required to hold a valid Arkansas teaching license as a condition of employment with the school. A classified employee shall be paid at a rate no less than \$8.50 per hour or the lowest wage permitted under state and federal laws.

Overtime Pay or Compensatory Time Off

For hours worked in excess of forty per regular week by a non-exempt employee, the school, at its discretion, will either pay overtime at a rate of one and one-half the normal hourly pay rate or it will provide compensatory time off at the rate of one and one-half hours. Up to 240 hours of compensatory time may be accrued if compensatory time is paid in lieu of cash, an employee must be permitted to use compensatory time on the date requested unless doing so would “unduly disrupt” the operations of the school.

Breaks

Any classified employee who works more than twenty (20) hours per week shall daily receive two fifteen-minute paid breaks during each regular workday.

The district shall file an affidavit for compliance with the Department of Education regarding the Fair Labor Standards Act pursuant to Department regulations.

An employee who believes this section has been violated should bring their concerns to their supervisor in writing as soon as possible. Supervisors should bring any reports to the Superintendent as soon as possible. A supervisor’s failure to bring these reports to the Superintendent in a timely manner may be cause for disciplinary action against the supervisor.

Teacher Excellence and Support System (TESS)

Each teacher employed by the School shall be evaluated in writing under the Teacher Excellence and Support System (TESS). Teachers will participate in TESS, including classroom observations and pre-observation and post-observation conferences and will collaborate in good faith with the evaluator to develop the teacher’s professional growth plan. If a teacher and evaluator cannot agree on the professional growth plan, the evaluator’s decision shall be final.

At a time other than an evaluation conducted under TESS, if a Superintendent or other school administrator charged with the supervision of a teacher believes or has reason to believe that the teacher is having difficulties or problems meeting the expectations of the school or its administration and the administrator believes or has reason to believe that the problems could lead to termination or nonrenewal, the Superintendent or administrator shall bring in writing the problems or difficulties to the

attention of the teacher involved and document the efforts that have been undertaken to assist the teacher to correct whatever appears to be the cause for potential termination.

Annually in a summative evaluation year or an interim appraisal year, the school shall assign each teacher employed by the school an annual overall rating that is based on the teacher's professional practice. Annually during a school year, the school shall conduct a summative evaluation for every teacher employed who is a notice teacher, probationary teacher, or teacher who successfully completed intensive support status within the current or immediately preceding school year. For all other teachers, the school shall conduct a summative evaluation at least once every 4 years, or more often if needed.

A teacher shall submit artifacts agreed upon by the teacher and evaluator, or by the evaluator if the teacher and evaluator cannot agree, as evidence of professional practice in determining the performance rating for a summative evaluation. The artifacts considered by the teacher and evaluator in a summative evaluation for the performance rating shall consist of evidence related to each teacher evaluation domain.

In a school year in which a summative evaluation is not required under this policy, the teacher shall focus on elements of the teacher's professional growth plan as approved by the evaluator that are designed to help the teacher improve his or her teaching practices and with the evaluator's approval may collaborate with a team of teachers on a shared plan that benefits the whole school, a content area, or a grade level, or conduct self-directed research related to the teacher's professional growth plan.

The school may use interim appraisals to support teachers on an ongoing basis throughout the school year, provide a teacher with immediate feedback about the teacher's teaching practices, engage the teacher in a collaborative, supportive learning process, help the teacher use formative assessments to inform the teacher of student progress and adapt teaching practices based on the formative assessments; and provide a performance rating that is included in the annual overall rating.

A teacher being evaluated and the evaluator, working together, shall develop a professional growth plan for the teacher that identifies professional learning outcomes to advance the teacher's professional skill and clearly links professional development activities and the teacher's individual professional learning needs identified through TESS. The professional growth plan for a teacher shall require that at least one-half of the professional development hours required by law or rule for teacher licensure are directly related to one or more of:

- The teacher's content area;
- Instructional strategies applicable to the teacher's content area; or
- The teacher's identified needs.

If a teacher and evaluator cannot agree on a professional growth plan, the evaluator's decision shall be final. For a teacher in intensive support status, the evaluator or an administrator designated by the evaluator shall have final approval of the teacher's professional growth plan.

Until the teacher is removed from intensive support status, all professional development identified in the professional growth plan, except professional development that is required by law or by the School, shall be directly related to the individual teacher's needs.

Intensive Support Status

An evaluator shall place a teacher in intensive support status if the teacher has a rating of “Unsatisfactory” in any one entire teacher evaluation domain of the evaluation framework. An evaluator may place a teacher in intensive support status if the teacher has a rating of “Unsatisfactory” or “Basic” in a majority of components in a teacher evaluation domain.

If a teacher is placed in intensive support status, the evaluator shall establish the time period for the intensive support status and provide a written notice to the teacher that the teacher is placed in intensive support status. The notice shall state that if the teacher’s contract is renewed while the teacher is in intensive support status, the fulfillment of the contract term is subject to the teacher’s accomplishment of the goals established and completion of the tasks assigned in the intensive support status. The timeline set by the evaluator for intensive support shall afford the teacher enough time to accomplish the goals and complete the assigned tasks.

Intensive support status shall not last for more than 2 consecutive semesters unless the teacher has substantially progressed and the evaluator elects to extend the intensive support status for up to 2 additional consecutive semesters. The evaluator shall work with the teacher to develop a clear set of goals and tasks that correlate to the professional growth plan and evidence-based research concerning the evaluation domain that forms the basis for the intensive support status; and to ensure the teacher is offered the support that the evaluator deems necessary for the teacher to accomplish the goals developed and complete the tasks assigned while the teacher is in intensive support status.

If the intensive support status is related to student performance, the teacher shall use formative assessments to gauge student progress through the period of intensive support status. The teacher shall be offered the support necessary to use formative assessments under these rules during the intensive support status.

If a teacher does not accomplish the goals and complete the tasks established for the intensive support status during the period of intensive support status, the evaluator shall notify the Superintendent and provide him or her with documentation of the intensive support status. Upon review and approval of the documentation, the Superintendent shall recommend termination or nonrenewal of the teacher’s contract.

This policy does not preclude a Superintendent from recommending the termination of a teacher’s contract for any other lawful reason. Nothing in this policy shall be construed to limit the ability of the School to terminate any employee’s contract at will nor shall anything in this policy limit the ability of any employee to end his or her contract at will.

Fair Labor Standards Act

The Superintendent shall annually seek legal counsel before submitting a statement of Fair Labor Standards Act (FLSA) compliance to the Arkansas Department of Education.

Exempt Employees

Exempt employees are tasked with accurately and honestly recording their days of work. Employees are responsible for checking their paystub each pay period for accuracy. Errors in pay should be reported immediately to the payroll coordinator. If the payroll coordinator finds that an error has resulted in

incorrect pay amounts, the error will be corrected on or before the next pay period after the date the payroll coordinator receives the written complaint.

Nonexempt Employees

Nonexempt employees are tasked with accurately and honestly recording their hours of work. Employees must be paid for all time worked, including time that results from shortening a lunch period or staying later than the end of work hours. Nonexempt employees are not authorized to work more than 40 hours in a given week unless they obtain prior written approval from the Superintendent or his or her designee, owing to the need for the School to pay overtime pay in such circumstances.

Employees are responsible for checking their paystub each pay period for accuracy. Errors in pay should be reported immediately to the payroll coordinator in writing. If the payroll coordinator finds that an error has resulted in incorrect pay amounts, the error will be corrected on or before the next pay period after the date the payroll coordinator receives the written complaint. Employees who have a FLSA concern with regard to their compensation should alert the Superintendent immediately so that the matter may be promptly reviewed and appropriately handled.

Break Time for Nursing Mothers

Following a maternity leave, any nursing employee shall notify the Principal if she requires breaks during the day to express milk. The Principal shall work with staff to cover breaks for nursing mothers to ensure any nursing employee receives a reasonable number of breaks as needed throughout the day. Each break shall be of a reasonable length of time and shall be in a fully private space with a door that may be locked by the employee to prevent accidental intrusion. Under no circumstances shall any employee be asked to use a bathroom for purposes of expressing or nursing. A nursing employee will endeavor to cooperate with the Principal and staff to ensure the smooth flow of the work day by helping to create a schedule for these breaks to the best of her ability. Nothing shall prevent a nursing employee from using her other break times to express milk, if needed, but no employee shall be required to use her planning time to express.

School Business Related Leave

School business related leave” is paid leave granted only upon prior approval of the Superintendent for the purpose of allowing employees to conduct School business and pre-approved professional activities. School business related leave is at the sole discretion of the Superintendent or his or her designee. Any employee seeking to take professional leave must make a detailed written request to the Superintendent no later than 1 week prior to the beginning of the desired leave, unless the employee presents a subpoena. The cost of a substitute, if one is hired, shall be paid by the School.

In making a determination regarding optional school related businessl leave, the Superintendent or designee may consider factors including but not limited to the following:

- Budgetary concerns
- Relevance to the employee’s subject area(s) or Professional Learning Plan
- Amount of professional leave previously used by the employee during the same school year
- Department staffing needs
- Benefit to the employee

- Benefit to the School
- Benefit to the students
- Program quality.

School related business leave shall be granted when a School employee is subpoenaed for a matter arising out of employment with the School. Valid subpoenas giving rise to school related business leave should be submitted to the Superintendent immediately.

Jury Duty

In the event an employee receives a summons for jury duty, notice and a copy of the summons must be given to the Principal of the school as soon as possible. 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 submit to the school the amount that he or she receives in payment for performing jury duty.

Sick / Personal Leave (Paid Time Off):

Paid Time Off (PTO) is accumulated at a rate of one day per month of employment with 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 leave 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, the 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 on professional and staff development days.

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

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.

Leave for Injury from Assault

An employee shall be granted leave for up to one year with full pay from the date of an injury caused by either an assault or other violent criminal act committed against the employee in the course of his or her employment. Teachers who suffer personal injury while intervening in student fights, restraining a student, or protecting a student from harm shall be considered to be injured within the meaning of this policy.

Teachers must report the need for leave under this section to the Principal as soon as possible. The leave of absence under this policy will not be considered PTO and will not affect the employee's accrued sick leave. A doctor's certification may be required to verify that the employee is unable to work due to the injury.

Family Medical Leave Act

The Superintendent shall annually ensure a notice of Family Medical Leave Act (FMLA) rights is posted in the office in a place that can be plainly seen and easily accessed by employees. A copy of the notice and/or this policy shall also be provided to employees upon request.

Sick Leave and FMLA Leave

Employees are eligible for FMLA leave if they have worked for the School for at least one year and for at least 1,250 hours over the previous 12 months. When an employee needs leave that might qualify as FMLA leave, the employee shall notify the Principal. The Director of Human Resources or designee shall determine whether the requested leave qualifies for FMLA leave and whether the employee is eligible for FMLA leave or consult with 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 for 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 5 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 PTO 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 who have advance knowledge of the need for FMLA leave must notify the Principal in a timely manner in order to request FMLA leave, unless an unforeseen emergency condition arises, at which time administration shall strive to cooperate with the employee, exercising any due flexibility. Eligible employees are entitled to:

Twelve work weeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Maintenance of Health Benefits under FMLA (<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.

Military Leave (USERRA)

The School shall comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Ark. Code Ann. § 6-17-306. In the event an employee is given orders for military leave, the Superintendent or Principal shall contact legal counsel to ensure compliance with USERRA and Arkansas law. The Superintendent shall ensure that a copy of the U.S. Department of Labor Notice and Statement of Rights under USERRA is posted in the office in a location that can be plainly seen and easily accessed by employees. The Principal shall ensure that employees who may have rights under USERRA receive a copy of the notice and this policy.

Employees who are uniformed service members have the right to be reemployed in the same job and without loss of benefits, promotion, or pay. Employees affected by this policy must notify the Superintendent prior to beginning leave and must submit updated contact information at that time, unless giving notice is impossible, unreasonable, or otherwise precluded by military necessity.

Employees have the right to be reemployed if they leave the School to perform service in the uniformed services and:

- the employee has 5 years or less of cumulative service in the uniformed services while with the School;
- the employee returns to work in a timely manner after the conclusion of service; and
- the employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

The leave of absence shall be in addition to the regular vacation, personal, and sick leave time allowed the employee.

Employees called to duty in emergency situations by the Governor or by the President shall be granted leave with pay for up to 30 working days, after which leave without pay will be granted. This leave shall be granted in addition to all other leave to which the employee is entitled.

Any employee of the School requesting a leave of absence in order to engage in military training programs or other official duties, including programs of the Public Health Service, National Guard, or reserve branches are entitled to leave of absence for a period of 15 days plus necessary travel time in a fiscal year. Employees will submit notice to the Principal upon receiving notice that leave will be necessary. Unused leave will accumulate for use in the following calendar year until it totals 15 days at the beginning of the calendar year or fiscal year, for a maximum number of paid military leave days available in any one calendar year or fiscal year to be 30 days.

Any employee taking leave under this policy may not be denied any rights and benefits that would have accrued to him/her had s/he not taken leave, including any retirement benefits, promotions, raises, insurance or disability benefits, and any other right or benefit to which they were previously entitled or would have become entitled.

The leave taken shall be considered continuous School employment for purposes of retirement and benefits, regardless of whether the employee makes contribution. Upon request by the employee, the School shall continue the employee's insurance during the leave on behalf of the employee, in order to maintain continuous coverage. If the employee leaves employment to perform military service, s/he may also elect to continue his/her existing health plan coverage, including dependent coverage, for up to 24 months while in the military.

For service of less than 31 days, the employee service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an 8-hour rest period. For service of more than 30 days but less than 181 days, the employee service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Upon the end of orders, the employee will provide verbal or written notice to the Superintendent. The employee shall comply with his or her responsibilities under USERRA.

Sexual Harassment

Sexual harassment is prohibited. The School will not tolerate such conduct on the part of any employee or other person related to the School. All complaints of sexual harassment under this policy will be thoroughly investigated by the Superintendent or designee, and upon a finding that any employee has engaged in sexual harassment, immediate action will be taken, up to and including termination of the offending personnel. Any student found to have engaged in sexual harassment shall be subject to discipline according to the applicable student handbook. The Superintendent will consult with legal counsel as necessary.

The Equal Employment Opportunity Commission (EEOC) and the School define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment of an employee is recognized in the following forms:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The School does not tolerate sexual harassment of a student by employees, school volunteers, parents, other students, or other third parties related to school. Sexual harassment of a student includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it (1) affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities or (2) creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment;
- Gendered or sex-oriented jokes, comments, or threats;
- Physical harassment, which includes any intentional offensive touching or movements intended to threaten, block, intimidate, or violate;

- Visual harassment, which includes unwanted exposure to hand gestures, print media, video, or other visuals of a sexual or inappropriately gendered nature.

The School will provide information to students and employees about sexual harassment, including how to file a complaint of sexual harassment, the consequences of sexual harassment, and the remedies available to any student or employee who suffers sexual harassment.

How to report sexual harassment: Anyone who is a victim of sexual harassment or who witnesses sexual harassment should report the offensive conduct or communication to a School official. Harassment by an employee should be reported to the alleged harasser's immediate supervisor, unless said supervisor is the person being accused of sexual harassment. In such a case, a report should be made to another appropriate immediate supervisor, Principal or Superintendent. Harassment by a student should be reported to a teacher, the Principal, or any School administrator. The School will conduct any internal investigation in a private manner with the utmost discretion. The investigation will be considered a personnel matter if it involves an employee, or a matter of student privacy if it involves a student, under applicable state and federal law.

The School shall not retaliate against any person who acts in good faith under this policy. Anyone who intentionally files a false complaint, provides false information, or acts in any obstructionist manner under this policy is subject to disciplinary action.

Other Employment

No employee shall accept any outside employment that would interfere with his or her professional responsibilities or create a conflict of interest. A conflict of interest occurs when a real or seeming incompatibility arises between an employee's work duties within the School and the employee's personal, private, or other employment interests. Employees in violation of this policy will be subject to disciplinary measures, up to and including termination.

Public Office

All School employees are encouraged to run for and accept appointments to public office, if they so desire. No employee will be subject to discipline, termination, or loss of benefits as a result of running for or accepting a public office. Employees must give notice to the Superintendent as soon as possible prior to taking leave associated with this policy and, if practicable, must provide a list of anticipated dates for which leave may be taken.

Employees running for public office may be subject to the following restrictions:

- A school board member may not work for the school which he or she serves.
- Schools may not grant any employee paid leave for activities related to public service or public office, but employees may use PTO for this purpose with the prior approval of the Superintendent.
- Sick leave may not be used for activities under this policy.
- Employees are not permitted to use School property, School supplies, or other School resources in furtherance of the bid for public office.

Political Activity

Employees may engage in personal political expression and activities after School hours and not on School property. Employees are expected to ensure that personal political activities do not interfere with the performance of their duties or negatively affect the educational environment.

Employees may not employ, involve, or otherwise use students in their activities under this section. School forums, materials, and equipment may not be used by employees for political purposes. Employees may not create, post, or distribute political materials to anyone during work hours on School property. Materials to be posted or distributed that may fall under this policy must receive written approval from the Principal prior to being posted or distributed.

Travel and Other Expense Reimbursements

Employees are required to obtain prior approval for School and employment related travel and also follow all applicable required travel and/or other expense reimbursement procedures before reimbursement for such expenses. Employees may be reimbursed for travel expenses arising from the performance of duties within the scope of their employment, conducting official School business, or attending School-related functions. Requests for reimbursement must be submitted to the Principal or his or her designee within 30 calendar days and must be accompanied by clear and legible original receipts. Copies of receipts will not be accepted. The school does not reimburse alcohol and entertainment purchases.

Bullying and Abuse

As used in this policy, “attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student, parent, school employee, school volunteer, school vendor, or school board member. Bullying may be communicated in writing, orally, electronically (“cyberbullying”), physically or a combination of any of these.

“Electronic act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, cell phone, tablet, computer, or other electronic communications device.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment.

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

The School shall strive to provide a learning environment for each student that is free from bullying, including cyberbullying, harassment, and intimidation.

Bullying of any student or school employee is strictly prohibited while in school, while on school property, including on school vehicles/buses and at designated school bus stops with school devices or property, including via school-owned Wi-Fi or internet systems, at school-sponsored activities, at school-sanctioned events; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

Procedure upon receipt of a report of bullying

Any school employee who receives a complaint of bullying, by any school stakeholder, regardless of whether the alleged bully is a student, shall put the complaint in writing and ask the reporting person to write down their allegations if they able. Then the employee shall post the report to the online discipline database and provide it to the Dean of Students. The form should be marked with the time and date received.

As soon as reasonably practical, the employee shall provide the form to the school Principal or his or her designee. If the report also meets the definition of child maltreatment, the school employee must make the Mandated Reporter report in addition to the Bullying form. This is a state law requirement. Failure to file both of these forms when warranted, can lead to discipline, including termination, and potential loss of licensure.

As soon as reasonably practicable, a public school Principal or his or her designee, who receives a credible report or complaint of bullying alleged to have occurred, or partially occurred, during school hours or on school property, or during a school activity, a school-sanctioned event, or with school-owned property shall prepare a written report, if none has been prepared, or review any written report filed and add any information that is missing if the information is known or easily discerned. The written report should be marked with the time and date that the information was first received.

Upon receiving a credible report or complaint of bullying, the Principal or his or her designee shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation, guided by the recommendations of the ADE guidance document, as required by Ark. Code Ann. § 6-17-709. If the alleged victim is a student, the Principal or his or her designee shall immediately after writing or reviewing the written report, communicate the fact that allegations of bullying were raised to the alleged victim's parent, parents, legal guardian(s) or person standing in loco parentis. The identity of the alleged bully shall not be disclosed to the alleged victims' parents by any school employee unless the parents of the alleged bully have signed a FERPA waiver permitting such disclosure.

The investigation conducted shall be completed as soon as possible but not later than 5 school days from the date of the written report of the alleged incident of bullying as required by law. Following the completion of the investigation into the alleged incident of bullying conducted as required by law, an individual licensed as a public school district building-level administrator or his or her designee may without limitation:

- (a) Provide intervention services;
- (b) Establish training programs to reduce bullying;
- (c) Impose discipline on any of the parties involved in the incident of bullying;
- (d) Recommend counseling for any of the parties involved in the incident of bullying; or
- (e) Take or recommend other appropriate action.

The School may address and discipline bullying communicated off campus and not with School property if the bullying causes or creates actual or reasonably foreseeable:

- Physical harm to a school employee or student or damage to the school employee's or student's property;
- Substantial interference with a student's education or with a school employee's role in education;
- A hostile educational environment for one or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment.

Students who are found to have engaged in bullying shall be disciplined. Discipline may include detention, exclusion from field trips or other school events, suspension, or expulsion, except that any student in grades kindergarten through grade five shall not be placed in out-of-school suspension or expulsion unless the student's bullying poses a physical risk to himself or herself or to others; or causes a serious disruption that cannot be addressed through other means.

Any school employee who has witnessed or has reliable information that a pupil has been a victim of bullying, as defined by the ADE guidance document on bullying, shall report the incident to the Principal. Students, school employees, or parents who file a complaint will not be subject to retaliation or reprisal in any form. Notice of what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying shall be conspicuously posted in every room or space in the school, in common areas such as classrooms, cafeterias, restrooms, gymnasiums, auditoriums, and school buses in the school and shall be provided to parents, students, school volunteers, and employees. A full copy of this policy shall be made available upon request.

The school shall provide professional development on bullying prevention and recognition of the relationship between incidents of bullying and the risk of suicide according to the professional development schedule under Ark. Code Ann. § 6-17-709.

A school employee who has reported violations under the school's policy shall be immune from any civil liability arising from allegations of failure to remedy the reported incident.

The school shall display the Child Abuse Hotline Posters promulgated by the Arkansas Department of Education in each restroom accessible to students. Additionally, the posters shall be displayed in various common areas accessible to students throughout the school.

Child Abuse Mandated Reporters and Hotline Posters

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 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.

Sex Offenders

Under the Arkansas Sex and Child Offender Registration Act, also known as "Megan's Law," law enforcement may notify the school when a sexual offender is in the area who potentially poses a risk to the school population. Law enforcement uses a rating system to assess offenders and determine the risk an offender may pose to the community. The rating system places offenders on a scale from Level 1 (lowest-risk offenders) to Level 4 (high-risk and/or violent offenders). Employees are not permitted to notify parents, students, or other members of the community unless specifically requested by the Superintendent of Principal to do so upon request from law enforcement. When notified by law enforcement, the Principal will work with the Superintendent to determine which employees within the school should be informed of the notification. The Principal shall share the notice with any person who in the course of their employment or assignment is regularly in a position to observe unauthorized persons on or near the property of the notified school, which may include, without limitation:

- Aides
- Bus drivers

- Coaches
- Maintenance staff
- Professional support staff
- School level administrative staff
- Security personnel
- Teachers' assistants
- Teachers

The Principal will impress upon school personnel receiving notice the importance of confidentiality. Employees shall be informed that they shall not disseminate information about an offender to anyone outside of the school.

Any breach of confidentiality about an offender may lead to disciplinary action, up to and including termination. If any school employee has reason to believe that an offender is a danger to someone outside of the school, he or she should immediately contact local law enforcement.

Level I or Level II Offenders

Level I and II offenders are considered low-risk offenders and are permitted to enter a school campus under the same terms and circumstances as other members of the community. If the school is informed of the presence of a Level I or II offender, administrators and other employees are not permitted to disseminate this information to the following:

- Members of the parent-teacher organizations
- Organizations using school facilities
- Other schools
- Parents or guardians of students
- Press
- Students.

In the event any organization using school facilities requests this information from school personnel, the organization should be directed to the area law enforcement that issued the notice. If members of the press contact the school for information relating to sex offenders, they may be informed about the procedures that have been put in place and other general topics. No one may reveal the name or any other specifics regarding an offender and no one should confirm or deny whether notice as to any particular offender has been disseminated.

Level III or Level IV Offenders

In the case of a Level III or Level IV notification, if the school is located in an area affected by the presence of an offender, area law enforcement notification may include the students in the school and, within law enforcement's discretion, notice will be given to the parents or guardians of those students by the school. The determination as to the appropriate method to use in the dissemination of the notice will be reached through cooperation with area law enforcement. Any notice generated under this policy will be kept in a secure place accessible to teachers and staff, but not accessible to students or members of the community at large. Under no circumstances will the school post such a notice.

A Level III or Level IV offender may enter the campus for the purpose of attending a graduation or baccalaureate ceremony.

Offenders who are parents, guardians, or students

This policy does not operate to prevent a sex offender registrant from attending school as a student. The procedures in this policy applying to notification for sex offenders will also apply to students who are sex offender registrants. For any student sex offender registrant, the school will implement a juvenile safety plan, which shall be held in strict confidence. The School administration is charged with effectively communicating the terms of the juvenile safety plan to only those teachers and employees who are in direct regular contact with the student and who may be responsible for the student. Anyone receiving notice and instructions under a juvenile safety plan will be required to sign a confidentiality statement outlining the obligation to keep the plan confidential and any corresponding obligations that may exist with regard to student privacy.

This policy does not operate to prevent a sex offender registrant who is the parent or guardian of a student from entering school property for parent-teacher conferences, for dropping off the child at school, or for any other activity which is appropriate for a parent or guardian, unless otherwise limited by an applicable judicial restraining order or conditions of probation or parole.

A Level III offender may enter the campus for the purpose of attending a school-sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender is the parent or guardian of or is related by blood or marriage within the second degree of consanguinity to or is a great-grandparent of a student enrolled in the public school as computed by Ark. Code Ann. § 28-9-212 AND the sex offender notifies the administration of the school in writing at least 24 hours before the start of the school-sponsored event for which an admission fee is charged or tickets are sold or distributed that he or she will be attending the school-sponsored event.

The school shall make every effort to protect students and comply with the law without stigmatizing any student whose parent or guardian is a registered sex offender. The district shall create a detailed procedure to allow a sex offender registrant parent to pass safely through the school for one of the reasons authorized by this policy without drawing attention or alerting others to the parent's sex offender status. The procedure will take into account any relevant orders or limitations. The parent's sex offender status and any procedures created to assist the parent will be kept confidential and will not be disseminated.

LISA ACADEMY VEHICLE POLICY

School vehicles, also known as fleet vehicles, are provided for School employees when traveling to and attending School district-approved activities training seminars, transporting food or supplies, or other approved activities. This policy does not cover the use of School buses. The Board of Directors has established a policy regarding school vehicles use by employees and it can be accessed through request to the district facilities department.

Professional Development

The School shall provide no fewer than 6 development days to be included in the teacher contract or agreement with the School. The purpose of professional development is to improve knowledge and skills

in order to facilitate individual, team, and school-wide improvement designed to ensure that all students demonstrate proficiency on the state academic standards.

Definitions:

Professional Development Day -- 6 hours of professional development equals 1 professional development day.

Professional Development Plan – outlines the professional development program of activities for a district, school, or educator that is based on student data and is aligned to the school improvement plan and ADE EES, and incorporates an educator’s professional growth plan.

Professional Growth Plan – is an educator’s plan for professional growth that identifies professional learning outcomes to advance the educator’s professional skills and clearly links professional development activities and the educator’s individual professional learning needs identified through TESS or LEADS.

Professional Development Generally

Professional development is a set of coordinated planned learning activities for educators that:

- Improves the knowledge, skills, and effectiveness of teachers, including the ability to apply what is learned;
- Improves the knowledge and skills of administrators and paraprofessionals concerning effective instructional strategies, methods, and skills, including the ability to apply what is learned;
- Leads to improved student academic achievement;
- Is research-based and standards-based;
- May incorporate educational technology as a component of the professional development, including without limitation taking or teaching an online or blended course; and
- May provide educators with knowledge and skills needed to teach:
 - Students with intellectual disabilities, including without limitation Autism Spectrum Disorder;
 - Students with specific learning disorders, including without limitation dyslexia;
 - Culturally and linguistically diverse students; and
 - Gifted students.

The annual professional development requirement must be fulfilled between July 1 and June 30 unless the school approves and documents the professional development year as between June 1 and May 31. Approved professional development activities that occur during the instructional day or outside the educator’s annual contract days may apply toward the annual minimum professional development requirement.

Any educator who misses any part of regularly scheduled professional development activities for any reason (such as illness) must make up that time in other approved professional development activities. An educator shall complete any missed hours of professional development through professional development that is:

- Approved by the person responsible for the teacher’s summative evaluation;
- Is substantially similar to the professional development missed and approved by the person responsible for the educator’s summative evaluation, and;

- Delivered by any method approved by ADE.

College Courses

Five hours of credit for professional development shall be given for each 1 hour of college credit for a graduate-level course, if the college credit:

- Is related to and enhances the educator's knowledge of the subject area in which the educator is currently employed and is related to the educator's professional growth plan;
- Is part of the requirement for the educator to obtain additional certification in a subject matter that has been designated by the ADE as having a critical shortage of educators; or
- Is otherwise approved by the ADE as a graduate level course eligible for professional development credit.

Professional development obtained through college courses may be allocated as follows:

- Up to 15 hours may be credited to the professional development requirements for licensure; and
- Hours obtained in excess of 15 may be credited to any remaining requirements for professional development generally, if approved by the School in a professional development plan.

The allocation of professional development credit obtained through college credit shall be approved by the person responsible for the educator's summative evaluation.

An educator may earn up to 12 hours of professional development credit approved by the school, which may be applied toward the professional development requirement for the time period at the beginning of each school year that is used to plan and prepare curriculum or develop other instructional material. Educators shall be entitled to 1 hour of professional development credit for each hour of approved preparation, provided the educator spends the time:

- In the 7 days prior to the start of the school year in his/her instructional classroom, office or media center at the school;
- Prior to the first student teacher interaction day of the school year; and
- In a focus area as defined by the ADE Rules Governing Professional Development, which may include but is not limited to time spent in the following areas:
 - Grade level and/or vertical team planning to integrate subject areas;
 - Teamwork to analyze student data;
 - Teamwork to develop academic improvement plans (AIP) or individual educational programs (IEP);
 - Developing and/or revising curriculum, including student-centered units and assessment aligned to state curriculum frameworks;
 - Professional book studies;
 - Developing intervention strategies to support remediation and/or acceleration;
 - Developing and/or revising the school improvement plan;
 - Pursuing study as noted in an educator's professional growth plan;
 - Arkansas IDEAS on-line professional development related to the school improvement plan or the educator's professional growth plan.

Specific activities that do not qualify for professional development credit include without limitation:

- Making and putting up bulletin boards;
- Clerical work associated with documents such as school improvement plan, AIP and IEPs; and

- Administrative faculty or team administrative meetings.

Nothing in this policy shall prevent or restrict the school from requiring additional in-service training.

Minimum Annual Requirements

Each educator shall obtain 36 hours of professional development annually for renewal of an educator's license. The 36 professional development hours under this policy shall include, at a minimum, the professional development required in the educator's professional growth plan under the requirements of TESS or LEADS and professional development required by law or rule.

Scheduled Professional Development

The professional development required under this policy must come from an approved provider. The 2 hours in each area of professional development required by this policy shall be counted in the school year in which the professional development is taken toward the minimum number of hours of professional development required for educators for that school year. If an educator obtains additional hours above the minimum requirements, the educator may count those additional hours toward the total minimum hours of professional development required for educators for the school year.

The school shall make available to the appropriate educator professional development according to the state-mandated schedule on:

- Child maltreatment mandated reporter training;
- Family and community engagement;
- Teen suicide awareness and prevention;
- Arkansas history;
- Human trafficking; and
- Requirements for specific licensure areas, including those for administrators and athletic coaches as applicable.

School and School District Professional Development Plans

The School shall develop and implement a professional development plan. Teachers, administrators, and paraprofessionals shall be involved in the design, implementation and evaluation of their respective professional development offerings under the school and school district professional development plan. The school's professional development plans shall be included in the school's improvement plan and shall be reviewed annually by the school.

Reporting, Monitoring, and Evaluation

The school shall maintain all documents for its employees that reflect completion of professional development programs, whether such programs were provided by an outside organization or by the school itself. The school shall report the amount of all professional development programs completed by its employees to the ADE at the time and in the manner specified by the ADE.

Parent-Teacher Relations

The School understands and appreciates that a close working relationship with parents and guardians is pivotal to student growth and achievement. In recognition of this important relationship, teachers and administrators will exercise every effort to involve and engage parents and guardians by providing any necessary resource to communicate clearly and effectively, making every effort to eliminate all barriers to communication and understanding, including but not limited to language barriers.

Teachers are expected and required to communicate with the parent(s) or guardian(s) of every student during the school year to discuss the student's academic progress, and must do so in a minimum of 2 parent-teacher conferences per year for each student. More frequent communication will be expected with the parent(s) or guardian(s) of students not performing at the level expected for their grade. All conferences will be scheduled at a time and place agreed upon by the parent/guardian and teacher. Teachers will strive to accommodate parent/guardian preferences for the time and location of the meeting to best ensure parent participation.

The school shall document parent/guardian participation or nonparticipation in all mandatory conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated to the parent(s)/guardian(s) in a timely manner in a conference with the Principal and the student's teacher(s). The school shall make a good faith effort to make contact with the parent(s)/guardian(s) by all means available to the school. In the event a parent/guardian cannot be reached by these methods, the school will send a notice of retention and request for a conference by certified mail to the parent/guardian address on file.

Religious Clothing

It is the School's policy that any employee may wear the clothing of any religion in the public schools and institutions of this state. No employee will be subject to discipline or retaliation based on religion.

Employee Use of Technology

The School provides certain technological tools to assist employees in performing work tasks. These tools and devices may include computers, internet access, or other tools. Employees are advised that School-owned computers and other School-provided devices are the property of the School. Employees have no reasonable expectation of privacy in School-owned devices. Use of School internet is a privilege and may be revoked upon employee violation of this policy. School computers, internet access, and devices are to be used solely for educational and instructional purposes. Violations of this policy may result in disciplinary action up to and including termination.

Employees using School devices are subject to the following terms and conditions:

- Employees agree that they will abide by state and federal laws regarding internet activity.
- Employees agree that internet and technology use will be restricted to educational and instructional purposes only.
- Employees agree that no personal use of School-owned devices or internet will be permitted, unless otherwise stated in writing by the Superintendent.

Violation of the School's internet and technology use policy include, but are not limited to:

1. Using the internet for personal purposes not related to instruction.
2. Accessing inappropriate or pornographic images.

3. Using the login or password information of any other person without prior approval.
4. Employing any program or device to thwart School detection or security.
5. Using School internet or devices to access information that may be used to create, obtain, or inform about the creation of prohibited materials or devices, including information on the creation of illegal substances, weapons, or explosives.
6. Seeking or gaining unauthorized access to programs or files.
7. Conveying messages or information otherwise prohibited by this policy manual or the law, including messages that are threatening, lewd, inappropriate, or otherwise in violation of law or policy.
8. Violations of School network security, including the distribution of confidential information, logins, or passwords; hacking and other intrusions; and the intentional introduction of viruses or malware.
9. Using the School's resources for personal profit or gain.
10. Unauthorized uses of the School's logo, name, or other School-owned information.
11. Violations of student and personnel privacy, including violations of FERPA.
12. Violations of copyright law.
13. Refusal to comply with additional School technology directives or procedures, as may be added by the Superintendent or technology staff.

Computer Privacy and VPN Policy

The School owns and provides access to computers and the internet for work and instructional purposes.

Employees are notified that they have no expectation of privacy in any aspect of the School computer or School internet use, including School email. The School may, at its option, monitor School internet and computer use to ensure safety and compliance with School policy. Violations of ethics, law, or policy will result in action by the School, which may include the filing of an ethics complaint with the Professional Licensure Standards Board, criminal sanctions, and/or discipline, up to and including termination.

Teachers are notified that electronic documents, email and other records maintained by the School may be subject to disclosure under the Arkansas Freedom of Information Act.

VPN Policy

The School's Virtual Private Network (VPN) provides a secure encrypted network connection over the internet between authorized users and the APSCN network. The VPN offers secure access for employees and staff who need access to information technology systems that are not otherwise available from off-campus networks. In an effort to ensure the security and integrity of the service, certain requirements and guidelines must be met by the administrators and users of this service.

School VPN users must adhere to all established policies relating to the use of the network and associated technology resources as well as applicable local, state, and federal laws. Remote computers attaching to the VPN become an extension of the School's data network and are therefore subject to the network use guidelines and policies extended to any other host on the network.

Usage Policy

Individual users are responsible for obtaining their own Internet Service Provider, coordinating installation and installing any software necessary for internet service. It is the responsibility of each VPN user that they do not allow any other individual to use their account or user certificate to access the VPN.

VPN users will be automatically disconnected from the network after 30 minutes of inactivity. Users must then log on again to connect to the network. Concurrent logins are not permitted.

Users will be granted access to the VPN on an as-needed basis. VPN access will require authentication by user account/password, digital certificate, or both and all traffic will be encrypted using standard protocols. All authentication attempts will be logged.

Enforcement

If any violation of policy occurs, the School may take any necessary step in ensuring the security of the VPN and the greater network. This may include temporary suspension of accounts and/or network access. Additionally, any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Employee Cell Phone Agreement

Employees may not use cell phones, tablets, laptops, or other personal electronic devices when students are present, unless use of the device is necessitated by emergency circumstances. Teachers may use these devices for instructional purposes upon prior approval by their immediate supervisor. No employee shall use a School-issued cell phone while driving any vehicle at any time. Violation of any part of this policy may result in disciplinary action, up to and including termination.

Operation of a School Vehicle While Using Cell Phone

Any employee operating a School bus or any vehicle owned by the School or operated under contract for the School and used for the transportation of children to or from School or School-sponsored activities is prohibited from using a cell phone or other electronic device while driving the School vehicle.

This policy does not apply to the use of a cellular telephone for the purpose of communicating with any of the following regarding an emergency situation:

- An emergency system response operator and 911 public safety communications dispatcher;
- A hospital or emergency room;
- A physician's office or health clinic;
- An ambulance or fire department rescue service;
- A fire department, fire protection district, or volunteer fire department; or
- A police department.

Drivers may use a cell phone to call for assistance, but should first ensure the safety of any students who may be present and that the vehicle is safely parked. Any employee in violation of this policy is subject to discipline up to and including termination, and may be subject to fines as provided by law.

Any position in which an employee is required to operate transportation for students or may be required to operate transportation for students is designated a safety-sensitive position.

Reports and Records

Teachers may, from time to time, be required to keep certain records and make certain reports as may be necessitated by law or the Board of Directors. Teachers will have clear instructions and timely notice from the Principal of what records and reports are to be maintained and when they are due. Teachers are expected to provide all records and reports to the School before s/he will be entitled to receive the last paycheck of the school year from the School.

Nurses

School nurses are subject to the requirements of the Arkansas Nurse Practice Act and applicable rules and regulations promulgated by the Arkansas State Board of Nursing. School nurses are also subject to supervision by School administration. Nurses are charged with strict compliance with all applicable privacy laws.

Glucagon and Insulin Administration

Insulin or glucagon or both shall be administered only in accordance with a valid health or 504 plan that covers diabetes management and is based on the orders of a treating physician.

Glucagon and insulin may be administered by trained volunteer school personnel designated as care providers in the student health or 504 plan. A licensed registered nurse employed by the school shall annually train volunteer personnel designated as care providers to administer glucagon and insulin. If a parent or guardian of a student with diabetes chooses to have care provided by a care provider, the parent or guardian of a student with diabetes shall sign an authorization to allow the administration of glucagon to the student by volunteer school personnel designated as care providers. The school shall maintain a copy of the health or 504 plan, a list of volunteer school personnel who are designated as care providers and trained to administer glucagon, and a copy of the parent's or guardian's signed authorization.

Upon written request of a parent or guardian of a student with diabetes and authorization by the treating physician of the student, a student in the classroom, on school grounds, or at a school-related activity may perform blood glucose checks, administer insulin through the insulin deliver system the student uses, treat hypoglycemia and hyperglycemia, and possess on his/her person the necessary supplies and equipment to perform diabetes monitoring and treatment functions. A student shall have access to a private area to perform diabetes monitoring and treatment functions upon request of the parent or guardian of the student, as outlined in the student health plan.

The school shall not require or pressure a parent or guardian of a student with diabetes to provide diabetes care at school or a school-related activity.

Emergencies

A School employee may volunteer to be trained to administer and may administer glucagon to a student with Type 1 diabetes in an emergency situation.

Teachers Volunteering to Teach More than 150 Students Per Day

If the Senior Regional Director determines that the need exists and the Board of Directors approves such need, a teacher in grades 7 through 12 may volunteer to teach more than 150 students per day and receive increased pay under his or her contract proportionate to the amount of base pay and the additional number of students taught above 150. The school will memorialize the agreement with the teacher in writing, including applicable dates and payment terms. The agreement will last one semester only and will terminate upon the date stated in the agreement. The agreement shall not automatically renew.

Need will be determined at the sole discretion of the Senior Regional Director, who will document the factors considered in determining need in writing. If more than the necessary number of teachers volunteer, the school reserves the right to choose the volunteer teacher who best suits the school's needs, including but not limited to teacher experience, scheduling considerations, specific training, or subject matter area.

Under no circumstances will the school exceed the maximum class size for any class. If a teacher volunteers to use his or her conference period during the day to teach an additional class period, the teacher will be compensated for both the missed conference period at his or her hourly rate of pay and for the additional students, as set forth in this policy.

The additional pay when students are added to an existing schedule will be calculated as follows:
The teacher's base pay will be divided by 150 students and by the number of days in the base contract to arrive at the amount of pay per student per day. The amount of pay per student per day will then be multiplied by the additional number of students above 150 to arrive at the additional pay amount per day. If an additional student is permanently removed from a teacher's class for any reason, the teacher's additional pay shall be prorated to exclude that student, effective as of the date the school determines the student has been permanently removed.

VI. CURRICULUM AND INSTRUCTION

School-level Improvement Plan

The Superintendent shall coordinate with each Principal annually to develop a school-level improvement plan. The Superintendent, Principal, members of the school team, and appropriate stakeholders, as determined by the Superintendent, shall analyze student performance data and other data to provide a plan of action to address deficiencies in student performance and any academic achievement gap. The plan must identify a challenging set of goals and set forth actions to be taken to achieve the goals, specifying the responsibilities of the school. The plan shall include a literacy plan that includes, at a minimum, a curriculum program and a professional development program that are aligned with the literacy needs of the school and based on the science of reading as defined by Ark. Code Ann. § 6-17-429(k)(1). The plan must include adequate measurement processes, including benchmarks and

evaluation protocols, and must be reviewed at least annually. Documentation of the annual review shall be made a part of the school-level plan for the following year.

The plan shall be approved by the Superintendent and submitted to the Board of Directors annually by May 1 for approval and posted under the state-required information on the School district's website by August 1. The school will comply with all applicable federal and state laws, rules, and regulations and with any directives from the Arkansas Division of Elementary and Secondary Education in creating and maintaining the plan.

Curriculum Development

Local curriculum, designed to meet all state requirements, shall be selected, identified, developed, and supported by the School administrators and teachers. Recommendations will be made to the Board of Directors for review and approval as defined in Ark. Code Ann. § 6-13-620.

Instructional Materials

In limited circumstances, teachers may use instructional materials that are not currently included in approved curriculum. Teachers should seek approval from the Principal before using materials that are not currently approved. Materials must be age, subject-matter, and instructionally appropriate.

The School encourages parent involvement in the education process and reminds teachers that all instructional materials are subject to inspection upon request by any parent or guardian. Parents/guardians requesting to inspect materials may do so in a meeting with the teacher, scheduled at a time and place that is convenient for all parties. Parent/guardian objections to instructional materials must be submitted in writing to the Superintendent in compliance with the "Challenge of Instructional Materials" policy. Upon reaching the age of 18 years of age, eligible students may exercise the rights set forth in this policy.

Challenge of Instructional Materials

Instructional materials are chosen by the School with the aim of providing resources that contribute to lifelong learning while accommodating a wide range of differences in instructional methods, interest, and capabilities. Instructional materials are approved by the Board of Directors. If a parent, guardian, or eligible student objects to instructional material, they may challenge the instructional material by filing an Objection to Instructional Materials form with the school Principal.

The parent/guardian or eligible student filing an objection may request a meeting with the Principal and the relevant teacher. The school Principal will schedule a meeting at a time mutually agreeable to all parties for discussion of the educational reasons the material in question has been chosen for instruction and a discussion of the reasons for the challenge to the instructional material. The Principal is responsible for documenting the meeting and the concerns presented in the discussion and for communicating the concerns to the Superintendent. Parties expressing a religious objection to instructional material may be offered an alternative assignment.

If the objecting party remains unsatisfied with the justifications given by the School, s/he may request a meeting with the Superintendent. At the conclusion of the second meeting, if the objecting party is still

unsatisfied, within 7 business days of the final meeting, s/he may request a hearing before the Board of Directors.

The Board of Directors shall hold a hearing at the next regularly scheduled meeting to decide if that material should be kept, removed or amended. The objecting party may submit written or verbal comments to the Board, and the Board may set a reasonable time limit for verbal comments. The School may also present comments to the Board through the Superintendent or another chosen representative of the School. The Board shall make its determination based on the educational value and relevance of the material along with a determination of whether the material in question is appropriate as used.

Challenge of Library Materials

Library materials are chosen by the School with the aim of providing resources that contribute to lifelong learning while accommodating a wide range of differences in instructional methods, interest, and capabilities. If a parent, guardian, or eligible student objects to instructional material, they may challenge the instructional material by filing an Objection to Library Materials form with the school Principal.

The parent/guardian or eligible student filing an objection may request a meeting with the Principal and the relevant teacher. The school Principal will schedule a meeting at a time mutually agreeable to all parties for discussion of the educational reasons the material in question has been chosen for instruction and a discussion of the reasons for the challenge to the instructional material. The Principal is responsible for documenting the meeting and the concerns presented in the discussion and for communicating the concerns to the Superintendent or designee. Parties expressing a religious objection to library material may be offered an alternative.

If the objecting party remains unsatisfied with the justifications given by the School, s/he may request a meeting with the Superintendent or designee. If the parent/guardian is not happy with the Superintendent or designee's decision the parent or guardian may appeal to the Board of Directors. The Board of Directors shall make its determination based on the educational value and relevance of the material along with a determination of whether the material in question is appropriate as used.

Religion in Curriculum

The School does not discriminate on the basis of religion. It is the policy of the School that employees of the School will neither promote nor disparage any belief or non-belief and will not promote any one religion over another.

Prayer and other religious activities must be student-led and student-initiated. Teachers are not permitted to lead prayer or participate in religious activities in the classroom. Students may pray or engage in religious activity at any time that does not interfere with instructional time.

From time to time, instruction may call for academic discussion of religion or the impact of religion within another academic subject. Teachers will treat religion within the curriculum objectively and with neutrality. Teachers shall not use instructional time to promote or advocate any religious belief or non-belief in the classroom. Student work that contains statements of religious views or beliefs will be graded strictly on whether and to what extent the work meets the requirements of the assignment.

Teachers are not permitted to penalize students or deduct points from student work based on any religious viewpoint contained therein.

Any parent or student aged 18 years or older may submit a written objection to any assignment or activity that is in conflict with his/her religious beliefs using the Challenge of Instructional Materials policy. The School shall accommodate valid objections and may choose to create or assign alternative work for the affected student. Upon approval of the valid objection by the Principal, no student affected under this policy shall be made to remain in the classroom for the portion of class devoted to the material to which s/he has objected. The student will be removed to another academic area under the supervision of a school employee to engage in his/her alternative assignment.

Minute of Silence

At the opening of school on each school day, each classroom teacher shall conduct a one-minute period of silence with the participation of all students in the classroom. During the period of silence, a student may, without interfering or distracting another student, pray or engage in a silent activity. The teacher or staff member in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

Copyrighted Materials

Teachers and other employees are required to comply with copyright law. The School disclaims any responsibility for violations of copyright law by employees whose independent actions exceed the authority and permissions contained within fair use doctrine. Teachers seeking information about whether use or reproduction of a material may violate copyright law shall consult the school Principal, who may in turn consult legal counsel.

Teachers will be notified of the availability of the following resources: (1) Agreement on Guidelines for Classroom Copying in Not-for-Profit Education Institutions with Respect to Books and Periodicals, and (2) Guidelines for Educational Uses of Music. A Copy will be provided upon request made to the Principal. At a minimum, teachers are required to consult the user and/or purchase agreements contained in computer software and other materials. Employees acting in violation of this policy are subject to disciplinary action, up to and including termination, and may be subject to other sanctions at law.

Pledge of Allegiance

The School shall provide an opportunity for students to participate in a daily recitation of the Pledge of Allegiance during the first class of each school day. At the designated time, students who wish to participate in the recitation of the Pledge of Allegiance will stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or an appropriate salute if in uniform followed by one minute of silence.

No student shall be compelled to recite the Pledge of Allegiance if the student or the student's parent/guardian objects on religious, philosophical, or other grounds. Students who do not recite the Pledge of Allegiance shall remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and may not cause distraction or disruption during the exercise. Students who choose not to recite the Pledge of Allegiance shall not be subject to punishment or retaliation in any form, and the

school shall seek to ensure that other students do not bully, taunt, or otherwise stigmatize any student choosing not to participate.

Teachers and other employees who have religious, philosophical, or other grounds for objecting are also exempt from leading or participating in the exercise. If a teacher chooses not to lead the Pledge of Allegiance, another suitable person will be designated by the Principal to lead the class. Teachers and other employees choosing not to participate in the Pledge of Allegiance will not be subject to retaliation or discipline.

The school shall lead or broadcast a recitation of the Pledge of Allegiance followed by one minute of silence at the commencement of each school-sanctioned afterschool assembly and each school-sanctioned sporting event. If two or more school-sanctioned sporting events occur on the same day, the school may choose to lead or broadcast a recitation of the Pledge of Allegiance followed by one minute of silence at only one of the school-sanctioned sporting events.

Concurrent Credit

High schools may permit students in grades 9 through 12 to take college courses for weighted credit equal to the numeric grade awarded in advanced placement courses, courses offered under the program, and honors classes.

Qualifying for Concurrent Enrollment Classes

The qualifications for concurrent enrollment courses will be determined by the Memorandum of Understanding with the institution hosting the concurrent course. Students under 18 are required to have a signed parental approval to take a course at a college campus. Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their current LISA Academy campus in order to receive credit for the course(s).

Eligibility qualifications subject to change at the discretion of the higher educational institution offering the concurrent credit.

All concurrent courses that are taught at LISA Academy must be taken at LISA Academy. Students may not enroll in a college course for a course taught on campus at LISA Academy. Students under 18 are required to have a signed parental approval to take a course at a college campus. Students need to meet the eligibility requirements of the course in which they enroll based on the requirements of the higher educational institutions.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within two school days of the end of the LISA Academy semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

High School Community Service Policy

To cultivate good citizenship and civic responsibility, all high school students will be required to complete 75 hours of volunteer community service to be eligible for graduation.

Community Service Guidelines:

- Students may complete the 75 hours at one or multiple nonprofit organizations.
- Community service hours must be unpaid volunteering primarily focused on improving the community.
- Students cannot fulfill hours by assisting family members.
- Hours completed prior to entering high school do not count towards the requirement.
- There is no minimum community service hour requirement per grade level or a limit on the number of hours a student can earn towards the 75 hours in a year. For example, a student who earns 30 hours in 9th grade and 45 hours their sophomore year will have completed the required 75 hours prior to graduation.

Approved Organizations:

- Students must get approval from the principal or assigned administrator before beginning service at any organization if organization is not listed on approved provider list.
- The principal maintains full discretion over what constitutes an approved community service organization. Approval is typically granted to established nonprofits focused on providing humanitarian services, community development, education, public health, or environmental conservation services.

For Transferring Students or Graduating Early

Students transferring into a public school district after 9th grade or students graduating early may receive a diploma provided that the minimum requirement for each year they attend a public school district in Arkansas is met. The minimum number of community service hours for each grade level for those students shall be: Fifteen (15) hours for students in 9th grade; Twenty (20) hours for students in 10th grade; Twenty (20) hours for students in 11th grade; Twenty (20) hours for students in 12th grade. For example, a student moves to Arkansas from a different state in 11th grade. The student would need to accrue 40 hours of community service to graduate.

Documentation

- Students must submit documentation showing hours completed using a school-provided verification form signed by the supervising organizer.
- Falsifying documentation will result in disciplinary action.

Smart Core

To ensure that every child has access to a rigorous curriculum, the Smart Core curriculum and Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such case of waiver, the student will be required to participate in the Core curriculum. The School will inform parents about the Smart Core curriculum and required course of study for graduation, and will involve parents, staff and students in the formulation and review of the Smart Core curriculum and the course of study for the graduation policy.

Students and parents shall acknowledge that they have received the School's policy regarding Smart Core curriculum and the required course of study for graduation by a signed statement. The School shall document procedures and methods used to inform parents and students of this policy. Parents shall sign

an Informed Consent document provided by the Department of Education. Teachers, administrators, and counselors shall be provided with appropriate information on this policy.

Students with Disabilities

The School shall strive to ensure that all students with disabilities, as defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), are identified and evaluated for provision of services consistent with a quality free and appropriate public education. In providing a free and appropriate public education (FAPE), the School shall comply with IDEA, Section 504, The Americans with Disabilities Act, and all other relevant state and federal law. The Superintendent is tasked with ensuring the School's compliance with these laws.

Students identified as having a disability covered under IDEA shall be provided with an Individualized Education Program (IEP) and an IEP team for the management and implementation of the plan. Students with an IEP may also qualify for a Section 504 plan. Students who do not qualify for an IEP under IDEA may qualify for accommodations under Section 504. All students who qualify for accommodations under Section 504 shall be provided with a 504 plan and all necessary services and accommodations in accordance with that plan. Students shall not receive informal services that should be contained within a Section 504 plan in the absence of a Section 504 plan, but shall instead be formally evaluated and accommodated accordingly.

Students with disabilities shall be educated in the least restrictive environment with the maximum feasible integration. The Superintendent shall appoint a special education and Section 504 coordinator for the School and will work with the coordinator to establish services and procedures in accordance with the Arkansas Department of Education Rules, state and federal law, and each student's IEP and/or 504 plan. Teachers, administrators, and staff shall strictly comply with each student's IEP or 504 plan and shall maintain and provide appropriate documentation as necessary.

It shall be the responsibility of the Superintendent to establish, maintain, and implement procedural safeguards to provide due process to the parents of students with disabilities under IDEA. The Superintendent will ensure that parents are able to fully understand all rights, meetings, and notifications by providing an interpreter, if necessary. Parents shall be afforded the opportunity to review their student's educational records, to participate in meetings with regard to the provision of services and FAPE to their student, and to participate actively in all decisions regarding the placement of their student. Parents shall be notified at least annually by the School of all procedural rights that may be afforded them, including the right of appeal. In the event a parent or guardian continuously refuses to respond to the School's requests for parental participation, the Principal and teacher will document all efforts and attempts to communicate with the parent(s) or guardian(s). The Principal will contact the Arkansas Department of Education Special Education Unit and will consult with legal counsel before proceeding without parent or guardian participation, in the best interest of the student.

VII. PARENT AND COMMUNITY INVOLVEMENT

Relations with School Support Organizations

The Board of Directors appreciates the School's boosters, PTA/PTO, and other school support organizations that work together with the School to ensure the success of the School and its programs. School staff and personnel are strongly encouraged to become involved in the School's support organizations. Available staff and personnel shall strive to assist the organizations whenever necessary. Parents/guardians and community members wishing to form a booster club, parent association, or other School support organization should contact the Superintendent to receive prior approval for the formation of the support organization. Approval will be granted by the Superintendent based on need for the support organization, approval of the organization's aims and bylaws, and an assurance that the organization will have an open membership policy.

Court Orders and Changes of Custody

The School understands that families come in many forms. The School strives to be sensitive to all family structures and will cooperate with families to ensure the continued health, safety, and success of each student during times of transition or change.

Parents or guardians who possess court documents for the care and custody of a student should present these documents to the building Principal as soon as possible. At the discretion of the Principal, relevant documents may be shared with the student's classroom teacher and/or other directly involved staff members. Orders and student custody information will be treated as confidential by the School and information will be provided to staff on a need-to-know basis. Staff are not permitted to discuss or share information contained in student or parent orders for any reason without prior approval from the building Principal.

The school will keep on file any valid court orders provided by a parent or guardian, regarding child custody, etc., and will strive to abide by them as is practicable. Parent disputes regarding custody, pick-up, or drop-off at school, and other matters of school involvement are matters for parents to settle and will not be arbitrated or decided by the school. The school is not bound by court orders which do not name the school and are not directed at the school. The school is not charged with carrying out the dictates of such orders and is not liable for any failure to adhere to student or parent court orders. The Principal may request a certified copy or other verification of any order that arouses suspicion as to its validity. Validity shall be determined by the presence of a written order, a judge's signature, a current effective date or time span indicating that the order has not expired, and a court file mark or seal.

In the absence of a valid order to the contrary, school employees will provide any parent or guardian with information regarding the student's academic performance, school activities, school events, conferences, and field trips. In the absence of a valid court order to the contrary, any parent may check their student in or out of school or pick up their student from school. Parents and guardians are responsible for providing the most current order in a custody, visitation, or other school-relevant domestic order to the school as it arises.

Visitors

Visitors to a campus must report to the office immediately upon arrival and before entering any other part of the school campus. Visitors are required to sign in and show identification to office staff, and may be required to comply with other school procedures, including but not limited to sign-out procedures, the wearing of name tags, or limitations on the visitor's time in the school or access to the school.

Visitors may enter a classroom only upon receiving prior approval from both the building Principal and the classroom teacher.

Volunteers

Volunteers are an important part of the School's connection with the community and are pivotal to the School's continued success. The Superintendent shall create a plan and procedures for volunteers that coordinate volunteer efforts in the best interest of the School. Volunteers will be notified of important policies and rules that may affect them before commencing any volunteer opportunity on a School campus. Any volunteer who violates School rules or otherwise behaves inappropriately will be asked to leave the campus immediately and may be barred from future volunteer activities at the discretion of the Superintendent. The School encourages its volunteers to share their thoughts and ideas with the School to create excellence in volunteer participation and community engagement.

School volunteers may not be left with students alone or unattended under this policy, they must be supervised by a LISA Academy staff member while with students.

Background Checks

Volunteers must pass a criminal and child maltreatment registry background check prior to providing volunteer services on any School property or at any School activity where children are present. Proof of a clear background check must be submitted to the School prior to engaging in volunteer service. Volunteers are responsible for providing updated contact information to the School.

VIII. STUDENTS

Enrollment and Entrance

A prospective student whose parents, legal guardians, persons having legal lawful control of the student, persons having lawful control of the student under order of a court, persons standing in loco parentis, or the prospective student who is 18 years of age or older if he/she maintains a residence separate and apart from his/her parents or guardians and lives anywhere within the State of Arkansas, may apply for admission to the School, if the student will be entering into a grade level that is offered by the School. The School shall require appropriate proof of residency within the State of Arkansas from the person having legal responsibility for the prospective student, or the prospective student himself/herself, as appropriate, before the application will be approved.

The School shall provide the person(s) having legal responsibility for the prospective student, or the prospective student, all forms necessary to apply for first-time admission to the School. The forms shall clearly set forth the information required, and the date by which the completed forms must be returned to the School.

Upon notification that the prospective student's application for enrollment has been approved for the upcoming school year, the person having legal responsibility for the prospective student, or the prospective student, as appropriate, shall complete the School's admission and enrollment process, as directed by the School, but no later than July 30 for the upcoming school year.

If a student enrolled by July 15 should no longer choose to attend the School or the School has not met its enrollment cap, the School may, at its sole discretion, enroll a number of replacement or additional students not to exceed its enrollment cap beyond the July 30 enrollment deadline. If space becomes available after July 30, the school may enroll additional students to the extent that it has the capacity to do so.

Prior to the student's admission to the School, the School shall request the parent, guardian, or other responsible person to furnish the student's social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may require that the School assign the child a 9-digit number designated by the Department of Education.

Prior to the student's admission to the School, the parent, guardian, or responsible person shall provide the School with one of the following documents indicating the child's age:

- A birth certificate;
- A statement by the local registrar or a county recorder certifying the child's date of birth;
- An attested baptismal certificate;
- A passport;
- An affidavit of the date and place of birth by the child's parent or guardian;
- Previous school records; or
- United States military identification.

Prior to the student's admission to the School, the parent, guardian, or other responsible person shall indicate on School registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

The School will not:

- Use, display, release, or print a student's social security number or any part of the number on any report, identification card, identification badge, or any document that will be made available or released to the public, to a student, or to a student's parent or guardian without the express written consent of the student's parent or guardian if the student is a minor or of the student if the student is 18 years of age or older; or
- Make a student's social security number available by reading the magnetic strip or other encoded information on the student's identification card.

Randomized Lottery Admission

If more eligible students apply for a first-time admission than the School is able to accept by the annual deadline that the School has established for the receipt of applications for the next school year, the School will use a random, anonymous student selection method established in the School's Charter and described in the Charter application.

If there are still more applications for admission than the School is able to accept after the completion of the random, anonymous student selection method, then the School shall place the applicants on a waiting list for admission. The School will use a weighted lottery in the student selection process only when necessary to comply with a federal court order or federal administrative order.

Anti-Discrimination of Students

The School does not discriminate in the treatment of its applicants for enrollment or their parents/guardians, nor does it use any unlawful criteria such as race, color, sex, disability, religion, or national origin, in determining eligibility and acceptance into its programs. In compliance with the requirements of Title IX, the School does not discriminate on the basis of sexual orientation or gender identity in its educational programs or activities. The school Principal and Superintendent may handle inquiries regarding the nondiscrimination policies.

Transfers

Any student transferring from a school accredited by the Department to the School shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Department shall be evaluated by the staff of the School to determine that student's proper placement.

The School may also choose to use the same assessment that the School uses when a student who has attended another public school or private school enrolls or reenrolls. Any home-schooled student who enrolls or reenrolls in the School shall attend classes for at least 9 months immediately before graduation before the student can become eligible to receive a high school diploma from the School. Transferring students are required to meet all requirements for graduation in order to graduate from the School.

Parents/guardians may contest a placement decision in writing to the Superintendent no later than 30 calendar days from the date they received the Principal's decision. The Superintendent will consider all factors presented by the parent(s)/guardian(s), the Principal, and anyone else involved in the placement decision. A decision will be submitted to the parent(s)/guardian(s) in writing within 10 calendar days of the date the School received the written appeal. The Superintendent's decision shall be final.

Students wishing to withdraw from LISA Academy. In the event a student wishes to withdraw from the School, the student's parent/guardian must notify the School and complete the withdrawal form available in the School office.

Transfers Occurring During Semester

Students who enter the School after the start of a semester may not have grades transferred from the sending school. For these students, the School will send any progress report or mid-term updates to the student's parent(s)/guardian(s) only after the student has been enrolled for a period of at least 4 weeks. This progress report or update will be based only on grades and assignments given by the School. Likewise, the School will not designate a semester grade unless the student has attended for the full semester.

SUPPORT OF STUDENTS WHO ARE CHILDREN OF MILITARY FAMILIES

For the purposes of this policy:

"Activated reserve components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210 and 1211.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“Eligible child” means the children of: • Active duty members of the uniformed services; • Members of the active and activated reserve components of the uniformed services; • Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and • Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

As an open enrollment public charter school, LISA Academy welcomes the students of military families to apply, with the following supports and accommodations. All students must apply for enrollment and proceed through the usual lottery processes.

The Superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the Superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An accepted, eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

6. Be provided reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

The written orders from an active duty military member shall be acceptable as a temporary proof of residency if they include assignment to an Arkansas military base within the last 12 calendar months.

Absences may be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Superintendent or designee.

Military Students

The School will take steps to facilitate the timely enrollment of children of military families and to ensure they are not placed at a disadvantage due to difficulty in the transfer of education records from previous schools or variations in entrance or age requirements.

"Military Students" means students who reside in the household of a person who is on active duty in or serving in the reserve component of a branch of the United States armed forces. It also refers to the children of members or veterans of the uniformed services who are severely injured and medically discharged or retired or for one year after medical discharge or retirement and members who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with his/her parent or legal guardian relative to such leave or deployment of the parent/guardian.

The School shall accept official or unofficial education records from military students. Upon receipt of unofficial education records, the School shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records as quickly as possible. Such placement shall include special education placement, if indicated, as well as any other

placement continuing the student's academic program from the previous school. The School may perform subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and may exercise flexibility in waiving course prerequisites or conditions for placement in courses offered under the School's jurisdiction.

To facilitate the on-time graduation of a student of a military family during his/her senior year, the School shall:

- Waive specific courses required for graduation if similar course work has been satisfactorily completed at a sending school or shall provide reasonable justification for denial;
- Should a waiver not be granted to a student who would qualify to graduate from the sending school, the School shall provide an alternative means of acquiring required coursework so that graduation may occur on time; and
- Accept exit exams or end-of-course exams required for graduation from the sending state, or national norm-referenced achievement tests or alternative testing in lieu of testing requirements for graduation in the receiving School.

Transfers During Senior Year

Should a military student transferring at the beginning or during his or her senior year be ineligible to graduate from the School after all alternatives have been considered, the sending and receiving schools shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirement of the sending school. The School shall use best efforts to facilitate the on-time graduation of the student.

Transferring Credits from Private Schools and Placement

Students transferring from private schools will be placed at the appropriate grade level, as determined by the Principal or designee. The School may accept credits and grades from any accredited private school and will transfer any credits or grades that are within the School's or state's listing of core curriculum courses. Courses not listed will receive a simple designation of credit/pass or no credit.

Student Records

The School will maintain a permanent record for each student enrolled. The permanent record will be made available for inspection and copying upon the request of a parent or eligible student. The School may charge a reasonable fee for copies, which may not exceed the actual cost of the materials and may not include the cost of time and labor. A general student permanent record must contain:

- The student's birth certificate number, social security number, name, address, and telephone number;
- The parents'/guardians' name, address, telephone number (if different), occupation, workplace, and telephone number at their place of work;
- Siblings' names;
- Emergency contact person and telephone number;
- Health record including a record of immunization, indication of disability or chronic illness, allergies, regularly prescribed medication, hospital and doctor preference, and a copy of any written accident report for accidents occurring at school;
- Longitudinal record of standardized test scores;

- Permanent record of grades;
- Academic skills development plan for students in grades 3, 6, and 8 who fail to achieve mastery on the basic competency tests;
- Enrollment information including entry date, exit date, reason for leaving, and the following if they apply: transfer location, graduation date, age of student and reason for dropping out;
- Attendance record;
- Listing of extra-curricular activities; and
- All information concerning educational programming provided a student who fails to achieve mastery level performance on all administrations of the basic competency tests required under the Arkansas Comprehensive Testing, Assessment, and Accountability Program.

Comments may be added, but they shall be objective statements that can be validated with documentation. The School will conduct an interview to obtain exit information.

The School will maintain the permanent student record until the student receives a high school diploma or its equivalent or is beyond the age for compulsory attendance. The School shall not fail or refuse to provide a copy of the student's permanent record to a receiving school because the student owes money to the School for School-related charges, including but not limited to food services, unreturned books, or fees. The School shall provide a copy of the student's permanent record to a receiving district or the Division of Youth Services within 10 school days of the date a request from the receiving school is received.

Grading Scale

Grades assigned to students for performance in a course shall only reflect the extent to which a student has achieved the expressed academic objectives of the course. Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

Beginning in the second grade, the grading scale shall be used by the School for all courses, except advanced placement courses and courses that may be offered under Advanced Placement programs;

A = 90-100;

B = 80-89;

C = 70-79;

D = 60-69; and

F = 59 and below.

Except for advanced placement courses, courses offered under the International program, and honors courses, the numeric value for each letter grade shall be:

A = 4 points; B = 3 points; C = 2 points; D = 1 point; and F = 0 points.

Weighted credit shall be allowed for advanced placement courses and courses offered under the program if the student takes the entire advanced placement course or the entire course offered in the program in a particular subject and the student completes the applicable test offered by the College Board for advanced placement courses at the end of the advanced placement course, or the applicable test offered by the International Baccalaureate Organization at the time prescribed by the organization.

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.

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:

- An 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).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student records. FERPA gives parents and students over the age of 18, called "eligible students" certain rights with respect to education records:

- Parents or eligible students have the right to inspect and review the student's education records maintained by the School.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Parents or eligible students have the right to consent to the release of any information from records belonging to the student.

Student records are defined for purposes of this policy as student information contained in documents, video, photos, or any other format that contains personally identifiable information. Virtually all student records, apart from those listed as directory information, are protected under FERPA. These records include but are not limited to:

- Student grades;
- Student transcripts;
- Student GPA;
- Student attendance;
- Student health records;
- Student financial information; and
- Student disciplinary records.

The School shall obtain written permission from the parent or eligible student prior to releasing any information from the student's education record. However, parents and eligible students should be aware that FERPA allows the School to disclose these records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the School;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

The School may charge a fee for copies of records, limited to the actual cost of materials used in reproduction.

Upon request by a parent or eligible student, the School shall review a request to amend a record. If the School decides not to amend the record, the parent or eligible student may request a hearing before the Board of Directors. The request must be made in writing to the Superintendent within 10 school days of the School's determination regarding the record. If the Board determines there is no valid reason requiring amendment of the record, the parent or eligible student may place a written statement to remain with the record, which shall be limited to the reasons s/he contests the information within the record.

The School may disclose, without consent, "directory" information. The School shall send notice to parents annually of the information considered directory information and of rights under FERPA. Parents or eligible students may request the School not disclose directory information by submitting a written request to the School within the time stated in the notice.

Distribution of Materials by Students

Students may exercise their right of expression, within the framework outlined in this policy. The right includes expression in School-sponsored publications, whether such publications are supported financially by the School or the use of School facilities or are produced in conjunction with a class, except as prohibited in this policy. Truth, fairness, accuracy, and responsibility are essential to the practice of journalism.

The following types of publications by students are not authorized:

- Publications that are obscene as to minors, as defined by state law;
- Publications that are libelous or slanderous, as defined by state law;
- Publications that constitute an unwarranted invasion of privacy, as defined by state law; or
- Publications that so incite students as to create:
 - A clear and present danger of the commission of unlawful acts on School premises;
 - The violation of lawful School regulations; or
 - The material and substantial disruption of the orderly operation of the School.

The Superintendent or designee may make decisions regarding student publications in conjunction with student publications advisors, including but not limited to the setting of reasonable time, place, and manner guidelines for the distribution of student publications.

Surveys/Materials Received by Students

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for prior inspection by the parents or guardians of the children. Parents or guardians shall have the opportunity to inspect any survey (including surveys created by a third party), analysis, or evaluation. Parents will be notified annually at the earliest opportunity of any surveys falling under this policy that the School plans to administer that year. Any parent/guardian or eligible student may, prior to or following an inspection, refuse a survey or prevent administration of a survey to his/her student. All surveys will be reviewed and receive the approval of the Superintendent before administration to students.

No student shall be required without prior consent of the parent/guardian or eligible student, as part of any activity administered by the School, to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent(s)/guardian(s); or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The School will treat student survey results as confidential.

Parental Authorization for Surveys or Questionnaires

The School shall not administer or permit to be administered a questionnaire or survey that requests or requires a student to supply any personal identifying information unless written permission is obtained from the student's parent or legal guardian prior to the administration of the questionnaire or survey.

"Personal identifying information" means:

- A student's name;
- The name of a student's parent or a member of the student's family;
- The address, telephone number, or email address of a student or a member of the student's family;
- A personal identification number such as a social security number, driver's license number, or student identification number of a student or a member of the student's family; or
- Any information, the disclosure of which is regulated or prohibited by any other state or federal law or regulation.

Attendance Records

A basic record, showing the daily attendance and absence of each student for the school year, shall be kept by the teacher or other designee of each class, who will note the presence or absence of each student on a daily basis. The method for recording the daily attendance and absence of a student attending virtual or remote learning programs shall be set out in detail if the method is different from the basic attendance records. The basic attendance records of the School shall be kept on file in electronic form by the School for a period of 3 years. The official reporting period for attendance shall be quarterly with the actual number of days counted in each period to be no fewer than 40 and no more than 50.

Except for those circumstances otherwise allowed by rule, any student who is absent from daily attendance for more than 10 consecutive school days shall be dismissed or dropped from the attendance records of the School. Any student who fails to attend school by the tenth regular school day of the semester shall be retroactively dropped from the attendance records from the first day of the school semester.

The Principal is tasked with the monitoring and enforcement of this policy. A parent/guardian or eligible student wishing to dispute attendance records may do so by the method set forth in the School's FERPA policy.

Within 10 calendar days of the close of the fourth quarter of each school year, the School shall submit a written report to the Department of Education that contains the following information for the current school year: The number of students in each of the following categories and the dates of transfer for the following:

- Students who dropped out of the School during the school year;
- Students who were expelled during the school year by the School;
- Students who were enrolled in the School but for a reason other than dropping out or being expelled did not complete the school year at the School;
- Students identified in the above 3 categories who transferred to another open-enrollment public Charter school;
- Students who transferred to a private school;
- Students who transferred to a home school;
- Students who transferred outside of Arkansas; and
- Students who transferred to a traditional district within Arkansas.

No teacher shall be entitled to the last month's pay under his or her contract with the School until he or she has provided to the School all records and reports required by the School under this policy.

Absences

The School strives to promote good student attendance, which is essential for student academic achievement and success. The School, as a part of its educational plan, shall annually develop strategies for promoting maximum student attendance, including, but not limited to, the use of alternative classrooms and in-school suspensions in lieu of suspension from school. The Superintendent is tasked with maintaining the School's education plan.

Excused Absences

Excused absences will be recognized according to this policy. The following categories of absences may be excused:

- Up to 8 absences per year due to medical illness or medical appointment and supported by a note from a parent or guardian. Absences beyond 8 days require a doctor's note;
- Student absences due to participation in a School-sanctioned event or approved extracurricular activity including FFA, FHA, and 4-H program activities;
- A student who joins the Arkansas National Guard at 17 years of age while in grade 11 shall be granted additional absences to complete basic combat training between grades 11 and 12 with prior permission of the Superintendent;
- Attendance at an appointment with a government agency, if supported by appropriate documentation;
- Attendance for jury duty, with supporting documentation;
- Attendance in court or at a hearing or deposition pursuant to a subpoena, with supporting documentation;
- Students who act as legislative pages for a member of the General Assembly shall be granted 1 excused absence for the day that they serve as a page;
- Participation in the election poll workers program for high school students;
- Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Superintendent or designee;
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

In all cases, when an IEP or 504 Plan is in conflict with this policy, the IEP or 504 Plan shall take precedence.

Unexcused Absences

Any absences falling outside of the scope covered in the Excused Absences policy will be considered unexcused. No credit shall be given to students who have accumulated 10 unexcused absences in any given course through the span of a single semester. Students with excessive absences are not to be expelled. Students may be denied promotion or graduation at the discretion of the Superintendent for excessive absences only after considering the causes. Students with excessive absences due to illness, accident, or other unavoidable reasons should be given assistance in obtaining credit for courses.

A student's parents or guardians and the community truancy board, if such board has been created, shall be notified when the student has accumulated unexcused absences equal to one-half the total number of absences permitted per semester under the School's student attendance policy. Notice shall be given through a telephone call to the student's parents or guardians by the end of the school day in which the absence occurred or by regular mail with a return address on the envelope sent no later than the following school day.

Before a student accumulates the maximum number of unexcused absences allowed in the School's student attendance policy, the eligible student or the student's parents or guardians may petition the School administration for special arrangements to address the student's unexcused absences. If special arrangements are granted by the School administration, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement. The agreement shall be signed by the designee of the School administration, the student, and their parent(s) or guardian(s).

When a student exceeds the maximum number of unexcused absences allowed for in the School's student attendance policy, or when a student has violated the conditions of an agreement granting special arrangements, the School shall notify the prosecuting authority and the community truancy board, if such board has been created.

Tardiness

Students who arrive late to class may receive a tardy as described in the student handbook. Tardy designations result in disciplinary action that are detailed in the student handbook accessible via www.lisaacademy.org.

Duty to Report Student Criminal Acts

It is the duty of the Principal to immediately report student criminal acts involving the use, possession, or threat of any act of violence involving a deadly weapon. Whenever the Principal or other administrator has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on School property or while under School supervision, the Principal or his/her designee shall immediately report the incident or such threat to the Superintendent or designee and the appropriate local law enforcement agency. The report shall be by telephone or in person immediately after the incident or threat and shall be followed by a written report within 3 business days. The Principal shall notify the School employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or his/her designee shall notify the Board of Directors of any report made to law enforcement under this section.

Student Discipline

To provide a safe and positive learning environment, the School has established policies to maintain order within the School and to promote the safety of its students and staff. Parents, students, and School personnel shall be involved in the development of student discipline policies. The School's disciplinary policies will be enforced on School property, at School-sponsored events, and on School trips.

At the outset of each school year, or upon enrollment in the case of a new student, student discipline policies shall be distributed to all students and parents. All parents or guardians of students shall acknowledge by signature that they have read and understand the student disciplinary policy within the first week of classes attended.

In accordance with Arkansas law, the School seeks to apply its discipline policy in a non-discriminatory manner and will not use out of school suspension or expulsion of students in grades kindergarten

through grade five, except in cases where a student's behavior threatens his or her own physical safety, the physical safety of others, or causes a serious disruption that cannot be addressed through other means.

Violations of the School's disciplinary policies may result in the following disciplinary actions:

- Detention;
- Removal of the student from the classroom;
- Loss of extracurricular privileges;
- Suspension;
- Expulsion; or
- Other disciplinary measures to be determined at the discretion of the Principal.

The School shall employ prevention, intervention, and conflict resolution techniques to reduce the occurrence of student disciplinary infractions. The School shall only administer discipline in accordance with its written disciplinary policies and other applicable state and federal law.

Expulsion and Suspension

On the recommendation of the Superintendent, the Board may choose to suspend or expel a student for any violation of the School's policies that warrants suspension or expulsion. "Expulsion" means dismissal from school for a period of time that exceeds 10 days. "Suspension" means dismissal from school for a period of time that does not exceed 10 days. The School shall not use out of school suspension as a discipline measure for truancy.

The School shall offer to the expelled student digital learning courses or other alternative educational courses for which the student may receive academic credit that is at least equal to credit the expelled student may have received if the student were still enrolled in school immediately before the student was expelled.

Teachers are authorized to recommend suspension of a student to the school Principal. The decision of the Principal may be appealed to the Superintendent. Parent(s)/guardian(s) may appeal the Superintendent's decision to the Board. Parties appearing before the Board for a hearing may present testimony and evidence for the Board's consideration. The Board will consider all student disciplinary matters in closed executive session unless the parties request that the session be public. The Board shall reconvene in open session to conduct their vote.

Disciplinary Records

Discipline records for students are confidential and are not available for release or inspection except upon the prior written consent of the parent or eligible student or as otherwise provided by law, as provided by the law, as provided by FERPA. Records concerning disciplinary action that did not result in suspension or expulsion will be maintained by the School for one year following the date of the incident and will be destroyed thereafter, unless otherwise regulated by federal or state law.

Prohibited Conduct

The School has designated a non-exhaustive list of actions it will consider prohibited conduct. Prohibited conduct includes, but is not limited to:

- Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, Principal, Superintendent, or other employee of a school system;
- Possession of any firearm or other weapon upon the school campus;
- Gang-related activity;
- Using, offering for sale, or selling beer, alcoholic beverages, or other illicit drugs on school property or at school-sponsored events;
- Possession or use of tobacco products, e-cigarettes, or vaporizers on school property or at school-sponsored events;
- Willfully or intentionally damaging, vandalizing, destroying, or stealing school property;
- Disobedience, disrespect, or defiance directed to any teacher, administrator, or other school employee;
- Disruption of the classroom or educational environment;
- Academic dishonesty;
- Profanity or foul language;
- Bullying, cyberbullying, or hazing of any student or employee;
- Sexual harassment of any student or employee;
- Inappropriate or obscene behaviors;
- Violations of the dress code;
- Tardiness; and
- Any other act or behavior that interferes with the safety of students and employees or the educational environment, at the discretion of School administrators.

Every teacher is authorized to hold every student strictly accountable for any disorderly conduct on school grounds or at school-sponsored events. Prohibited activities or behaviors occurring off campus may be subject to the School's jurisdiction under this policy to the extent such activities or behaviors reach onto campus or cause interference with the educational environment.

The School shall annually publish a list of consequences for violations of this policy and shall distribute it to students and parents/guardians. The current list is reproduced from the student handbooks on the following pages in appendix A-C.

Possession of Firearm

The School prescribes a student's expulsion from school for a period of not less than one year for possession of any firearm or other weapon prohibited on the school campus by law. However, the Superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

The School administrators and the Board shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

The Principal of each school shall report within a week to the Department of Education the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence. The expulsion shall be noted on the student's permanent school record.

Access to Student by Law Enforcement

The Principal or his/her designee shall make a reasonable, good faith effort to notify the parent, legal guardian, or other person having lawful control of a student by court order or person acting in loco parentis listed on student enrollment forms if the student is under the age of 18 and the School:

- Makes a report to any law enforcement agency concerning student misconduct;
- Grants law enforcement personnel other than a school resource officer acting in the normal course and scope of his or her assigned duties access to a student; or
- Knows that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision.

The Principal or his or her designee shall notify the student's parent, legal guardian, or other person having lawful control of the student under an order of court or person acting in loco parentis that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel. If the Principal or the Principal's designee is unable to reach the parent, s/he shall make a reasonable, good faith effort to get a message to the parent to call either the Principal or the Principal's designee and leave both a day and an after-hours telephone number. The Principal or the Principal's designee shall not provide notification under this policy if a request is made to interview a student during the course of an investigation of suspected child maltreatment and a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender.

Due Process

Due process includes the constitutional right to be heard. The School has established procedures within its disciplinary policies and other policies to ensure students and their parents/guardians have a right to be heard by an administrator or the Board of Directors. Heightened consequences trigger a greater degree of due process than small consequences for minor infractions. Accordingly, some conflicts or appeals may not be heard by the Board. The process for notice, appeals, and hearings is set forth in each policy according such rights.

The due process afforded by the School includes:

- Notice to students and parents/guardians of allegations;
- An opportunity to contest allegations;
- An opportunity to present evidence or testimony;
- An opportunity to view evidence or hear testimony against the student;
- An opportunity for a hearing;
- A prompt decision by the administrator or the Board, and
- Timely notice of the decision delivered to the student and his/her parent(s)/guardian(s).

Searches

The School shall respect the privacy of each student in his/her person and possessions by ensuring that any search of a student's person or property is necessary to achieve the safety and integrity of the school environment. Searches will be conducted with the approval of an administrator and in the presence of an administrator unless otherwise necessitated by dire, emergency circumstances threatening the life or safety of a student or employee. Nothing in this policy is intended to create a reasonable expectation of

privacy in any school area other than areas in which a right to privacy has traditionally been recognized, including bathrooms, occupied locker rooms, or other changing areas. The School reserves the right to search student lockers and other School-owned property or storage areas. The School may also search student vehicles upon probable cause or upon viewing contraband or other violations of law or School rules in plain sight.

The School may search the person or property of a student on school grounds or at a school-sponsored event if the administrator involved reasonably believes that such a search will reveal evidence of lawbreaking or the breaking of School rules. School personnel involved in an authorized search may seize contraband and store it in the school office. Contraband student property may be returned to the student's parent/guardian or may be turned in to law enforcement if warranted by the circumstances.

Any search of a student's person shall be conducted by a person of the same sex as the student and will be conducted with the prior approval of an administrator and in the presence of an administrator of the same sex or an appropriate designee. Searches shall not be overly intrusive and shall be conducted in light of the age and sex of the student and the seriousness of the alleged violation of law or school rules. At the discretion of the Superintendent or upon receipt of appropriate warrants or requests by law enforcement, the school shall contact or allow law enforcement officers to conduct searches, which may include police dogs.

Appropriate Student Dress

Students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach grooming and hygiene. They create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. Students must remain in uniform while on school property. Parents/Guardians must provide their student(s)

with the required uniform. A Parent/Guardian may request specific modifications to the dress code or uniform if a Parent/Guardian provides a written statement that states a bona fide religious difference or any other reasonable claim for not adhering to the LISA Academy dress code regulations. All requests must be approved by administration and specific modifications will be designated.

Students are prohibited from wearing, while on school grounds during the regular school day and at school-sponsored activities and events, clothing that exposes underwear, buttocks, or the breast. Reasonable exceptions not amounting to lewd or inappropriate dress may be made at the discretion of administration for costumes or uniforms worn by a student while participating in a school-sponsored activity or event.

Students in violation of this policy will be required to change or to cover an exposed area. At the discretion of the Principal, a parent/guardian may be called to bring a change of clothing to the school.

This policy shall not be enforced in a manner that discriminates against a student on the basis of his or her race, color, religion, sex, disability, or national origin. For detailed student dress requirements see the applicable student handbook.

Bullying

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a school employee or student or damage to the school employee’s or student’s property;
- Substantial interference with a student’s education or with a school employee’s role in education;
- A hostile educational environment for one or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment.

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

“Substantial disruption of the orderly operation of the school or educational environment” means:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Bullying is prohibited while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, and at school-sanctioned events. Any school employee who receives a complaint of bullying, by any school stakeholder, regardless of whether the alleged bully is a student, shall put the complaint in writing and ask the reporting person to write down their allegations if they able. Then the employee shall post the report to the online discipline database and provide it to the Dean of Students. The form should be marked with the time and date received.

The school shall post notice of what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying, conspicuously in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus of the school. The school shall also provide the above to parents, students, school volunteers, and employees. A full copy of this policy shall be made available to any requesting party.

No party who reports bullying will be subjected to any form of retaliation or reprisal for reporting. Investigating reports of bullying and the administration of disciplinary consequences are the responsibility of the school Principal or his or her designee.

Cyberbullying

Cyberbullying is bullying, as defined in the School's bullying policy, by electronic act. "Electronic act" means any communication or image transmitted by means of an electronic device, including but not limited to text messages, online messaging, social media, and email. Cyberbullying is prohibited. Students in violation of this policy will be subject to appropriate discipline in light of the specific facts of the act reported, up to and including expulsion. The School shall work to educate students on the effects and consequences of engaging in cyberbullying are detailed in the student handbook extending from two days in-school suspension to expulsion.

This policy shall apply to acts of cyber bullying whether or not the act originated on school property or with school equipment if the act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose. Students found in violation of this policy may be assigned at minimum 2 days of in school suspension and at maximum expulsion.

Computer Use

The School allows students to use School-owned computers and School-provided internet for educational and other School-related purposes. School computers and electronic devices are only to be used for these approved purposes. Students and staff must sign and return a computer-use agreement form prior to being allowed to access the School's computers.

Abuse or misuse of School computers includes but is not limited to unauthorized downloads, installing unauthorized programs, accessing inappropriate websites or images, and any attempt to cause harm to the School's computers or system, and shall be subject to disciplinary action. The School shall install filtering programs that block access to material that could be considered inappropriate for minors on all School computers. Any attempt to disable or thwart the School's filter will be subject to discipline.

Students and parents are notified that they have no reasonable expectation of privacy in using School-owned devices or School-provided internet. Student internet activity, documents, emails, and computer use may be monitored at any time. Students in violation of this policy are subject to discipline at the discretion of the school Principal. Students who repeatedly violate this policy will be subject to stiffer penalties.

Student Illness or Injury

Student illnesses that are contagious or otherwise require the removal of the student from class will result in removal of the student to the nurse's office or other designated health space. The School will inform the student's parent(s)/guardian(s) as soon as possible. The student will not be allowed to return to class and will remain in the nurse's office or designated health space until a parent/guardian is able to pick the student up from school, or until the end of the school day, whichever occurs first.

If a student becomes dangerously ill or injured while at school or at a school event, the School will make every effort to contact the student's parent(s)/guardian(s). If a parent/guardian cannot be reached or if an emergency exists, the School will cause the student to be transported to an appropriate medical

facility. Nothing in this policy shall be construed to impute liability or responsibility to the School for the treatment of student illnesses or injuries.

Student Medications

The school must have written consent from the parent/guardian of any student requiring medication before it will administer medication to the student. Written parental consent shall be required prior to any student carrying his/her own medication at school. Written consent shall be required annually. Students with special health care needs, including but not limited to the chronically ill, medically fragile, and technology-dependent and students with other health impairments shall have individualized health care plans. Invasive medical procedures required by students and provided at the school shall be performed by trained, licensed personnel who are licensed to perform the task. The regular classroom teacher shall not perform these tasks, except that public school employees may volunteer to be trained and administer glucagon to a student with type 1 diabetes in an emergency situation permitted under the school's Glucagon and Insulin Administration policy.

Student medications shall be provided to the school in the original container with a clear label affixed indicating the student's name and dosage. Other medical information pertinent to the proper administration of the medication shall be provided to the school along with the medication. Student medications and medical information must be kept current. Parent(s)/guardian(s) are responsible for providing updated medications and medical information to the school in a timely manner. Parents/guardians will be notified in advance of the expiration of student medications. The school will not administer expired medication and will dispose of out-of-date medication.

Medication remaining at the end of the school year must be picked up by the last day of the school year. Medications that are expired or not picked up by the last school day will be disposed of by the school in an appropriate manner in the presence of a witness who is an employee of the school.

Sunscreen Application

Students may possess and apply sunscreen to themselves without a permission slip on file. Some students may find application to themselves difficult, particularly younger students. School employees may assist students with the application of sunscreen, when appropriate, with the permission of a parent or guardian. Parents may withdraw consent at any time. Any questions regarding this policy may be directed to the building Principal.

Physical Examinations or Screenings

The Board of Directors may appoint one or more physicians or nurses and assign any person so employed by the school for the purpose of making such physical examinations of the pupils of the schools as may be prescribed in the rules and regulations of the State Board of Education. The nature of the examination shall only be to detect contagious or infectious diseases or any defect of sight, hearing, or function or condition of health tending to prevent any pupil from receiving the full benefit of school work.

It shall be the duty of any physician or nurse so employed to make such examinations for contagious or infectious disease, including the teeth and mouth, whenever the examination may be deemed necessary,

and to make examination for other defects at least one time in each school year, preferably at or near the beginning of the year. If the city, town, or county health authorities are providing for the physical examination of public school children substantially as stated in this policy, the examination provided for in this section need not be made by the school physician or nurse. Nothing in this policy shall prevent the Board from requiring teachers to make such tests of sight and hearing as may be prescribed by the Board.

Any student may be excused from a physical examination upon presentation of a certificate from a reputable physician that the physician has recently examined the student or on presentation of a written statement of the eligible student or minor student's parent/guardian stating an objection to the examination. This provision will not apply in the event a student is suspected of having a contagious or infectious disease. The school will notify parents/guardians at the beginning of each school year of any physical examinations that may take place during the school year and shall include in the notification a brief explanation of the examination.

Homeless Students

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because the children are living in circumstances described above.

The School shall ensure that each child of a homeless individual and each homeless youth has access to the same free, appropriate public education as provided to other children and youths. Homelessness alone is not sufficient reason to separate students from the mainstream school environment. The School will ensure that homeless students have access to the education and other services that ensure they have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

The School will work to remove barriers to the enrollment and retention of homeless students. The Superintendent shall designate a School employee to act as the school's liaison for homeless students. The liaison will help students enroll in the School and will help to ensure the School abides by the law, policies, and best practices. If a homeless student is sent to another school contrary to the wishes of the unaccompanied student or the student's parent or guardian, the School must provide a written explanation of its decision to send the student to a different school and the student's or parent/guardian's right to appeal the decision. The School and its liaison will inform families and students under this policy of the student's right to receive transportation to and from the school of origin, will assist in obtaining immunizations for the student, and will collaborate with community-based or public agencies to provide homeless students with school uniforms, in order to eliminate barriers to enrollment.

Transportation Policy

Eligibility

Only certain students may be eligible for daily transportation through LISA Academy, if available. Contact the transportation coordinator with any questions regarding eligibility.

Bus Stops

When transportation is provided, LISA Academy reserves the right to choose limited bus stops. Contact the transportation coordinator with any questions regarding bus stops when transportation is provided.

Procedures for Requesting Transportation

Families may request transportation from LISA Academy by completing the Transportation Request Form. Families should be aware of deadlines regarding the first day of school transportation. After the first day of school, changes to a request for transportation arrangements may take up to two weeks to take effect. Transportation will only be provided by LISA Academy once the Transportation Coordinator has notified the family by email, text, or phone call. Families should not assume their student will be transported until the official notification by the Transportation Coordinator.

Safety

Your child's safety is of paramount importance. Please keep in mind that Parents/Guardians are responsible for the child's safety to, from and AT the bus stop. LISA Academy will not provide any supervision of students as they wait for the school bus. Drivers are only allowed to make stops at their regularly scheduled stop locations. Drivers are not allowed to amend their routes without permission from the LISA Academy transportation coordinator. All students are asked to be at the bus stop ten minutes before the scheduled pick-up time. LISA Academy will provide transportation in accordance with Isaac's Law. All students should be loaded and unloaded in a manner that does not require the student to cross a 4-lane road.

Bus Safety and Behavior Plan for all bus usage

Students and Parents/Guardians: LISA Academy's code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. This also applies to student conduct while on school buses. This behavior plan has been developed to make clear the behavior expectations for all students riding the bus and to assist the driver and bus aide in maintaining a safe environment on and around the bus while driving. These expectations apply for all regular and late bus runs as well as special trips –athletics, field trips, etc.

Students are expected to cooperate with the driver and bus aide and follow these rules at all times:

- Students must respect the bus driver, the bus aid, and other students.
- Students must follow both the driver's and bus aide's directions the first time they are given.
- Cell phones must not be used to take selfies, pictures of other students and/or the bus driver. Using a cell phone to take pictures of others without their permission is considered

inappropriate use of a cell phone, which may result in disciplinary action in accordance with the handbook.

- Rude, vulgar, or obscene language or gestures are prohibited.
- Students must sit in their assigned seat until they arrive at their stop unless permitted to move by the driver or bus aide.
- Students must stay seated and face forward at all times.
- Students must keep the aisle clear of books, bags, feet, legs, etc.
- Use proper boarding and departure procedures.
- Loud or distracting noises are prohibited, including singing, yelling, screaming or music.
- Students must keep hands, feet, and other objects to themselves at all times.
- Pushing, shoving, horseplay, scuffling, fighting, spitting, or throwing objects is prohibited.
- Ethnic, racial, or derogatory comments towards students or school personnel will not be tolerated.
- Matches, lighters or other flammable or hazardous materials are prohibited.
- Any action by a student that is deemed to be unsafe is prohibited.
- LISA Academy is not responsible for items left behind, lost or stolen on the bus.
- Keep all parts of your body – and all objects – inside the bus.
- Keep all harmful or prohibited objects (drugs, tobacco, alcohol, weapons) off the bus.
- Vandalism to school bus or personal property is prohibited.
- Eating, drinking, or chewing gum is not allowed on the bus.
- Be on time at your stop.
- Balloons, glass, animals (alive or dead), or any item too large for the student to hold in their lap or fit under the seat in front of them will not be allowed on the bus.
- Students must not tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel.
- Follow the driver's signal and directions, and the 15 ft. rule when boarding and departing (stand 15 feet away from the bus stop while waiting for pickup, walk 15 feet away from the bus before the bus is clear to drive away.)

Students who are uncooperative or break the rules should expect to receive the consequences shown in the following chart:

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A - Minor Misconduct	1 - Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus) 2 - Standing while bus is in operation or not being properly seated. 3 - Obstructing an empty seat, door, stairs or aisle	Oral / Written Warnings	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 10 day Bus Suspension	Suspension of riding privileges for remaining school year

	4 - Making excessive noise 5 - Disturbing, insulting, or harassing other students 6 - Public display of affection (PDA) 7 - Eating, drinking, chewing gum 8 - Using profane or obscene language or gestures 9 - Littering 10 - Any action that causes disturbances or distractions					
B - Serious Infractions	1 - Failure to comply (Disrespectful, talking back, lying) with bus driver or other adult's instruction 2 - Horseplay and spitting 3 - Throwing objects at, within, or out of bus 4 - Sticking objects or body parts out of the window/door 5 - Damage, theft, or pilfering < \$100 6 - Spraying or application of cologne / fragrances 7 - Misuse of electronic devices, cell phones, cameras etc.	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year	

C - Severe Offenses	1 - Full or partial nudity 2 - Sitting in driver's seat/tampering with controls or equipment 3 - Interfering with driver 4 - Fighting / Assault (or hitting, biting, pushing) 5 - Vandalism, damages, or theft > \$100 6 - Tobacco use or possession	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year
D - Criminal or Illegal Acts	1 - Any action that leads to a bus accident 2 - Possession or use of weapons or other prohibited items (including laser lights) 3 - Lewd or indecent acts 4 – Possession or use of illegal substances 5 - Threatening or causing injury to another person (Bullying and/or harassment) 6 - Alcohol use or possession 7 - Bomb threat or terroristic threat	School Suspension / Expulsion proceeding initiated Discipline Report submitted to appropriate authorities		

- All rule infractions are cumulative in most cases for the school year.
- A series of minor infractions may result in serious consequences.
- All misconduct must be evaluated on a case-by-case basis. The administration reserves the right to escalate the consequences due to the severity, frequency, or previous warnings.

- Possession of weapons, prohibited items, controlled substance or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.
- Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, throwing objects, or other damages.

It is the goal of LISA Academy to provide the opportunity for students to have a pleasant and above all, safe ride to and from school.

Management and Disposal of LISA Academy District Property

Definitions

For the purposes of this policy, the following definitions apply:

- “Commodities” are all supplies, goods, material, computers, software, machinery and other equipment purchased on behalf of the district having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- “Surplus commodities” are those commodities that are no longer needed, obsolete, irreparable, or worn out.
- “Real property” is land and whatever is erected or affixed to land, such as structures or buildings.
- “Surplus real property” is real property that is not presently needed or foreseen to be needed by the District, and that has been authorized for sale as surplus real property by vote of the School Board.
- “Trash” are those items that would otherwise belong to another category of goods or property defined in this policy, but which, due to the property's age or an act of God, have less value than it would cost to repair the item. Examples could include, but are not limited to, fire damage, vehicle accidents, extreme age and/or decline in value of the item.

LISA Academy’s purchases of commodities shall be in accordance with purchases and procurement and, to the extent applicable, the procurement requirements of any granting source of funding used to purchase the commodity.

Disposal of Surplus Commodities

The Board of Directors recognizes that commodities sometimes become of no use to the District and thus meet this policy’s definition of surplus commodities.

The Superintendent or designee(s) will determine the objective fair market value of surplus commodities. The District will strive to dispose of surplus commodities at or near their fair market value.

The Superintendent may declare surplus any commodity with a fair market value of less than \$1000. Surplus commodities with a fair market value of less than \$1000 will be periodically sold by the most efficient, cost effective means that is likely to result in sales at or near fair market value. The Superintendent may submit a list of surplus commodities deemed to have a fair market value of \$1,000 or greater to the Board for authorization to sell such surplus commodities. Once the Board has authorized the sale of such surplus commodities, the Superintendent or designee(s) may sell that surplus commodity as the need arises. Items with a fair market value of \$1,000 or greater will be sold by the most efficient, cost effective means that is likely to result in sales at or near fair market value. If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee may set

a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near the fair market value without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation in which case the provisions of A.C.A. §§ 6-24-101–107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold commodities may then, at the discretion of the Superintendent, be disposed of as scrap or junk or be donated to appropriate charitable or education related entities. Computer or technology equipment will be cleansed of data prior to disposal.

Disposal of Surplus Real Property

The Board of Directors recognizes that real property it owns sometimes becomes no longer of use to the District and thus meets this policy's definition of surplus real property.

The Superintendent may submit a request to the Board for authorization to sell surplus real property. Once the Board has authorized the sale of such surplus real property, the Superintendent or designated individual(s) may sell that surplus real property as the need arises. The Superintendent or designee(s) shall be responsible for getting a determination of the objective fair market value of surplus real property. The District will strive to dispose of surplus items at or near their fair market value. The real property may be listed for sale with a real estate broker, and the Superintendent or designated individual may contract on behalf of the District to pay the usual and customary sales commission for such transactions, upon sale of the property.

Except when the District receives and accepts an offer to lease or purchase surplus real property from a purchaser for an amount that exceeds the fair market value through a bid process, an open-enrollment public charter school that draws its students from the District shall have a right of first refusal to purchase or lease for fair market value any of the District's surplus real property.

If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee(s) may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near the fair market value without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation in which case the provisions of A.C.A. §§ 6-24-101–107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold real property may then, if agreed to by the Superintendent and Board, be donated to appropriate education-related entities, not-for-profit organizations, the county, city, or incorporated town in accordance with the provisions of state law.

Items obtained with federal funds shall be handled in accordance with applicable federal regulations, if any.

The disposal of school property must be for the benefit of the school district and consistent with good business principles.

Trash, as defined in this policy, may be disposed of in the most cost-efficient or effective method available to the District.

Disposal of Surplus Real Property After Consolidation

Real property of a consolidated school district that is no longer being used for educational purposes and has not been sold, preserved, leased, or donated two (2) years after the effective date of consolidation shall be made available for use by a publicly supported institution of higher education, a technical institute, a community college, a not-for-profit organization, a county, a city, or incorporated town by the Board for the following purposes:

- Having the real property preserved, improved, upgraded, rehabilitated, or enlarged by the donee;
- Holding of classes by statutorily authorized education related entities; or
- Providing community programs and beneficial educational services, social enrichment programs, or after-school programs.

Social Media Public Guidelines

To maintain respect, courtesy and integrity on LISA owned social media platforms, any contributor shall abide by the following guidelines moving forward.

Posted comments must not:

- Contain profanity, be defamatory of any individual, be obscene, threatening, abusive, hateful, inflammatory or promote sexually explicit content, violence or spam.
- Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Contain advertising or promote any commercial enterprise.

LISA reserves the right to determine whether comments on its social media channels breach its guidelines. The District reserves the right to hide or delete, at its discretion, comments made on our channels and potentially block users who do not comply. The District also reserves the right to send any comments it deems appropriate to school Principals, parents or law enforcement for investigation as it determines necessary or required by law.

LISA Personnel Social Networking and Ethics

Definitions

- Personal social media account: A personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as Facebook, Twitter, LinkedIn, YouTube, or Instagram.
- Professional/education social media account: A school-based account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as Facebook, Twitter, LinkedIn, YouTube, or Instagram.
- Blogs: A type of networking and can be either social or professional in its orientation. Social blogs are discouraged to the extent they involve teachers and students in a non-education oriented format.

Policy

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students

initiate contact or behave inappropriately themselves. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect LISA's relationship with the community and jeopardize the employee's employment with the District.

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

District employees use professional/education social media accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Accessing professional/education social media during working hours is not permitted for personal use.

The posting of any private or confidential District material on such websites is strictly prohibited. Specifically, the following guidelines are to be followed:

- When using text or phone to communicate with students, employees shall do so appropriately and with professionalism
- Use FLISA controlled and monitored accounts when e-mailing students.
- Refrain from soliciting students as friends or contacts on social networking websites;
- Refrain from accepting students as friends or contacts on social networking websites;

Privacy of Employee's Social Media Accounts

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

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

Employees have no expectation of privacy in their use of District issued computers, other electronic devices, or use of the District's network.

Policy for Use of Restraint and Time-Outs

Physical restraint of a student shall be used only by a member of School personnel who is appropriately trained to administer physical restraint except in the case of a clearly unavoidable emergency situation in which a trained member of School personnel is not immediately available due to the unforeseeable nature of the emergency situation.

If a trained staff member is not immediately available and restraint must be used in an incident the District shall reevaluate training needs for restraint, reevaluate physical restraint policy and practices, and work to develop plans to prevent future incidents.

School personnel who administer physical restraint: certified providers

Trained school personnel administering student restraint will;

- use least restrictive technique(s) to end imminent danger or serious physical harm to self or others,
- avoid restricting communication by the student, unless less restrictive technique will not prevent danger of serious physical harm to student or others
- consider the health and safety of the student, including whether the student has an existing medical condition that would make physical restraint inadvisable
- supine restraint shall not be used
- the student will be continuously and visually observed and monitored while under restraint
- use safest method available and appropriate to situation
- use amount of force that is reasonably necessary to protect student and others from imminent danger of serious harm to student or others
- Not verbally abuse, ridicule, humiliate, taunt, or engage in similar actions toward student
- limit time of restraint to minimal for the situation to protect student and others from imminent danger of serious harm to student or others

Physical restraint of a student shall not be used to punish or coerce a student, force a student to comply, retaliate against the student, to replace other appropriate behavior support, a matter of routine, convenience of personnel, or to prevent damage from property unless that damage poses a safety or health risk.

Staff shall not use mechanical, chemical, aversive behavioral interventions, or be life-threatening or medically contradictory.

Ensuring Meaningful Communications with Parents/Guardians with Limited English Proficiency (LEP)

The District will ensure meaningful communication with LEP parents and guardians and, to the extent practicable, in a language they can understand.

Transfers within the District

Guardians wishing to transfer a student from one District K12 system to another must:

- Submit the request using the official LISA Academy Transfer Request Form to the District Student Recruitment Specialist by February 15 to be considered.
- Only District students who have attended for a full semester are eligible to apply for transfer.

Transfers may be requested based on housing location, job location, and/or current existing sibling at the transfer location. Transfer requests will be reviewed and approved based on availability of space and validity of reasons. Students may only transfer once using this policy. Additional campus change requests should be submitted through the usual application process. The Superintendent may approve the transfer of students between campuses under special circumstances, such as housing or job changes, academic needs or reasonable requests from campus administrators.

*For this policy, “sibling” shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant are not siblings. To demonstrate sibling relationship, the parent/guardian must provide a legal birth certificate or other court document showing one shared parent or legal guardian.

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 campus 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 prohibited 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.

Classified Personnel Duty to Maintain License in Good Standing

The District has several classified positions that require the individual employed in that position to hold a license or certification. The failure of an employee in such a position to keep the employee's license or certification in good standing places the District at risk of being determined to be operating in violation of

Arkansas or Federal law. Classified employees who are required to hold a license or certification as part of their position are required to maintain their license or certification in good standing. A classified employee who is required to hold a license or certification as part of the employee's position who fails to maintain their license or certification in good standing may be disciplined, up to and including termination.

Random Metal Detector Searches at Secondary Campuses

The District is committed to providing a safe and secure learning environment so that education remains the primary focus for students and staff. As it continues to evaluate and enhance school safety features districtwide, the District adopts this policy including random, suspicion-less metal detector searches at secondary (grades 6-12) campuses. The purpose of this policy is to prevent and deter students from bringing weapons to school. School officials are authorized to conduct metal detector screenings of students and searches of their personal effects. Random metal detector searches may occur at any time and students must comply with instructions and directives from school officials during this process. A student who refuses to comply with the search process will be removed from campus and subject to disciplinary consequences pursuant to the Student Code of Conduct. The District will use hand-held metal detectors (wands).

District officials will:

- Minimize inconvenience to student and interference with the educational process;
- Maximize detection and deterrent value by regularly searching significant numbers of students;
- Ensure that patterns are not established that would allow students to avoid searches by predicting the time and location of a search; and
- Avoid instances in which any particular student or group of students is either being favored or targeted by adopting processes in advance of the search that leave the operator of the metal detector(s) a minimum of discretion.

Random metal detector searches will ordinarily be carried out in the following manner:

- Campus administrators will select random groups of students for screening. Examples of random groups include, but are not limited to, all students in a classroom, all students in a particular section of the building, all students in a specific hallway after the tardy bell, all students entering/exiting a selected door, every third student to enter a door, etc.
- A campus administrator will operate the metal detector equipment, and may be assisted by campus staff if needed.
- A campus administrator and the school resource officer or other peace officer will be present. The officer will not actively participate in the screening process unless a weapon is suspected or discovered, but will be present for safety.
- Students will be instructed to form one or more lines in a designated area (typically a hallway), and will be screened with a metal detector after being asked to remove all metallic items from their pockets and person.
- If a student activates a metal detector, staff will attempt to determine the source of the alarm by asking the student to confirm he or she has removed all metal objects.
- If the source of the alarm cannot be determined quickly, the student will be escorted to a private area for additional screening to determine the source of the alarm.
- In conjunction with the metal detector screening, backpacks, bags and personal items capable of concealing a weapon will be opened and inspected for the presence of weapons.

Appendix A- Discipline Offenses and Consequences

Corporal punishment is never an acceptable disciplinary measure.

	Explanation	Level 0 (DPS)	DPS #	Level 1	Level 2	Level 3	Level 4
Alcohol	41. Use, sale, arranging or attempting to arrange to distribute, or being under the influence of marijuana, controlled substances or illicit drugs, alcoholic beverages, or any other illegal or prohibited substances, on school premises or during any school activity, regardless of location		-				TRUE
Assault	42. Assault of any kind, of any person. More serious than "harm".		-				TRUE
Behavior	20. Any deliberate behavior intended to intimidate, embarrass, or otherwise disrespect a faculty or staff member		-		TRUE		
Behavior	21. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to effectively communicate with students		-		TRUE		
Behavior	10. Disruptive or inappropriate behavior, including non-compliance and insubordination		-	TRUE			
Behavior	Antagonistic behavior	TRUE	2				
Behavior	Inappropriate cafeteria or hallway behavior	TRUE	2				
Behavior	Not on assigned task	TRUE	3				
Behavior	Inappropriate behavior towards another student	TRUE	3				
Behavior	Horse-playing/Running/Screaming	TRUE	3				
Behavior	Disturbing class	TRUE	3				
Behavior	Disrespectful behavior/comments to teacher	TRUE	4				
Body fluids	22. Intentional misuse of bodily fluids		-		TRUE		
Bullying	31. Bullying (see bullying policy for more details)		-			TRUE	
Bus	11. Failure to follow the bus safety and behavior plan		-	TRUE			
Cell phone	12. Use of the phone during the day without permission from authorized school personnel		-	TRUE			
Cheating	13. Academic dishonesty		-	TRUE			
Controlled substances	43. Use, sale, arranging or attempting to arrange to distribute, or being under the influence of marijuana, controlled substances or illicit drugs, or alcoholic beverages on school premises or during any school activity, regardless of location		-				TRUE
Cooperation	Lack of Cooperation	TRUE	2				

Cooperation	Lack of cooperation with substitute teacher/volunteer	TRUE	5				
Demonstrating	14.Posting published materials or holding demonstrations or meetings or unauthorized protests on School property without School approval (see "Distribution of Published Materials")		-	TRUE			
Dismissal	15.Violation of any school dismissal policy		-	TRUE			
Disruption	307.Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt any school program or incite violence		-			TRUE	
Dress code	Dress code violation	TRUE	3				
Drugs	44. Any case related to drugs		-				TRUE
Felony	45. Conduct punishable as a felony		-				TRUE
Fighting	32.Fighting or arranging a fight (including filming or photographing).		-			TRUE	
Fighting	23.Scuffling. More serious than horseplay		-		TRUE		
Fighting	16.Horseplay		-	TRUE			
Firearm	46. Use, exhibition or possession of a firearm, illegal knife, club, stun gun, mace, pepper spray, razor, box-cutter, look-alike weapon, any item made to look like a firearm, or other prohibited weapon.		-				TRUE
Food	Eating/drinking except during breakfast or lunch time, or having food outside of serving areas	TRUE	3				
Forgery	24.Falsification and/or forgery of school records and/or intentionally providing incorrect information		-		TRUE		
Gum	Chewing gum	TRUE	2				
Harm	33.The intentional planning of physical harm towards another, including creating a hit list		-			TRUE	
Harrassment	25.Engaging in conduct similar to prohibited discrimination or harassment, even if that conduct does not rise to the level of harassment prohibited by law or school policy		-		TRUE		
Knife	47. Use, exhibition or possession of a firearm, illegal knife, club, stun gun, mace, pepper spray, razor, box-cutter, look-alike weapon, any item made to look like a firearm, or other prohibited weapon.		-				TRUE
Knife	34.Possession of a knife not defined as a weapon according to Arkansas law		-			TRUE	
Lack of cooperation	35.Refusal to follow directions from a school personnel that harms or potentially harms others		-			TRUE	
Lack of cooperation	26.Refusal to follow directions from school personnel		-		TRUE		

Lack of Cooperation	17.Failing to comply with the school's guidelines or the directives of school personnel		-	TRUE			
Language	27.Offensive language, orally or in writing; Verbal or written abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment. .Profanity and/or obscene gestures toward other students or staff.				TRUE		
Language	18.Offensive language, orally or in writing. Verbal or written abuse or gestures		-	TRUE			
Language	Using profane/vulgar language (not directed at a person)	TRUE	5				
Laser	19.Possessing a laser pointer on School property or at School-sponsored events		-	TRUE			
Location	28.Leaving school grounds/events without permission		-		TRUE		
Location	101.Accessing restricted areas		-	TRUE			
Location	102.Failing to report to assigned location		-	TRUE			
Location	103.Leaving classroom without permission		-	TRUE			
Location	Not being in the assigned location (including within classroom or the hallway)	TRUE	2				
Location	Unauthorized use of elevator	TRUE	3				
Lockers	Trading or sharing lockers	TRUE	3				
Lying	104.Lying to a teacher or administrator		-	TRUE			
Medicine	36.Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event (except the possession of asthma or anaphylaxis medications, as allowed by "Administration of Medication".)					TRUE	
Medicine	29.Dispensing OTC medicine		-		TRUE		
Medicine	201.Possessing and/or selling "look-alike" drugs		-		TRUE		
Medicine	105.Possession of medication (all medications MUST be dispensed by the nurse)		-	TRUE			
Misdemeanor	37.Conduct punishable as a misdemeanor		-			TRUE	
Notes	Passing Notes	TRUE	1				
PDA	106.Inappropriate physical contact		-	TRUE			
Pornographic materials	38.Possessing, distributing, exhibiting, and/or transmitting obscene or pornographic materials		-			TRUE	
Possession	40. Possession of live ammunition or explosives		-				TRUE

Possession	306.Possession of inappropriate item(s), including but not limited to fireworks, matches, lighters, drug paraphernalia or other items		-			TRUE	
Possession	113.Possession of unauthorized toys		-	TRUE			
Prohibited Item	107.Use of a skateboard, scooter, and/or roller blades while on school property		-	TRUE			
Prohibited Item	Backpack or purse in the classroom	TRUE	1				
Refusal	Refusal to follow directions from a staff member	TRUE	3				
Retaliation	30.Retaliation against any school employee or volunteer at any time or place		-			TRUE	
Safety	Failure to follow health and safety guidelines	TRUE	3				
Sales	202.Sale of items or services between students, not including controlled substances		-		TRUE		
Sexual	49. Sexual assault		-				TRUE
Sexual	39.Indecent exposure		-			TRUE	
Sexual	301.Engaging in any verbal or written communication of a sexual nature, directed toward another student or any other person		-			TRUE	
Sexual	302.Engaging in any sexual act		-			TRUE	
Sexual	108.Inappropriate physical contact		-	TRUE			
Suspension	303.Failure to comply with school guidelines regarding suspension and/or missing more than one scheduled suspension assignment without a confirmed excuse		-			TRUE	
Talking	Excessive talking	TRUE	2				
Targeting	304.Targeting another individual for bodily harm					TRUE	
Technology	48. Use of the school's Internet access to engage in conduct that constitutes felony criminal mischief and/or deliberate attempts to bypass installed computer security software						TRUE
Technology	203.Computer system violations, including violations of the school's Acceptable Use Policy (see "Student Acceptable Use Policy.")				TRUE		
Technology	109.Minor computer system violations		-	TRUE			
Technology	110.Possession of any electronic devices in classroom (other than phone)		-	TRUE			
Technology	111.Unauthorized use of any electronic and/or telecommunication devices on school property		-	TRUE			
Technology	Assigned Chromebook not charged	TRUE	2				
Technology	Assigned Chromebook not with student	TRUE	3				
Technology	Unauthorized use of headphones	TRUE	3				

Technology	Accessing unassigned website during class	TRUE	5				
Technology	Unauthorized personal electronic device in sight (including but not limited to cell phones, headphones, earbuds)	TRUE	5				
Testing	204.Violating the state's examination procedures		-		TRUE		
Theft	205.Stealing/Theft an item of less than \$10 approximate value		-		TRUE		
Throwing	112.Throwing or use of objects not considered an illegal weapon that can cause bodily injury or property damage		-	TRUE			
Throwing	Throwing things in class/hallway/cafeteria	TRUE	3				
Tobacco	305.Sale or use of tobacco or related items/products, vaping devices, or e-cigarettes on school property or at school-related events		-			TRUE	
Tobacco	206.Possession of tobacco or related items/products, vaping devices, or e-cigarettes on school property or at school-related events		-		TRUE		
Trading	Non-authorized buying/selling/trading items (minor infractions)	TRUE	5				
Trash	Leaving paper/trash on the floor/desk/table	TRUE	2				
Unprepared	Lack of materials	TRUE	1				
Warning	Warning for any behavior	TRUE	0				

Appendix B- Discipline Consequences Details

	Level 0	Level 1	Level 2	Level 3	Level 4
DPS	X				
Give an administrative warning.	X	X			
Provide time out or "cooling off time".	X	X			
Have student write apology letter.	X	X			
Give student a reflection assignment.	X	X			
Call/email/conference with parent/guardian	X	X			
Counseling referral	X	X			
Assign DPS points	X	X			
Withdrawal of privileges including recess or field trip/day.	X	X			
Other developmentally appropriate plans	X	X			
Restitution/community service	X	X	X	X	
Temporary removal from class	X	X			
Written Teacher/Administrator created behavior plan.	X	X	X		
Temporary removal from school		X	X		
Saturday detention		X	X		
1-2 days of in-school suspension		X	X		
3rd and subsequent level 1 offenses will be assigned level 2 consequences			X		
1-2 days out-of-school suspension (AR Act 1059-- K-5)			X		
3rd and subsequent level 2 offenses will be assigned level 3 consequences.			X		
2-4 days in-school suspension with possible additional behavior plan				X	
1-5 days out-of-school suspension with possible additional behavior plan.				X	
Tobacco, alcohol or controlled substance education course satisfactory completion			X	X	
Any student accruing 2 level 3 offenses may be required to meet with the principal.				X	
3rd and subsequent level 3 offenses may be recommended for long term suspension or expulsion.				X	X
6-9 days out of school suspension with possible behavior plan				X	X
Law enforcement contacted. Expulsion or long term suspension may be recommended					X

Appendix C- FERPA Consent Form

Disclosure of Information Protected by the Family Educational Rights and Privacy Act by LISA Academy to _____ [NAME OF PERSON/ENTITY RECEIVING PII].

Pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. part 99), the written consent of a parent or eligible student is required before the education records of a student, or personally identifiable information contained therein, may be disclosed to a third party, unless an exception to this general requirement of written consent applies. If a student is age 18 years or older, or is enrolled in an institution of postsecondary education, he or she is an “eligible student” and must provide written consent for the disclosure of his or her education records or personally identifiable information contained therein.

I, _____ [NAME OF PERSON SIGNING], hereby agree to allow LISA Academy to disclose the following personally identifiable information or education records:

_____ [SPECIFY EDUCATION RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION THAT MAY BE DISCLOSED] on _____ [NAME OF STUDENT] to [NAME OF PERSON/ENTITY RECEIVING PII] for the purpose of _____ [STATE

PURPOSE OF DISCLOSURE]. I understand that I may withdraw this consent to share this information at any time. A request to withdraw consent should be submitted in writing and signed. I further understand that all information witnessed and/or shared in a virtual special education setting is confidential. Issues about my child should only be

discussed with the service provider or others who have a specific knowledge or interest in my child.

Signature of Parent, Guardian, or Eligible Student: _____

Date: _____

Appendix D- School Library Request for Reconsideration of Material

Form

The school board of LISA Academy, has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the coordinator of library media resources (or principal).

LISA Academy, Little Rock, AR

Date

Name

Address

City State/Zip

Phone Email

Do you represent self? ____ Or an organization? ____ Name of Organization

1. Resource on which you are commenting:

____ Book (e-book)

____ Movie

____ Magazine

____ Database

____ Audio Recording

____ Digital Resource

____ Textbook

____ App

____ Newspaper

____ Game

___ Streaming Media
___ Other

Title

Author/Producer

1. Is the resource part of the curriculum, library collection, or other?

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Appendix E- Bid Form

LISA Academy

Pulaski County Arkansas

I, _____, hereby state:

(1) I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and state officials, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

(2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

(3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

- (A) To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
- (B) To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or
- (C) In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

(4) I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school.

Signature

Printed Name

ACKNOWLEDGMENT

Subscribed and sworn to before me this _____ day of _____, 20_____.

SEAL

Notary Public

My commission expires: _____

Appendix F- Conflict of Interest

CONFLICT OF INTEREST- FINANCIAL DISCLOSURE STATEMENT

1. Do you individually or does an immediate family member have a financial or equity interest in an entity which engages in business with LISA Academy? Include only those interests that are controlled by you or an immediate family member and not those managed by a third party, such as a mutual fund. Yes _____ No _____

If yes, please list and describe in detail below or on an attached sheet of paper.

2. Do you individually or does an immediate family member reasonably expect to acquire or otherwise receive a financial or equity interest during the next year that may reasonably affect the financial transactions of LISA Academy? Yes _____ No _____

If yes, please list and describe in detail below or on an attached sheet of paper.

3. Do you individually or does an immediate family member have, or expect to have within the next year, any additional employment, whether consultation or other professionally related, or other relationship, employment or otherwise, with an entity or person that may reasonably be affected financially through the position you hold at LISA Academy? Yes _____ No _____

If yes, please list and describe in detail below or on an attached sheet of paper.

4. Do you individually or does an immediate family member have any relationships or commitments, not described above, that has the appearance of a conflict of interest concerning your assigned responsibilities, duties or tasks? Yes _____ No _____

If yes, please describe in detail below or on an attached sheet of paper.

5. If your answer to any of the foregoing questions results in either a potential or actual conflict of interest, please submit or attach a plan for eliminating, reducing or managing the conflict.

Note: Do not include your salary in responding to the above-referenced questions.

Employee (Print Name) Position

Department

Employee (Signature) Date

DUE DATE: January 31, (annually)

All employees MUST complete this form and send the original signed copy to the following:

- All administrators and staff, send this form to the human resources department:
Dr. Sahin at sahin@lisaacademy.org

Note: All employees are required to update this statement on an annual basis.

Appendix G- Wellness Policy

Preamble

LISA Academy Public Charter Schools (referred to hence as LISA Academy) believes that every student has the opportunity to achieve personal, academic, developmental, and social success throughout the school year. Good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. Students participating in the School Breakfast Program (SBP) are associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks 1,2,3,4,5,6,7 . In addition, students who are physically active through recess, physical activity breaks, high-quality physical education, and extracurricular activities do better academically 8,9,10,11 .

Therefore, LISA Academy shall establish goals and procedures to ensure that.

- All school community stakeholders and outside community stakeholders will be engaged to help develop, monitor, and review district-wide wellness policies.

- Provide students access to healthy reimbursable meal choices that meet the needs of students both on and off-site while meeting the USDA meal program standards.

- Students receive nutrition and physical education to foster lifelong habits of healthy eating and physical activity.

- School staff are encouraged and supported to practice their own healthy nutrition and physical activity habits in and out of school.

- Schools engage in activities that promote nutrition and physical activity for student wellness.

- The LISA Academy community and its partners are engaged in supporting the work of the wellness committee to implement and practice lifelong healthy habits for students.

- LISA Academy will establish and maintain oversight, implementation, and communication about the wellness committee, policies, and goals and objectives.

This policy applies to LISA Academy students and staff. Specific and measurable goals are identified within each section below.

I. School Wellness Committee Roles and Membership

LISA Academy District wellness committee (DWC) meets at least four times per year. These meetings will be established at the beginning of the school year and posted publicly. Our goal is to establish and implement a wellness policy and wellness goals for each school year. Membership on the district committee represents all school levels and includes parents, school nutrition, physical education, health education, school health professionals, school health services, mental health, social services, school administrators, school board members, health professionals, and the general public, and may also include Supplemental Nutrition Assistance Program (SNAP) Education coordinators. The Superintendent or designee(s) will convene the DWC and facilitate the development of and updates to the wellness policy and will ensure each school's compliance with the policy. Each school within LISA Academy will establish a School Wellness Committee (SWC) that reviews school- level issues, in coordination with the District Wellness Policy (DWP). Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2

LISA Academy District Wellness Committee membership will represent all school levels in each school to reflect the diversity of the community including parents, school nutrition, physical education, health education, school health professionals, school health services, mental health, social services, school

administrators, school board members, health professionals, and the general public. Membership may also include Supplemental Nutrition Assistance Program Education coordinators.

II. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement
Implementation Plan LISA Academy will develop and maintain a plan to implement the wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school. Plan(s) include information about who will be responsible for making changes and monitoring goals and objectives for nutrition standards for all foods and beverages available on the school campus. The plan will ensure compliance with food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. The school will use The School Health Index (SHI) from the Centers for Disease Control (CDC) assessment tools to develop and monitor action plans for the district and the campuses each year. This wellness policy and all documents related to wellness on the campuses and in the district can be found on LISA Academy Website

Recordkeeping

LISA Academy will retain records to document compliance with the requirements of the wellness policy at the District's Administrative Offices at 10825 Financial Centre Pkwy as well as our website. Documentation maintained in this location will include but will not be limited to:

- ☞ The written wellness policy.
- ☞ Demonstrating that the policy has been made available to the public.
- ☞ Efforts to review and update the Local Schools Wellness Policy (SWP); including who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate in the DWC.
- ☞ Documentation to demonstrate compliance with the annual public notification requirements.
- ☞ The most recent assessment on the implementation of the local school wellness policy.

Annual Notification of Policy

LISA Academy will inform families and the public each year of basic information about this policy. The basic information includes the content, updates to the policy, and implementation status. LISA Academy will make this information available on the district website as well as notify families through social media. A summary of the district or school-level events or activities related to wellness policy implementation. Annually, LISA Academy will also publicize the name and contact information of the school official who leading and coordinating the committee. The public will also be informed of how they can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, LISA Academy will evaluate the wellness policy compliance to assess and implement the policy and include:

- ☞ LISA Academy complies with the wellness policy.
- ☞ Progress made in attaining the goals of the LISA Academy's Wellness policy.

The District Health Services Wellness Coordinator is responsible for managing the triennial assessment.

Revisions and Updating the Policy

The DWC will update the wellness policy based on the results of the annual SHI and every 3-year triennial assessment and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerge; and new Federal or state guidance or

standards are issued. The wellness policy will be assessed and updated as indicated as needed, but at minimum every three (3) years following the triennial assessment.

Community Involvement, Outreach, and Communications

LISA Academy welcomes the communities' input on wellness policy. The DWC will communicate ways that others can participate in the development, implementation, and periodic review updates of the wellness policy through a variety of appropriate means. LISA Academy will inform parents of compliance improvements made to school meals. The parents will be informed on how to apply for school meal benefits, the school meal programs that are available, and Smart Snacks in school standards. will be published for parents to view on the district's website and student handbook. LISA Academy will display notices on the district's website, newsletters, and presentations to parents, which will ensure that all families are notified of the content and how to get involved in the wellness policy process. LISA Academy will notify the public about the content of any updates to the wellness policy annually and 3-year triennial reports.

III. Nutrition

School Meals

LISA Academy is committed to serving healthy meals to students, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, reducing added sugars, and have zero grams of trans fat per serving, and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, help mitigate child hunger, model healthy eating, and help accommodate the cultural food preferences of LISA Academy students and special dietary needs. LISA Academy participates in USDA child nutrition programs as well as After School Supper programs and other applicable Federal child nutrition programs, that:

- ☞ Are accessible to all students.
- ☞ Are appealing and attractive to students.
- ☞ Are served in clean and pleasant settings.
- ☞ Meet or exceed current requirements established reimbursable school meals meet USDA nutrition standards.
- ☞ Provide students with appropriate time to eat.
 - The School Nutrition Association recommends at least 20-30 minutes for lunch and 15 minutes for breakfast from the time they receive their meal and are seated. (Hildebrand et al.)
 - EdWeek Research Center indicated K-12 schoolteachers recommend students get 21-30 minutes for lunch which in turn helps teachers get their lunch breaks (Sparks and Prothero)
 - The Academy of Nutrition and Dietetics research indicates longer lunch periods significantly reduced hunger at the end of the lunch period and increased happiness in the cafeteria. (Cohen et al.)
- ☞ Promote healthy food and beverage choices using some of the following techniques
 - Daily announcements are used to promote and market school menu options.
 - Menus are posted on the District website or individual school websites
 - Fresh Fruit is available daily as a choice of fruit for students
 - Nutrition team members are trained to politely prompt students to consume vegetable and fruit options with their meals.
 - Student surveys, taste tastings, and food show opportunities are used to help develop menus, dining space décor, and promotional items

Staff Qualifications and Professional Development

All LISA Academy school nutrition professionals will meet or exceed hiring and annual continuing

education/training requirements in the USDA professional standards. Staff development programs will include but are not limited to certifications and training programs to work towards managers’ certifications, culinary training, regulation on meal patterns, customer service communications, and food safety practices.

Water

All LISA Academy school sites have several locations throughout the school campus where students have access to free, safe, unflavored drinking water including each cafeteria during meal service times.

Competitive Foods and Beverages All foods and beverages outside the reimbursable school meal programs that are sold or made available to students on the school campus during the school day must meet or exceed the USDA Smart Snacks standards and Arkansas Nutrition Standards. Snacks served in the classroom during the day must follow the same standards as listed above. The school district shall maintain documentation that all food and/or beverages comply by utilizing the Alliance for a Healthier Generation Smart Snacks Calculator, including a copy of the Smart Snacks Calculator product compliance screen and a copy of the nutrition fact label of the product. Parents may provide competitive foods and/or beverages or candy items for their own child’s consumption, but they may not provide items to other children at school that do not meet USDA Smart Snack Regulations.

Celebrations and Rewards

All foods offered on the school campus that are part of celebrations or rewards will meet or exceed the USDA Smart Snacks in School nutrition including through:

- 🍰 Celebrations, parties, and classroom snacks: A list of healthy party ideas for parents and teachers, including non-food celebration ideas are available from the Alliance for a Healthier Generation.

- 🍰 Rewards and incentives: A list of alternative rewards and incentives for students instead of food or beverage can be found at Non-Food Rewards from Alliance for a Healthier Generation.

School Events approved by school administration for one of the 9 special event days (ADE Rule 8.02.4) the students may be provided any food and/or beverage items during the school day. Homemade food and beverage items are prohibited to be served on campuses unless first approved. By school administration. These items may not be provided during mealtimes in the areas where school meals are being served or consumed. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day but not during meal services and not in the cafeteria at any time during the day. A list of healthy fundraising ideas can be found through Fundraising ideas through Alliance for a Healthier Generation

- 🍰 Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. These fundraisers may include but are not limited to frozen cookie dough, frozen pizza, and other non-consumable form items.

- 🍰 Fundraising after school hours that do not meet the smart snack guidelines must take place 30 minutes after the last bell of the day on that campus.

- 🍰 Fundraising events with food and beverages must be approved by school building administrators before commencing.

Nutrition Promotion Education

LISA Academy's school nutrition team wants to create food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school building and the entire campus. The school nutrition team will work to promote nutritious foods and beverages to students and work alongside school staff, teachers, parents, and students to make the promotion comprehensive. Promotion of healthy food and beverage choices for all students will occur throughout the school campuses.

This promotion will occur through at least:

- ☞ Implementing more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques;
- ☞ Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.
- ☞ Promoting a variety of fruits and vegetables that can be offered and how they are prepared
- ☞ Promote working with local farm vendors that are bringing local products to students.

LISA Academy will teach, model, encourage, and support healthy eating habits for all students. The schools will provide nutrition education that

- ☞ Provides students with the knowledge and skills necessary to promote and protect their health;
- ☞ Is part of not only health education but also integrated into other classroom instruction through STEM curriculum.
- ☞ Includes enjoyable, developmentally appropriate, culturally relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, and farm visits;
- ☞ Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- ☞ Links with school meal programs nutrition promotion activities, farm-to-school programs, and other nutrition-related community services.
- ☞ Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

LISA Academy will work to include in the health education curriculum in some but not limited to essential topics on healthy eating:

Relationship between healthy eating and personal health and disease prevention Influencing, supporting, or advocating for others' healthy dietary behavior

Reading and using nutrition fact labels Preparing healthy meals and snacks

Eating a variety of foods every day Making healthy choices when eating at restaurants

Balancing food intake and physical activity food safety

Food and Beverage Marketing in Schools

LISA Academy is committed to providing a school environment that ensures opportunities for students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. LISA Academy will work towards informing students how to make choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising at school that contains messages inconsistent with the health information LISA Academy is promoting. LISA Academy intends to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with LISA Academy's wellness policy. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions

in schools. Food and beverage marketing often includes oral, written, or graphic statements made to promote the sale of a food or beverage product.

IV. Physical Education and Activity

Students should participate in physical activity every day. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students. To the extent practicable, LISA Academy will ensure that its grounds, facilities, and supplies for activities are safe and sufficient for students to be active and will conduct necessary inspections and repairs.

Physical education

LISA Academy will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

■ All Elementary Students in each grade will receive physical and health education for at least 40 minutes per week throughout the school year.

■ All Secondary students (middle and high school) are required to take the equivalent of one academic year of physical and health education.

Recess

All elementary schools will offer 40 minutes of recess daily during the school year (State Law 6-16-102). If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene before eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria. Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

Recess Location

Outdoor recess will be offered when the weather is feasible for outdoor play. Students will be allowed outside for recess except when the outdoor temperature is above/below LISA Academy's set temperature, or at the discretion of the building administrator. If the school must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Each school will maintain and enforce its indoor recess guidelines.

Physical Activity Breaks

Students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. LISA Academy will work to offer periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The wellness committee recommends teachers provide short (1-3 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for a physical education class, recess, and class transition periods.

Before and After School Activities

Opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. Students are encouraged to be physically active before and after school by clubs, physical activity in aftercare, intramurals, or varsity sports.

V. Other Activities that Promote Student Wellness

LISA Academy will work to integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. LISA Academy will work to coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Staff Wellness and Health Promotion

LISA Academy will promote strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. LISA Academy will promote staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Community Health Promotion and Family Engagement

LISA Academy will promote to parents/caregivers and families the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

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Current Revision Board Adopted: December 2025

