



Haas Hall Academy

Licensed/Classified Personnel Policies 2017.2018

Approved: August 1, 2017

Every Scholar, Every Day – College Bound!

Haas Hall Academy Fayetteville	Haas Hall Academy Bentonville	Haas Hall Academy @ The Jones Center	Haas Hall Academy @ The Lane
LEA 72-40-700	LEA 04-43-700	LEA 72-40-706	LEA 72-40-709
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District Calendar

Month	Date	Event
August	7, 8, 9	Professional Development
	10	School Begins
September	1	Adam Mendonca Day (No Classes)
	4	Labor Day Holiday (No Classes)
	13, 14	Parent/Faculty/Scholar Conferences (Classes in Session)
	22	James Underwood Day (No Classes)
October	11	End of First Quarter (42 Days)
	11	SAT/NMSQT Administration (grades 7-11)
	12	Sam Lipson Day (No Classes)
	13	Eric Parks Day (No Classes)
	16	Second Quarter Begins
November	2	Parent/Faculty/Scholar Conferences (Classes in Session)
	22, 23, 24	Thanksgiving Holiday (No Classes)
December	20	End of Second Quarter (45 Days)/End of First Semester (87 Days)
December 21, 2017, through January 2, 2018, Christmas Holiday (No Classes)		
January	3	Brian Gauch Day (No Classes/Faculty Present)
	4	Third Quarter Begins
	15	Martin Luther King Jr. Day (No Classes)
February	7, 8	Parent/Faculty/Scholar Conferences (Classes in Session)
	9	Jonah Hyman Day (No Classes)
	12	Antonio Thomas Day (No Classes)
	20	2017-2018 Admissions Lottery Drawing
March	6	Haas Vegas!
	9	End of Third Quarter (44 Days)
	12	Fourth Quarter Begins
	15	Paul Jung Day (No Classes)
	16	Brendan Thomas Day (No Classes)
	19, 20, 21, 22, 23	Spring Break (No Classes)
	30	Connor Fritsch Day (No Classes)
April	2	Dr. Martin W. Schoppmeyer, Sr. Day (No Classes)
	12	Scholar Scheduling Seminar (Classes in Session)
May	28	Memorial Day (No Classes)
	29	Hall of Honors Awards Ceremony/Commencement
June	1	End of Fourth Quarter (50 Days)
	1	End of Second Semester (94 Days)/End of 2016.2017 Term (181 Days)
June	4,5,6,7,8	Professional Development/Emergency Snow Make-up Days
*[Includes five (5) emergency days]		
Work Days		Holidays
Staff Development, 9 Days Conferences, 6 Days Days in Session, 181 Faculty in School, 190 Days		Adam Mendonca Day, Labor Day, James Underwood Day, Sam Lipson Day, Eric Parks Day, Thanksgiving Holiday (3 days), Christmas Holiday (10 days), Brian Gauch Day, Martin Luther King Jr Day, Jonah Hyman Day, Antonio Thomas Day, Paul Jung Day, Brendan Thomas Day, Spring Break (5 Days), Connor Fritsch Day, Dr. Martin W. Schoppmeyer, Sr. , Memorial Day – Total: 32 Days

Absence from Assigned Duties

As in any public organization, people can become ill and miss work. It is your responsibility to secure a substitute teacher for the day(s) missed. Faculty must email the Headmaster and cc the Superintendent if you are to miss work due to illness or another emergency matter.

Headmaster Bentonville: RodWittenberg@haashall.org

Headmaster Fayetteville: MarilynSchoppmeyer@haashall.org

Headmaster Rogers: LarryHenry@haashall.org

Headmaster Springdale: JamieBendure@haashall.org

All faculty must have assignments for their scholars emailed to the Headmaster for the day(s) you will be absent from work. The same requirements above apply if you are at work and become ill. You must inform the Superintendent/Headmaster of your desire to leave campus and you must sign-out from campus in the Headmaster's office.

Academic Intervention Plan (AIP)

Haas Hall Academy's Academic Intervention Plan (AIP) intervenes and tracks the academic progress of scholars deemed in academic jeopardy. Academic jeopardy is defined as a scholar with a 'D' or below in any course. Haas Hall Academy has a minimum 2.5 cumulative GPA requirement for graduation.

Scholars in academic jeopardy, along with their parent(s) must attend a weekly academic progress meeting held each Tuesday from 2:30 – 3:30 p.m. Scholars and their parent(s) will meet with faculty and administration to prepare an AIP. PLEASE DO NOT SCHEDULE PERSONAL APPOINTMENTS FOR TUESDAY AFTERNOONS THAT REQUIRE YOU TO LEAVE BEFORE 3:30 P.M.

Faculty are required to contact parents of scholars earning a 'D' or below in a class on Friday for an Academic Intervention Plans (AIP) must held the following Tuesday. Weekly benchmarks must be on file in the Headmaster's office. Failure to comply may lead to termination of employment.

The AIP will be created, modified and monitored by faculty. Faculty will establish benchmarks that must be met on a weekly basis and evidence of academic improvement from the scholar must be demonstrated.

Scholars involved in AIP must also attend study club Wednesday & Thursday afternoons from 2:30 – 3:30 p.m. Scholars involved in AIP may not participate in any extra-curricular activities until academic improvement has been noted and a faculty member has released the scholar from academic jeopardy during a regularly scheduled AIP meeting.

Access to Facility

There are times when school personnel need evening and weekend access to the facility. This access is a privilege not a right. Any time you are on campus you are under video surveillance. This video surveillance also allows the Superintendent/Headmaster to identify those persons who come and go during non-instructional hours.

Any faculty member who does not take the time to ensure the front door is pulled to and locked before leaving, will have their access to the facility during non-instructional hours taken away. Haas Hall Academy has a controlled access system at the front door. The access system keeps record of employee entrance and exits from the facility.

Personnel may not share key fobs. If a fob is lost, you must notify the Superintendent/Headmaster immediately. There is a \$30 replacement fee for each lost/stolen fob.

Access to Faculty

Haas Hall Academy understands that parental access to faculty is an important component to the success of your scholar. **At no time may a parent interrupt faculty during the instructional day while classes are in session. This policy will be strictly enforced.** This policy is for the good of all members of our academic community. There is a zero-tolerance policy for disturbing academic achievement.

Parents are encouraged to arrange meeting times with faculty and not just drop in. Too many times faculty have additional requirements placed on them by school administration and they are not available on a regular basis after school.

Every Monday after school, Haas Hall Academy holds a mandatory faculty meeting for all personnel. No parent may meet with a faculty member during this time. Faculty meetings are usually completed by 3:15 p.m. on Mondays.

Every Tuesday after school, Haas Hall Academy holds our Academic Intervention Program (AIP) program to ensure the success of scholars who are struggling in various courses throughout the semester. Faculty are usually finished with AIP meetings before 3:15 p.m. AIP meetings hold preference over other meetings with parents on Tuesdays.

Parents should schedule a meeting with faculty via email.

ACT Aspire Data and Trend Analysis

All faculty are required to review ACT Aspire data for trends twice a calendar year during professional development and/or in departmental meetings. Identified weaknesses must be integrated into the curriculum immediately.

Failure to use data sources such as ACT Aspire, PSAT, AP; SAT or ACT to strengthen curricula may result in additional discipline, which may include termination of your employment.

Admonishment/Plan for Improvement

The admonishment/plan for improvement is given to personnel because of inappropriate conduct or deficient performance that may lead to termination of employment. All employment at Haas Hall Academy is at will. It is hoped, however, that compliance will be made. Because these directives are essential to appropriate performance, compliance is to start immediately and is expected to continue. Failure to comply with the directives of this plan may result in termination of employment.

Advanced Placement (AP) Program Policy

Haas Hall Academy is an accelerated, college preparatory institution recognized by *U.S. News and World Report* as one of the finest in the nation. Haas Hall Academy has an extensive and rigorous AP program for its learning community.

State statute requires all scholars who take an AP class must take the corresponding AP examination. Compliance with this statute is completely non-negotiable. Failure to take the AP test on the assigned date will result in an 'F' for the course.

Aides

If you have a scholar as an aide, they are your responsibility and should be in your classroom. Scholar aides should not congregate at the front desk or wander around the building. Scholar aides are not allowed to leave the building to run errands. Under no circumstances will scholar aides be allowed to handle other scholar's personal information. Failure to comply could result in losing your aide for the rest of the school year and/or possible termination.

Arrival and Departure

Faculty/Staff of Haas Hall Academy must be prompt for work. Arrival time is no later than 7:30 a.m. Faculty and staff must be in their classroom or office no later than 7:45 a.m. Unless approved by the Superintendent/Headmaster no faculty/staff member may leave Haas Hall Academy before 3:30 p.m. If you are late, a deduction of pay will be calculated based on the time in relation to a complete day rounded up to the nearest 15 minutes. The safety of the scholar body is the responsibility of all. At no time are scholars to be left alone inside of the building or outside "waiting for a ride."

At-Will Employment

All employment at Haas Hall Academy is at will. Haas Hall Academy holds a waiver from the Arkansas Teacher Fair Dismissal ACA § 6-17-1501. See Cause for Dismissal of Employees.

Auditing/Review of Textbooks for Classroom Use

When selecting new textbooks for your classes, it is important to audit a book to determine whether it is a proper fit for your course and teaching style. This process is the faculty member's responsibility. All faculty must generate their own letters to the publishing companies and then provide the letter to their Department Head for their review. The Head of each Department must approve all textbook audits. If your Department Head is unavailable, then please seek approval from the Headmaster.

Cause for Dismissal of Employees

All employment at Haas Hall Academy is at will. The Superintendent may at any time dismiss any school employee for one or more causes including incompetency, insubordination, immorality, and undesirable personal traits which result in poor public and/or personnel relations causing problems for this institution that may reflect adversely on the proper respect for the profession or the school. The Superintendent's decision is final. There is no appeal.

If an employee is terminated while at work, the employee will leave behind all items except for one's purse or backpack. Haas Hall Academy has the right to search any item before the ex-employee can leave the premises. Haas Hall Academy will inventory the ex-employee's classroom and materials. If Haas Hall Academy deems any item left behind as personal, Haas Hall Academy will make those items available to the ex-employee at a location of our choosing

no less than 10 working days after the employee's termination. Therefore, employees are hereby notified that they have no legitimate expectation of privacy while on school grounds.

Cell Phone Usage

Use of cell phones or other electronic communication devices by employees during instructional time for other than school related purposes are strictly forbidden unless in the case of an emergency or specifically approved in advance by the superintendent, headmaster, or their designees.

District staff shall not use their cell phones or computers for any purpose other than their specific use associated with school business. School employees who use cell phones and/or computers for non-school purposes, except as permitted by the District's policy, shall be subject to discipline, up to and including termination.

Children of Personnel (Not enrolled)

Due to legal and insurance liabilities, children of personnel not enrolled at Haas Hall Academy, as scholars are not allowed to be in the building during the instructional day.

Class Change

The most effective and efficient manner to have scholars be on time for class is to enforce rules and regulations established in the Haas Hall Academy Scholars' Handbook. Citizenship grades are an important indicator to parents on how their scholars are adapting to life as a Haas Hall Academy scholar. If you see a scholar "hanging out" ask them where they are supposed to be. **At no time should scholars be in office areas without a specific academic purpose.**

Classroom File Contents

All classrooms must contain a file folder with all the following documents. Faculty are responsible for keeping this information relevant and current.

Quick Lesson Plans

- Each folder should have something that can be put into implementation immediately. Examples could be some type of writing or research assignment (location to do research needs to be provided), worksheet assignments, etc.
- These lesson plans need to be used to get class started only, not for a full class. These would be used for emergency issues where you will be at the school but possibly running late.

Class Rules/Grading

- Do you accept the use of iPods in your classroom? May scholars work in groups/teams? Those type of questions need to be provided to a substitute if you expect consistency in your classroom. Providing the information to the substitute prevents problems when you come back.
- Any grading policies you want observed need to be noted. No substitute will have access to eSchool.

Emergency Information

- Locations to go to in case of drills or emergencies.

Class Rolls

- Class rolls need to be updated once a month.
- Each hour of class should have a class roll in the folder. If you have a seating chart, that should be included as well.

Classroom Inventory

All faculty are responsible for keeping a digital and hard copy inventory of all textbooks, supplies, etc. of materials in their classrooms.

Classroom Use

All classrooms will remain unlocked and doors will be open in the morning before school and in the afternoon after school. Classroom doors may be closed during instructional time only.

Classrooms should be maintained in a neat, orderly fashion. It is the responsibility of faculty to keep a close check of the condition of all desks and equipment in the room. The marking or defacing of desks or other school property **will** not be tolerated.

Desks should be kept free of debris. The last faculty member to occupy the room, on a given day, has the responsibility to turn off the lights and to close and lock the classroom door.

Your classroom is your office. Cleanliness of your classroom space is your responsibility. Decorations/pictures must be tasteful and appropriate for our environment. If you have, any question about the appropriateness of a picture or decoration contact the Headmaster. In certain situations, the Headmaster may contact the Superintendent for an opinion. The Superintendent's decision is final and there is no appeal process.

Cleanliness of Facility

All members of the Haas Hall Academy community are responsible for the cleanliness of our facility. If you make a mess, clean it up. If you witness a scholar making a mess, make them clean it up. It is the faculty's responsibility to maintain clean, neat and clutter free classrooms. Haas Hall Academy maintains a plethora of cleaning supplies, vacuums and mops. If there is a spill, it needs to be addressed immediately.

Please remove all clutter from the floor. There is no reason to have papers/newspapers, etc. on the floor of your classrooms.

Computer Use – Personnel

As an employee of the Haas Hall Academy, I agree to follow the Computer/Network Use Policy, Rules and Procedures. I understand that I will be given network and Internet privileges that scholars may not have. I agree to monitor scholars while they are using their personal computers or school provided computers because they access the Internet via our network. I will not allow scholars(s) access to the network through my own login and password on my personal or school provided desktop computer.

I agree to maintain security on my computer, network, and account by not giving out my password or any other password deemed for "faculty/staff only". I understand that I should not write down my password, but rather make my password something I can remember. I also understand that my local drives could be replaced at any point in time, and that I am responsible for the backup of my data. I understand that e-mail is subject to FOI requests.

I have read, understand, and agree to follow all guidelines outlined in Haas Hall Academy's Computer/Network Use Policy, Rules and Procedures as well as promote this agreement with our scholars. I agree to use the network in accordance with the policy and procedures and model to my scholar's proper network etiquette.

I also agree to report any misuse of electronic information to the Superintendent. I understand that if I do not follow the policy and rules, my computer and/or network privileges could be revoked and I could be subject to disciplinary measures.

All personnel of Haas Hall Academy are required to have on file, a signed copy of the Haas Hall Academy Computer Acceptable Use Policy.

Computer Use – Scholars

Scholars of Haas Hall Academy are to use computers for the explicit use of furthering the educational endeavor. Do not hesitate to take a scholar's laptop for the class period or for the day if you witness intentional misuse.

Confidentiality and Intellectual Property Rights

"Confidential Information" shall include but not be limited to:

- information relating to Haas Hall Academy's financial, regulatory, personnel, scholar, parent, and operational matters,
- information relating to Haas Hall Academy's clients, customers, beneficiaries, suppliers, donors, employees, volunteers, sponsors or business associates and partners,
- trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs,
- contracts, product plans, sales and marketing plans, business plans and
- all information not generally known outside of Haas Hall Academy regarding Haas Hall Academy and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from Haas Hall Academy or its agents.

"Confidential Information" does not include the following types of information:

- Information available to the public through no wrongful act of the receiving party;
- Information which has been published; or
- Information required in response to a subpoena, court order, court ruling, or by law.

"Intellectual Property" shall include but not be limited to:

- All inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, teaching, curriculum and instruction methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
- Trade secrets and know-how,
- all copyrightable material that is conceived, developed, or made by me, alone or with others,
- Trademarks and service marks and
- All other intellectual property.

Intellectual Property shall include any intellectual property created by an employee:

- In the course of employment or volunteer service with Haas Hall Academy or using Haas Hall Academy time, equipment, information, materials, and facility.
- Within one (1) year after termination of employment or volunteer service with Haas Hall Academy and relating directly to work done while working for Haas Hall Academy.
- Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

Ownership and Return of Material(s)

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

Every employee shall return to Haas Hall Academy all such materials, including copies thereof, in his/her possession or under his/her control upon termination of employment or of volunteer service for whatever reason or upon the request of Haas Hall Academy. The return of such materials shall take place within twenty- four (24) hours of notice of termination or upon request of Haas Hall Academy, whichever comes first. Any materials created by staff members for use by Haas Hall Academy, or produced using the staff or resources of the school, are works-for-hire and all intellectual property rights are vested in the school.

Copies/Printouts

Haas Hall Academy reserves the right to limit the number of copies/printouts generated by personnel during the school year.

Department Head Responsibilities

As Department Heads, additional responsibilities fall upon them to assist those within your department to become successful in the learning environment. To do so, you are expected to:

Follow all the policy and procedures in Haas Hall Academy's policies handbooks. This includes such details as following the deadlines on submitting lesson plans to the administration, following pacing guides to encourage staff members to do the same, etc. It is imperative that you show your commitment to the success of Haas Hall by leading your department staff in the proper professional conduct expected by instructional members.

Observe members of your department in regards to subject matter and pacing. Any classroom management or teacher behavior concerns need to be directed to Haas Hall administration rather than addressing them with your department staff yourself. An atmosphere of cooperation and mentoring needs to be your primary role.

Conduct bi-monthly departmental meetings where lesson plans/pacing can be checked, classroom needs discussed, supplies requested, etc. Communicate such needs to the Haas Hall Academy administration. If your department is having issues or members are uncooperative, express your concerns to the administration.

Coordinate with other department heads in discussion on the status of your department and how it affects the overall learning environment of Haas Hall Academy. Mutual accountability will sustain the success of your department and this institution.

Coordinate and ensure participation of faculty and scholars in weekly study sessions.

Support the administration of Haas Hall Academy in decision making as well as public relations to the community. **Without the scholars, there would be no Haas Hall Academy. Without an excellent staff, there would be no scholars. Each is dependent upon the other.**

Copies of all agendas, minutes and sign-in sheets must be filed with the Superintendent by the first of every month. The Superintendent will evaluate the effectiveness of each department head on a quarterly basis. Demotion from Department Head could mean a loss in salary or termination of employment.

Departmental Meetings

Departmental meetings will be held in conjunction with faculty meetings a minimum of twice a month. Copies of all agendas, minutes and sign-in sheets must be filed with the Superintendent/Headmaster by the first of every month.

Diversity Statement

Haas Hall Academy is committed to providing its scholars with a positive and diverse environment. Diversity is that aspect of our community that represents the different thought processes, backgrounds, characteristics and skill sets that each individual brings to the pursuit of our common mission. Haas Hall Academy's commitment to diversity is in providing an environment where each individual is respected, honored and supported, and is rewarded on the basis of personal achievement and contribution.

Dress Code

At minimum, Haas Hall Academy employees should align themselves with the dress code for scholars. The same requirements and regulations apply. Yet as adults and professionals in our respective fields, dress should reflect that of a professional office environment. Your dress is directly correlated to the respect you garner from scholars, their families and visitors.

Appropriate dress is also a sign of respect for your institution and to your position as a leader. Shorts are never appropriate at school. Jeans are only allowed during professional development days and on specific days where a jeans day has been approved for fundraising purposes. Faculty are required to pay the fee to wear jeans just like the scholars on jeans days.

Dress Code: Professional Dress Standards and Expectations

Professional Attire: Attire that is appropriate for the culture and dynamics of the environment exhibiting a professional from completing his or her duties or negatively affect the well-being of the scholars in their care. Representing the person's profession, clothing should not be distracting or sloppy; it should be distinguishable in the work place as attire appropriate to the job title, conveying a sense of pride and respect for the workplace.

Hair

- Men and women's hair should be of a natural color, neat, clean and well groomed.

Shirts/Blouses

- Men's shirts must have a collar; shirts with tails must be tucked in.
- Tank tops, strapless, spaghetti straps can be worn as an undershirt, and must be covered at all times with another shirt or blouse.
- Cleavage must not be seen; blouses with a low-cut front, exposed back or midriff are not acceptable.
- Tight-fitting or see-through blouses are not allowed.
- Appropriate undergarments must be worn.
- Shirts with cartoons or slogans must not be worn.

Hem Length: Dresses and Skirts

- Hems may not be more than one (1) inch above the knee including any slit.
- Skirts and dresses must have a hem and should not be frayed.

Pants

- All pants must be hemmed and not touching the floor.
- Capri pants must be mid-calf.
- Jeans may be worn only on designated days.
- Jeans that are worn out, torn, or with holes are not allowed.
- Jogging/workout/sweat pants or suits of any material may not be worn.
- Baggie cargo pants or Capri length cargo pants with strings or baggy pockets may not be worn.
- Leggings may only be worn under skirts or dresses. Leggings are not to be worn as pants.

Shoes

- Heel/wedges are not to exceed three (3) inches.
- No foam or rubber flip-flops, shower shoes, and plastic shoes allowed.
- All shoes must be in good condition.
- Men must wear socks with shoes.

Tattoos and Piercings

- Every effort should be to cover all visible tattoos.
- Visible piercings may only be in the earlobe.

Jeans Day Attire

- Jeans Days are used occasionally by clubs to raise money. If you would like to participate, be sure to pay your dues to the club. Shirts/blouses must meet dress code requirements.

Attire for Staff Development Days

- On campus: Jeans Day attire, but no shorts.
- Off campus: Professional attire meeting dress code requirements.

Exceptions

- Exceptions may be made for medical reasons.
- Exceptions may be made for certain job requirements and with approval from the administration.

Drug-Free Workplace

Haas Hall Academy's School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the professional staff at any time while on school property or while involved in any school-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action. The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

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

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

Liability-Report of Drug Offense: Teachers, school Administrators, or school employees are not liable in civil damages for reporting to a school Administrator or governmental authority a scholar whom the teacher suspects of using, passing, or selling on school property, marijuana or a controlled substance, a dangerous drug, an abuse-able glue or aerosol paint, a volatile chemical, or an alcoholic beverage.

Searches, Alcohol, and Drug Testing: Investigatory searches in the workplace, including accessing an employee's desk, file, cabinets, classroom or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct.

Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

Employee Testing: The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of school owned motor vehicles. Any employee is subject to drug and alcohol testing. This includes all drivers

who operate a motor vehicle designed to transport scholars. If a personal vehicle is used, the same rules apply.

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

eSchool

Continuous communication between faculty and parents is a vital part of scholar success. All faculty are required to daily utilize eSchool for class assignments, grades and other pertinent academic information that could assist a parent in understanding their scholar's up-to-date progress in a course. A minimum of three grades per week are to be entered into eSchool. Failure to frequently update/modify eSchool may result in verbal and/or written correction to termination of employment.

Expense Report

No reimbursements will be made without prior approval from the Superintendent. As per our auditor's request, no reimbursements will be made for any purchases made with personal money without a completed expense report form and all applicable receipts. All refunds will be made on the fifth of each month.

If a receipt is lost that is purchased from school funds, you are personally liable for the expense. The expense will be deducted from your next month's paycheck.

Extra-Curricular Activities

It is expected that Haas Hall Academy personnel be present to support our scholars at school sponsored extra-curricular activities. There are many opportunities throughout the year to demonstrate support to our scholars and the institution. Each faculty member is required to sponsor an extra-curricular activity. Failure to have an extra-curricular activity will result in the Headmaster assigning an activity to you.

Faculty Evaluations

Faculty Evaluations are based on the premise that professional growth is essential for the improvement of employee performance and instruction. Evaluation should be continuous and constructive and should take place in an atmosphere of mutual trust, support, and respect.

The process is a cooperative effort designed to encourage productive dialogue and action between and among staff and Supervisors. This evaluation program recognizes the individual differences of each person and utilizes an approach that provides maximum opportunities for improvement and growth. Its purpose is to:

- To serve as a means of accountability for adherence to the mission of the school and its curriculum;
- To provide documented information for administrative support of teachers;
- To strengthen communication between faculty and administration and among faculty;
- To encourage self-improvement and professional growth.

Faculty Liability in the Case of Scholar Accidents

In view of some recent findings, the following safety and accident information should be of interest to all faculty:

The courts have imposed liability upon teachers in cases where they have failed to exercise adequate supervision over the scholars in the classroom and playground. Any hazard to safety that can be guarded against by appropriate supervision is the duty of the faculty member. A faculty member who leaves a class unsupervised may be considered negligent if some injury to a scholar results from lack of supervision. A scholar aide is not considered a faculty member; therefore, you would still be out of compliance.

Absences from the classroom for a few minutes are not likely to be interpreted as negligent supervision when the faculty member's absence is connected with the performance of duty. It should also be noted that the practice of sending scholars on errands outside of the school building is forbidden. Any employee found in violation of the above will be subject to disciplinary sanctions, which may include up to dismissal. Faculty could also be responsible for any damages that could occur.

Under no circumstances can this be regarded as a part of the school program. Even if a school function is involved in connection with the errand, scholars are not messengers and cannot be regarded as such by faculty. Exceptions could be made by Headmaster.

The courts have ruled that it is the duty of a faculty member in the public schools to exercise proper supervision over scholars in his/her charge and to exercise reasonable care to prevent injury. Nonfeasance is as much of a breach of a faculty member's duty as is misfeasance.

Parental permission slips are variations of wavier forms and were originally intended to relieve the faculty member of responsibility in accident cases. It has been ruled, however, that permissions slips are valueless as a release, as a parent cannot legally waive the responsibility of the faculty member for his/her child. They have some value, however, in public relations and as a device to make parents aware of the activities that are a normal part of the class.

Faculty may administer first aid, of a limited nature, while awaiting professional medical assistance. No medicine should be administered by a faculty member or other school employee.

When a scholar becomes ill or is injured, the faculty member must exercise reasonable care in attending to the scholar's needs. The parents of the scholar should be contacted as soon as possible to give instructions on how they want the scholar handled.

If the parents cannot be reached, the faculty member or Superintendent should take action that would be reasonable in caring for the scholar. They should contact the school nurse, the family physician, call for an ambulance or take other action that they think is in the scholar's best interest.

Faculty Meetings

Haas Hall Academy will hold **mandatory faculty meetings every Monday**. DO NOT SCHEDULE PERSONAL APPOINTMENTS FOR MONDAY AFTERNOONS THAT REQUIRE YOU TO LEAVE BEFORE 3:30 P.M. There are times when a holiday will fall on a Monday causing our faculty meeting to be moved to Tuesday. Haas Hall Academy administration reserves the right to call mandatory impromptu or emergency faculty meetings on other days with no notice. Faculty

meetings will be held in a designated location and begin promptly @ 2:40 p.m. All present are required to sign-in. If you are late a deduction of pay will be calculated based on the time in relation to a complete day rounded up to the nearest 15 minutes.

Fire Drills

Arkansas state law requires fire drills be conducted each month. Faculty are responsible to TAKE ATTENDANCE and ensure that scholar's in their class are escorted in an orderly manner out of the school. Faculty should close their classroom door when evacuating if applicable.

Grades

If a scholar is in educational jeopardy in a course (D or below) do not wait until the 9 week grades for Parent/Faculty Conferences to hold an academic conference with the scholar and parent, guardian or persons in loco parentis. In many cases, if a scholar in academic jeopardy has appropriate and prompt intervention, the scholar can improve their grade **before** the end of the semester. Faculty must be cognizant of the progress of each scholar and ultimately are responsible for each scholar's academic progress and benchmark test results.

Grading Scale

The A – 4.0; B – 3.0; C – 2.0; D – 1.0; and F – 0.0; scale is used beginning with ninth grade to determine the cumulative grade point average (GPA). The 4.0 scale is usually used to determine college admission and scholarships.

Grading System

Haas Hall Academy's School Board recognizes that a system for reporting scholar progress is a vital part of communication between the home and the school. An adequate progress-reporting plan should assist scholars in recognizing their own potential and self-worth provide parents with information about their scholar's growth and the school's total program, offer an accurate permanent record of scholar achievement and growth, and stimulate the school to engage in productive curriculum planning and execution.

Grades assigned to a scholar (letter-grades, percentages, symbols, etc.) shall reflect only the extent to which the scholar has achieved the expressed educational objectives of the course, grade-level, etc., as prescribed by Section V-B of the "Standards for Accreditation of Arkansas Public Schools" (1984). Nothing in this policy is intended to prohibit or discourage a teacher from assigning and reporting a separate grade for a scholar's behavior, attendance, attitude, etc. However, such grades shall not become a part of the scholar's permanent record and shall not be used as a part of the record of scholar achievement, except as indicated above.

Harassment Prohibition Policy

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

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

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

Sexual harassment of scholars is also a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. This policy applies to the actions of all administrators, co-workers, outsiders and any other persons who encounter Haas Hall Academy employees. Haas Hall Academy recognizes that the question of whether an action, incident or general course of action is sexual harassment, or simply a socially acceptable action, is sometimes a difficult factual determination. Haas Hall Academy also recognizes that any and all such events will demand a prompt, complete and unbiased investigation that protects the rights of the complaining employee(s) and the alleged harasser(s).

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

The terms "intimidating", "hostile", and "offensive" include conduct of a sexual nature, which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the scholar or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual; and spreading - rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator¹ who will assist them in the complaint process. Under no circumstances shall an employee be required to report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in

a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

Homework/Exam Grades

All grades for homework and in-class assignments must be posted on eSchool within 24 hours of receipt from the scholar. Exams results within 48 hours.

Jeans Days

Jeans days will be limited to one a month. All jeans days must be initiated by a faculty member. Any group or organization is limited to two jeans days per year.

Leave Policy

Leaving Campus

Anytime faculty/staff or administration leave Haas Hall Academy campus, they must sign out and receive approval from the Headmaster. Failure to receive approval and sign out will lead to disciplinary action up to and including termination of employment.

Lesson Plans

Lesson plans at Haas Hall Academy are completed online via <http://planbookedu.com/>. The lesson plans must be aligned with the state frameworks. Lesson plans should be written so that they are clear to any substitute teacher. The lesson plans of all teachers are subject to review without notice by the Superintendent, Headmaster, ADE or AdvancED.

Lunch

Haas Hall Academy is a unique academic community. To assist in creating that environment, all faculty, staff and administration will be present for duty free lunch.

Lunch Fundraiser Program

Part of what makes Haas Hall Academy's environment so special are the unique programs we offer our scholars. The lunch fundraising program ensures scholars receive consistent options for lunch and it creates additional revenue for school-sponsored programs/clubs.

Sports backed by Booster Club are not allowed to participate in lunch fundraising. Clean up is the responsibility of each organization that provides the lunch. It is the sponsoring faculty member's responsibility to ensure cleanup is completed by the end of lunch.

All pizza boxes must be taken out to the recycling trailer at the end of lunch. All other debris must be placed in the proper refuse containers by the end of lunch.

Mandatory Parent/Scholar Orientations

At the beginning of each school year, Haas Hall Academy holds mandatory orientation meetings for all new and returning scholars and their families. Staff is encouraged to attend where you will have the opportunity to meet with new scholars and their families.

Media Policy

All media inquiries must be directed to the Haas Hall Academy Director of School/Community Relations or to the Superintendent of Schools. Under no circumstances may any employee of Haas Hall Academy make statements to the media without the knowledge and consent of the Haas Hall Academy Superintendent.

Minimum Cumulative Grade Point Average for Graduation

Haas Hall Academy is an accelerated college preparatory institution. As such, grades are an extremely important component when applying to colleges and universities. Haas Hall Academy has a 2.5 minimum cumulative GPA requirement for graduation to ensure acceptance into a college or university. Any scholar with a GPA below a 2.5 will not be allowed to graduate from Haas Hall Academy.

Minimum Required Courses for Graduation

- English—four (4) units – 9th, 10th, 11th and 12th; Nota Bene: All scholars at Haas Hall Academy must take one semester of English Language and Composition and one semester of English Literature and Composition each calendar year to meet our established English program requirements.
- Mathematics –four (4) units (All scholars must take a mathematics course in grade 11 or grade 12 and complete Pre-Calculus/Trigonometry.) – Algebra I, Geometry, Algebra II and Pre-Calculus/Trigonometry;
- Natural Science – three (3) units required, four (4) recommended – Biology, Chemistry and Physics;
- Social Studies – three (3) units required, four (4) recommended – American History World History; Civics/Economics;
- Foreign Language – two (2) units required, three (3) or four (4) recommended Spanish; French; or German;
- Oral Communications – one half (½) unit; Physical Education – one half (½) unit;
- Health and Safety – one half (½) unit; Fine Arts – one half (½) unit; Electives – four (4) units – Career Focus.

Resource: ADE Standards, November 2012

Mission

To provide an aggressive alternative to the traditional learning environment for scholars with high intensity of purpose seeking an aggressive, rigorous, college preparatory curriculum focusing in the engineering, technology, mathematics and science fields, enabling them to succeed at the nation's prestigious universities and to become pillars of their communities.

Notification of AIP to Parents/Scholars

Faculty will notify the parent of any scholar with a D or below in a class each Friday if they need to attend an AIP meeting the following Tuesday. Notification must be made in writing by email with a Cc to Headmaster.

Office Visit/Phone Log

All Haas Hall Academy employees are required to document all contact (phone, office visits, e-mail correspondence, etc.) with parents. These logs may be kept in your classroom and may at any time be inspected by the Superintendent.

Open Door Policy

At no time is an individual scholar allowed to be in an office or classroom with the door closed with less than two Haas Hall Academy employees and/or a parent present. This is your **first and only** warning. Haas Hall Academy cannot provide assistance in any legal situations that may arrive from violating this policy. In other words, if you are sued – you are on your own. Violating this policy is grounds for immediate dismissal of employment.

Our Curriculum

Haas Hall Academy's curriculum is a college preparatory academic program going into much greater depth and breadth than is normally found in similar high school courses. Haas Hall Academy prepares its scholars for higher education by functioning as a microcosm of a university. Scholars at Haas Hall Academy interact with faculty who has professional work experience in their respective fields.

Haas Hall Academy is an accelerated learning environment. Scholars at Haas Hall Academy use block scheduling which not only emulates the college experience, it allows them the opportunity to complete a year of course work each semester. This environment is enhanced by our AP offerings and our partnerships with local universities and colleges where our scholars obtain concurrent credit while enrolled at Haas Hall Academy.

All scholars have equal access and exposure to all content. Character education is an element of the curriculum and lifestyle at Haas Hall Academy. Scholars have essential character traits such as respect, responsibility, work ethic, empathy, honesty and integrity reinforced at Haas Hall Academy. Scholars are also required to become involved in community projects, reinforcing their civic and personal responsibility.

Outside Employment

An employee of Haas Hall Academy may not be employed in any other capacity during regular working hours.

An employee may not accept employment outside of his/her district employment that will interfere, or otherwise be incompatible with the district employment, including normal duties outside the regular workday. The superintendent, or his/her designee(s), shall be responsible for determining whether outside employment is incompatible, conflicting or inappropriate. A.C.A §6-24-106, 107, 111.

All employees of Haas Hall Academy are expected to devote full time to the performance of their assigned duties. No outside employment or activity shall interfere with the performance of assigned duties. Any employee found in violation of the above will be subject to disciplinary sanctions consistent with Haas Hall Academy policies that may result in additional discipline, which may include the termination of your employment.

Ownership and Return of Material(s)

All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless

devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received during employment or volunteer service, and any tangible embodiments of such materials created by an employee, alone or with others, whether confidential or not, are the property of Haas Hall Academy.

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

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

Parent Involvement Committee

Haas Hall Academy's parental involvement committee is comprised of parents, community members, faculty, staff and members of the administration. Parents interested in participating in the committee must contact Dr. Martin W. Schoppmeyer, Jr. Founder and Superintendent of Schools by September 1 of each academic year.

The committee will meet four times during the year at flexible times and days. The committee will annually review the content and effectiveness of the parental involvement policy in continuously improving the academic quality of Haas Hall Academy. The committee will also identify barriers and promote alternative avenues to ensure greater parental participation.

Parent Involvement Meetings

Haas Hall Academy holds formal parental involvement meetings where parents are given a report on the state of the school and an overview:

- What scholars will be learning;
- How scholars are assessed;
- What parents should expect for their scholar's education;
- How a parent can assist and make a difference in their scholar's education.

This information will also be distributed and reinforced by faculty during Faculty/Parent/Scholar Conferences. All stakeholders will understand their roles in the shared responsibility for the high academic achievement required at Haas Hall Academy.

Parent/Scholar/Institution Compact

This parent/scholar/institution compact is a collaborative effort to ensure all stakeholders are committed to the education of your scholar. The purpose of this compact is to communicate a common understanding of home and school responsibilities to assure that every scholar performs at the high academic level required for future college success.

The following information serves as an outline of various ways your family and Haas Hall Academy can cultivate and maintain a partnership of shared responsibility for your scholar's learning.

Haas Hall Academy Responsibilities:

- Provide an accelerated, advanced college-preparatory curriculum to all of its scholars;
- Prepare your scholar to be successful in his/her higher educational academic pursuits;
- Provide our stakeholders with assistance in understanding academic achievement standards and state-mandated assessments;
- Provide college planning and scholarship information to all scholars;
- Require all scholars take the corresponding AP exam for all AP courses;
- Require all scholars grades 7-11 to take the PSAT every October;
- Continually and proactively monitor your scholar's academic progress;
- Hold four (4) parent/faculty/scholar conferences per year;
- Provide parents opportunities to talk with members of the staff, volunteer in class and observe classroom activities;
- Ensure open lines of communication between faculty, parents and scholars;
- Educate faculty on the significance of parental involvement;
- Disseminate opportunities for parental involvement;
- Maintain highly qualified, professional faculty;
- Ensure a safe and secure learning environment.

Parent Responsibilities:

- Ensure my scholar attends school daily and arrives at school on time (no later than 7:50 a.m.);
- Pay for all exams on time;
- Require my scholar to follow the rules and regulations of Haas Hall Academy;
- Actively monitor my scholar's homework, grades and future assignments on ESchool and in person;
- Ensure my scholar has the necessary home environment conducive to successful completion of assignments;
- Accept responsibility for my scholar's behavior in and out of school and understand that behavior that violates the Code of Conduct, is grounds for dismissal;
- Always attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my scholar;
- Agree to pick up my scholar's phone and have a meeting with appropriate personnel if my scholar's phone is taken away from him/her during the instructional day;
- Volunteer at Haas Hall Academy a minimum of three hours per year/per family for various school functions, field-trips, fundraisers, etc.;
- Ensure my scholar follows the letter and spirit of the dress code;
- Ensure my scholar takes SAT or ACT by April every school year;
- Guarantee my scholar is present and prepared on the day(s) all state-mandated and PSAT tests are administered;
- Ensure my scholar has read the books required on the summer reading list before the first day of school;
- Ensure my scholar applies to a minimum of three universities or colleges no later than the end of January their senior year.

Scholar Responsibilities:

- Participate in the classroom as an active learner;
- Attend school daily and arrive to school on time (no later than 7:50 a.m.);

- Ensure my cell phone is turned off before school begins and not turn it on again until after school ends;
- Complete and turn in all classroom and homework assignments on time;
- Guarantee I am present and prepared on the day(s) all state-mandated tests are administered and take the exams seriously as they are a direct reflection of my academic progress;
- Accept responsibility for my own behavior in and out of school and understand that any behavior that violates the Code of Conduct, is grounds for dismissal;
- Take the SAT or ACT by April every school year;
- Take the corresponding AP exam for all AP courses;
- Follow the letter and spirit of the dress code;
- Read the books required on the summer reading list before the first day of school;
- Follow the rules and regulations of Haas Hall Academy;
- Demonstrate respect for myself, peers, family and school personnel;
- Respect all property of my peers and school;
- Ask for clarification or assistance when needed;
- Actively work with the Head of College Planning in preparation in applying to at least three colleges or universities by January of my senior year.

School, Parent, and Scholar Responsibilities:

- Expect and require complete effort at all times from all stakeholders;
- Promote academic excellence in all subject areas at all times;
- Continuously improve Haas Hall Academy's academic achievement at both the state and national levels.

Nota Bene: We read and understand our responsibilities as they pertain to the compact. Furthermore, we understand that not taking the SAT or ACT every calendar year grades 9-11 will result in our scholar being released from Haas Hall Academy at the end of the subsequent term.

Parent/Faculty Council

The Parent Faculty Council (PFC) of Haas Hall Academy was established on September 28, 2004. The main purpose of the PFC is to establish a parent-driven organization to assist Haas Hall Academy in creating opportunities and providing additional avenues for direct parental involvement at our institution. Haas Hall Academy expects 100% membership in the PFC annually. The purposes of the PFC are as follows:

- Provide a formalized network of parents that supports Haas Hall Academy its academic mission, vision and stated goals;
- Supply a collective voice of parents to Haas Hall Academy's faculty, staff, administration and school board;
- A means for the exploration and integration of diverse ideas, strategies and learning opportunities in an atmosphere that fosters a sense of belonging and academic excellence;
- Assist Haas Hall Academy in its goal to become the premiere high school in the United States;
- Recognize and award scholars and school personnel in their educational accomplishments.

All faculty are required to be active dues paid members of PFC. Faculty must attend all PFC meetings on a rotation basis. Each faculty member must attend one (1) PFC meeting per school year.

Parent/Faculty/Scholar Conferences

In addition to faculty and administration being extremely accessible for parents and scholars at any time, Haas Hall Academy incorporates a more formal environment to inform and discuss the academic successes of your scholar. Haas Hall Academy incorporates three (3)

Parent/Faculty/Scholar Conferences per calendar year. The dates for the 2017.2018 school term are:

Fall semester: Wednesday, September 13 & Thursday September 14, 2017: (2:30 p.m. - 6:00 p.m.); and Thursday, November 2, 2017: (2:30 p.m. - 6:00 p.m.)

Spring semester: Wednesday, February 7 and Thursday, February 8, 2018 (2:30 p.m. - 6:00 p.m.); and Thursday, April 12, 2018: (2:30 p.m. - 6:00 p.m.).

All faculty are required to be present. All faculty must maintain sign-in sheets for all conferences and department heads must keep them on file in their offices for Superintendent, Headmaster, ADE or AdvancED's review.

Paychecks

All Haas Hall Academy personnel will be paid on the fifth of the month starting in September. Faculty will be paid over twelve (12) months. Please deposit or cash all paychecks within five (5) working days. Failure to do so may result in a stop payment of funds. This requirement is so that APSCN is current on a month-to-month basis.

Personal Days

Haas Hall Academy does not provide personal days as part of employment.

Personal Leave Time Request

All staff must provide the Superintendent, with at least one-week notice of this request. If approved faculty are only allowed two personal days per calendar year.

Personal leave time shall be considered any non-school sponsored event that is for a family or personal reason. If ill, a sick day will be applied. Excessive use of personal leave time will cause a conference with the Superintendent and may result in immediate termination. Staff is responsible for making substitute arrangements ahead of time.

Note: No personal days should be scheduled during any testing time. Payment of substitute teachers is the responsibility of the faculty member.

Personnel Debt

For the purposes of this policy, "garnishment" of a district employee is when the employee has lost a lawsuit to a judgment creditor who brought suit against a school district employee for an unpaid debt, has been awarded money damages as a result, and these damages are recoverable by filing a garnishment action against the employee's wages. For the purposes of this policy, the word "garnishment" excludes such things as child support, scholar loan or IRS liens or voluntary deductions levied against an employee's wages.

All employees are expected to meet their financial obligations. If an employee's wages are garnished, an employee will not be dismissed for having been the subject of one (1) garnishment. However, a second or third garnishment may result in dismissal.

At the discretion of the Superintendent, a second garnishment may be used as a basis for a recommended dismissal. The Superintendent may take into consideration other factors in deciding whether to recommend dismissal based on a second garnishment. Those factors may include, but are not limited to, the amount of the debt, the time between the first and the second garnishment, and other financial problems, which come to the attention of the District.

Personnel Records

Haas Hall Academy shall maintain a personnel file for each employee in compliance with the provisions of Act 936 of 1983. Personnel files will be maintained in the personnel office at the central office. The superintendent/headmaster or designee shall be the custodian of the files.

The custodian of personnel files shall protect the confidentiality of all files in his/her custody by allowing only authorized persons access to the files. Persons authorized to examine the personnel files are the respective employee, the custodian of the file, other supervisory personnel of the employee and the confidential support personnel who work with the files.

Employees may examine their personnel file upon request. The district may remove from a file any confidential letters, recommendations, or references. The employee shall have the opportunity to respond in writing to any item placed in his/her personnel file.

Practical Parental Involvement Opportunities

Involved parents are informed parents! Haas Hall Academy requires all families to volunteer for a minimum of three (3) hours per year. Below is a list of practical parental involvement opportunities. This is not an exhaustive list. If you have an idea for parental involvement please do not hesitate to contact Dr. Martin W. Schoppmeyer, Jr. @ (479) 966.4930. We love new ideas!

- Volunteer to drive our scholars to: field trips; track meets; BEST and FIRST robotics competitions; Quiz Bowl meets, etc.;
- Sign-up to be a guest speaker in the
- Request our scholars make a field trip to your place of work when appropriate corresponding activities are being conducted in the classroom;
- Sign-up to be a substitute faculty member;
- Become a classroom volunteer;
- Assist in before, lunch time or after school monitoring;
- Chaperone our dances; parties and other events throughout the year;
- Become a judge for school-wide science fairs, art shows and quiz bowl regional and state invitational;
- Start a scholar organization based upon your personal hobbies.

Professionalism

Some schools (other than Haas Hall Academy) have scholars graduate who cannot read. One can miss 15% of the driving-test answers and still get a driver license. "Just getting by" is an attitude many people accept – not at Haas Hall Academy. Professional behavior from personnel is not only expected but also required. In simplest of terms, professionalism provides a foundation for effective communications and efficient performance. A general, raw view of professionalism is, "a focused, accountable, confident, competent, motivation toward a particular goal, with respect for hierarchy and humanity, less the emotion." Major aspects of professional behavior are:

- Respect for Others: Demonstrating respect for others is the basis of all professional behavior.

- Responsibility and Integrity: All professionals need to take responsibility for themselves and their work. One needs to consider consequences and the impact on others.
- Commitment to Quality: A professional always aims to give the best they can.
- Commitment beyond Yourself: Give to others in a professional capacity; look to the organization as a whole.

Reduction in Force

Haas Hall Academy' Board recognizes that a decrease in scholar enrollment, district-wide or within a particular program, school district reorganization, the financial condition of the school district, or other factors may make it necessary to place some staff members on involuntary leaves of absence, without pay or other benefits. When such an occasion arises, procedures will be followed to accomplish these purposes:

1. Maintenance of education of the highest possible quality for the scholars of the Haas Hall Academy;
2. What is in the best interests of the scholars at Haas Hall Academy;
3. Fair and equitable treatment for all employees of the school district; and
4. To maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools; and the needs of the District.

The Superintendent's decision is final. There is no appeal.

Refrigerator/Freezer (Faculty Use)

The refrigerator/freezer is for faculty use only. All foodstuffs will be discarded after school every Friday in both the refrigerator and the freezer. All foodstuffs must be clearly labeled by those who intend to consume them.

Reporting Child Abuse and Neglect – Mandated Reporters

In Arkansas, all school personnel are mandated reporters. As mandated reporters, you are required to report abuse or neglect. Child Abuse Hotline: 1.800.482.5964. For additional information go to <http://www.arkansas.gov/reportARchildabuse/index.html>.

What is abuse?

Abuse can be physical or sexual. It includes non-accidental physical injury, shaking a baby, tying a child up, and giving or exposing a child to alcohol or other drugs. Reasonable and moderate discipline (such as spanking) is generally not considered abuse as long as it does not cause injury more serious than transient pain or minor temporary marks and is administered by a parent or guardian. Arkansas code 12-12-503.

What is neglect?

Neglect is failing to provide for appropriate food, shelter, clothing, and medical care for a child. It is also failing to provide an education for a child: home schooling is NOT considered educational neglect. Neglect also includes failing to prevent abuse of a child. Leaving a child in a situation that puts the juvenile at risk of harm (such as leaving a young child alone at home or in a vehicle) is also considered neglect. Arkansas code 12-12-503.

I am a mandated reporter – why would the hotline not accept my call? The hotline can only accept a call if what the caller reports meets the legal definitions of child abuse or neglect and if the child or family can be located.

The hotline took my call – what happens now? The case will be investigated either by the Arkansas State Policy or by the Division of Children and Family Services. The investigation will begin within 24-72 hours, depending on the allegation. You should expect to hear from the investigator.

Will the parent know I called? Your identity is kept confidential and will not be released unless a judge orders the information to be released, but that is not to say that a parent will not be able to figure out who called. If the parent does guess who called, that will NOT be confirmed by the investigator.

Will anyone call me? The investigator should call you if your report was accepted by the hotline. If the investigator does not call, you can call the supervisor in your county for the Division of Children and Family Services and Arkansas State Police.

Will I have to go to court? Not necessarily. If the abuse or neglect places the child in immediate danger, then the child will be placed in foster care. In that situation, the case will go before a judge. You could be called as a witness, though you will not be identified as the reporter.

When does someone answer the hotline? 24 hours a day, 7 days a week. Hotline operators are always working. If all operators are busy, you may have to wait.

What is the best time to call? If it is an emergency (the child is in immediate danger), call 911 or your local law enforcement agency. If it is not an emergency, the best times are frequently in the morning or at night. The busiest time for the hotline is 2-6 p.m., so if it is not an emergency, you may want to avoid calling during that time.

What information will the hotline operator need? In order to accept the call, the hotline operator needs to know:

- What happened
- Enough information to locate the child.

It is very helpful to also provide:

- The name and age of the child
- The caregiver's name and address
- The county where the incident occurred or the child resides
- How the person calling knows the family
- Whether the child has injuries
- When the child was last seen and by whom

Having the following information can make the investigation go faster:

- Names of others in the home
- Where the child is located now
- Whether there are safety concerns in the home (alcohol/drugs, weapons, etc.)
- Who else knows or was told of the situation
- Whether there has been a report made to the local police

Those reporting abuse will be required to complete a report form, which will be kept in the Superintendent /Headmaster's office.

Reimbursement of Funds

Haas Hall Academy will not reimburse faculty for instructional materials without prior written consent from the Superintendent. At the beginning of each school term, the Superintendent will email to all faculty and staff the electronic expense report form. This must be completed, printed and delivered to the Superintendent for his consideration with a minimum of three (3) working days for review.

All forms must include original receipts. Any expense not accompanied by an original receipt is the responsibility of the faculty member.

Resignation of Employees

All employment at Haas Hall Academy is at will. An employee may resign with good standing only with mutual understanding and consent of both parties. It shall be necessary for an employee who resigns to furnish the Headmaster and Superintendent with evidence of satisfactory completion of all records up to the date on which his/her resignation became effective; otherwise, his/her final paycheck will be held until all reports have been satisfactorily completed. An employee who resigns shall be expected to provide the Headmaster and Superintendent with a summary of work completed, of scholar progress to date, and of classroom plans for the immediate future.

Scholar Attendance

All faculty are required to take attendance for each class period before instruction begins. Attendance must be done at each class period – not at the end of the instructional day.

Scholar Handbook

Haas Hall Academy has an extensive scholar handbook. The handbook contains vital information for all scholars attending Haas Hall Academy. The scholar handbook also identifies and provides consequences for all discipline issues. It is your responsibility to become familiar with the Haas Hall Academy Scholar Handbook, and incorporating these policies in your syllabus.

Scholar Inflicted Injury/Statement of Concern

If a scholar has a visible injury that appears to be self-inflicted, please notify the Nurse immediately. The Nurse will then at his/her discretion contact the Headmaster and/or the scholar's parents. If the Headmaster is contacted, then the Headmaster will contact the parents and seek immediate attention from the appropriate health service professionals.

Bereavement Leave

All personnel may take two (2) days for bereavement each year. These days are not additional leave days. They are another way of accounting for missing days of work for the death of a friend or family member who is not an immediate family member as defined in the sick leave policy. Death in the immediate family qualifies for use of sick leave and should be reported as sick leave rather than bereavement leave.

Bereavement leave must be accounted for in one of the following ways:

- The day used may be charged against the employee's accumulated sick leave.
- The cost of a substitute for the day used will be deducted from the employee's salary
- Combination of (1) and (2) above

Time missed beyond two (2) days shall result in the per diem reduction of wages for the absence.

Military Leave

An employee who desires to take a leave of absence for the purpose of participating in the military reserve or National Guard training programs or who desire to participate in the civil defense and public health training through the U. S. Public Health Services shall be entitled to a maximum of fifteen (15) days, plus necessary travel time, in any fiscal year. The employee is entitled to his/her full salary during such leave of absence. The employee will be responsible for paying the cost of a substitute employed due to his/her absence.

In emergency situations (defined in A.C.A. § 21-4-212(e)), an employee shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted.

If an employee does not use all fifteen (15) days leave in a fiscal year, the employee may accumulate the unused days until a maximum of thirty (30) days is reached at the beginning of a fiscal year.

Sick Leave

The district shall maintain a record of sick leave used and accumulated for each employee. Personnel taking sick leave may use any amount of the total number of accumulated days. An employee who fraudulently requests sick leave may be subject to termination of his/her employment.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the district shall determine if the leave qualifies for FMLA leave. The district may request additional information from the employee to help make the applicability determination. If the leave qualifies under the FMLA, the district will notify the employee, either orally, electronically or in writing, of the decision within five workdays. If the leave is intermittent as defined in this policy and the circumstances of the leave don't change, the district is only required to notify the employee of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent, the employee has accrued paid leave, any leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave.

Excessive Absences

Excessive absenteeism or patterns of absences that interfere with the employee's ability to fulfill his/her assigned duties, particularly if the education of children is substantially affected, may result in the employee receiving disciplinary action up to and including termination of employment with Haas Hall Academy.

Jury Duty and Court Appearances

All licensed personnel who have been summoned to jury duty or subpoenaed for court appearances for a matter pertaining to the employee employment with the school district shall notify the principal by presenting a copy of the letter of notification as soon as this information becomes available. Absences for court appearances for a matter pertaining to the employee's employment with the school district, for jury duty or under subpoena from an officer of the court for a matter pertaining to the employee's employment with the school district will be counted as paid leave.

The employee must present the original (not a copy) of the summons to jury duty or must bring documentation from the court clerk showing that he/she appeared in court and the purpose of

that appearance. This documentation must be presented to the employee's supervisor attached to the absentee form in order for the absence to be considered for paid leave.

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor.

Employees appearing in court for any reason other than those noted above will have to use personal business, vacation leave, or pay the cost of a substitute for time missed. The employee's supervisor must approve these absences in advance.

Political Activity

Employees are free to engage in political activity outside of work hours and to the extent, that it does not affect the performance of their duties or adversely affect important working relationships.

It is specifically forbidden for employees to engage in political activities on the school grounds or during work hours. The following activities are forbidden by employees on school property:

- Using scholars for preparation or dissemination of campaign materials;
- Distributing political materials;
- Distributing or otherwise seeking signatures on petitions of any kind;
- Posting political materials; and
- Discussing political matters with scholars, in or out of the classroom, in circumstances inappropriate to the nature of the class;
- Use of district email accounts (incoming or outgoing) or the use of district equipment.

Smart Core Curriculum

Haas Hall Academy is an accelerated college preparatory institution. All scholars attending Haas Hall Academy must participate in the Smart Core curriculum – no exceptions or exemptions.

Smart Core Curriculum – Graduation Requirements

A minimum of 23 units are required to graduate from Haas Hall Academy. On a case by case basis, as approved by the Superintendent transfer scholars or scholars taking concurrent credit at a university while attending Haas Hall Academy may have a few of our upper level courses waived.

Privacy

Haas Hall Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Haas Hall Academy and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. The Superintendent has the right to terminate this privilege at any time if they feel that the user is abusing this privilege or no longer feels that it is necessary. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary or legal action.

Salary Schedules

Haas Hall Academy holds a waiver from a formalized salary schedule. It is Haas Hall Academy's belief that salary and raises are based solely on academic performance and documented results of each faculty member.

Nota Bene: Haas Hall Academy holds waivers from A.C.A. § 6-17-201(b) (1) (2); 6-17-201(c), 6-20-319(4) (b) – Certified Staff Salary Schedule. Haas Hall Academy does not necessarily base pay on a strict formula of years' experience and degree; but uses other formulas and criteria to establish teacher compensation. Haas Hall Academy provides compensation that is competitive with local school districts. The school reserves the right to determine specific salary schedules. An employee who seeks employment with the school is assumed to have given understood approval for participation in the school's compensation plan.

Haas Hall Academy holds a waiver from A.C.A. § 6-17-2403 – Minimum Teacher Compensation Schedule. Haas Hall Academy does not necessarily utilize base pay on a strict formula of years of experience and degree; but uses other formulas and criteria to establish teacher compensation. Haas Hall Academy provides compensation that is competitive with local public school districts.

Haas Hall Academy reserves the right to determine specific salary schedules. An employee who seeks employment with the school is assumed to have given understood approval for participation in the school's compensation plan.

Special Education Consultation

Haas Hall Academy employs a fully licensed special education coordinator who is responsible for all 504s and IEPs. Failure to comply with this directive may result in immediate termination.

Social Networking and Ethics

Technology used appropriately gives faculty new opportunities to engage scholars. District staff are encouraged to use educational technology, the Internet, and professional/education social networks to raise scholar achievement and to improve communication with parents and scholars. Technology and social networking websites also offer staff many ways they can present themselves unprofessionally and/or interact with scholars inappropriately.

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

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with scholars. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with scholars could adversely affect the District'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 District staff to maintain a professional relationship with each scholar, both in and outside the classroom. The School Board of Directors 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.

Social Media Definitions

Social networking websites are online groups of Internet users allowing communication between multiple individuals. The fundamental purpose of social networking websites is to socialize. Examples include, but are not limited to, Facebook, LinkedIn, SnapChat, and Twitter.

Professional/education social networks are education oriented websites designed to allow and encourage teachers and scholars to communicate and collaborate around school subjects and projects.

Blogs are a type of networking and can be either social or professional in their orientation. Professional blogs are encouraged and can provide a place for teachers to post homework, keep parents up-to-date, and interact with scholars concerning school related activities. Social blogs are discouraged to the extent they involve teachers and scholars in a non-education oriented format.

Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done with technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they do not cross the line of acceptability.

Whether permitted or not specifically forbidden by policy, or when expressed in an adult-to-adult, face-to-face context, what in other mediums of expression could remain private opinions, when expressed by staff on a social networking website, have the potential to be disseminated far beyond the speaker's desire or intention. This could undermine the public's perception of the individual's ability to educate scholars, thus undermining the teacher's effectiveness. In this way, the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the of employment.

Accessing social networking websites for personal use during school hours is prohibited, except during lunch. Staff are discouraged from accessing social networking websites on personal equipment during their lunch because, while this is not prohibited, it may give the public appearance that such access is occurring during instructional time. Staff shall not access social networking websites using district equipment at any time, including during lunch, except in an emergency or with the express prior permission of administration. All school district employees who participate in social networking websites shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The following guidelines apply to all individuals posting on social media networks in any capacity.

Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Haas Hall Academy. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it in your classroom or to a member of the media, consider whether you should post it online. One should also give strong consideration before posting images that may be considered inappropriate or distasteful.

Strive for accuracy. Check your facts before posting them on social media. Keep in mind that once you share inaccurate information on a social network, it is available to the public and is not easily corrected.

Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the Haas Hall Academy.

Consider your audience and its potential reaction to your content. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective scholars, current scholars, parents, current employer and colleagues, and peers.

Statement of Confidentiality

All faculty must have on file a signed copy of a Statement of Confidentiality. In this environment, it is never appropriate to gossip about scholars, parents, faculty, staff or administration. Scholars at Haas Hall Academy have the right to expect that information about them will be kept confidential by all volunteers.

Additionally, the U. S. Congress has addressed the privacy-related concerns of educators, parents, and scholars by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Haas Hall Academy, which disseminates a scholar’s education records without his or her parent’s consent.

Statement of Core Values

Rigor: Our collegiate-style environment and small class sizes provide scholars with the academic freedom to discover intellectual and personal passions through a demanding curriculum taught by motivated educators with professional backgrounds in their related fields. Beyond a robust regimen of core subjects, our scholars are challenged by their peers and the faculty to explore the meaning of complex information and to apply knowledge in the service of their communities and careers.

Responsibility: We develop responsible scholars by entrusting them with an age-appropriate degree of freedom, balanced with clearly defined standards of behavior and accountability. The interaction of freedom and accountability between scholars, faculty, and administration helps each scholar exercise the integrity, self-discipline, and responsibility necessary for success at the collegiate level.

Respect: We provide a supportive, safe environment for our scholars. The foundation of this environment is based on mutual respect among scholars, faculty, parents and administration. The culture of mutual respect extends beyond the classroom onto the campus, the scholars’ homes

and the surrounding community. Our scholars' self-respect and their respect for others are foundational to success in any endeavor after Haas Hall Academy.

Substitute Faculty

All faculty are responsible to find their own substitute teacher for day(s) missed. Every day your salary will be docked from \$80.00 per day as those monies will be paid from the school to the substitute. If an absence from work is directly related to Arkansas Department of Education training or a request from the Superintendent, Haas Hall Academy will assist you in finding a replacement. Haas Hall Academy will pay for the substitute faculty member.

Sundown Rule – Return of Phone Calls/E-Mails

Haas Hall Academy is a unique academic environment with faculty and staff focused on the academic successes of their scholars. Haas Hall Academy employs a Sundown Rule for communication with parents and scholars. It is required that you respond to any requests you receive by the end of the business day (3:30 p.m.).

In the event that the request cannot be finished by the end of the day, it is expected to at least extend a courtesy e-mail or phone call acknowledging your receipt of the request (**communication is important!**) and offering some guideline about the expected timing of fulfilling the request. Many policies such as grades in classes and other time consuming requests are outlined in the Scholars' Handbook. When referring to those types of requests please refer to and reference the policy with an anticipated timeframe in which their question(s) will be addressed.

Textbook Monitoring and Return

It is the individual faculty member's responsibility to ensure that all textbooks are accounted for at the end of each semester and at the end of the year. Each department head will provide you with an electronic form, approved by the Superintendent that must be turned in to the Headmaster each semester.

If a textbook is lost due to faculty error, the full price of replacing the textbook is the sole responsibility of the faculty member. The price of the textbook(s) will be deducted from your salary in January and in July of each calendar year.

Testing During State-Mandated Exams

Under no circumstances may any exam be given on state-mandated testing days regardless of grade level(s). This includes: exams, quizzes, take home tests, etc. There is zero tolerance for non-compliance. Termination may result from not adhering to this policy.

Tornado Drills

Haas Hall Academy will conduct regular tornado drills throughout the school year. All classrooms have maps and details where they should go during a tornado drill or an actual event.

Transcripts (Access and Safeguarding)

The academic files and transcripts of scholars are protected Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.). Only school personnel with a specific need to access scholar files may do so. Transcripts are generated via TRIAND by Haas Hall Academy's Director of Scholar eSchool.

Official school transcripts may only be generated by Haas Hall Academy's Director of Scholar eSchool, notarized and signed by the Superintendent to be valid. Personnel who need access to scholar files must view files in the office of the Director of Scholar eSchool. No files may be removed from that office by faculty or staff at any time.

Uniform Enforcement

Scholar uniform enforcement is the responsibility of each of us. In an effort to find a more uniform (pardon the pun) method of checking for compliance, faculty are asked to make a visual check before instruction begins during the first block. Anytime a scholar is out of uniform compliance they must be sent to the school office.

Van Use

The use of school vans is a privilege not a right. Personnel who drive school vans are responsible for the safety of scholars and of school property. All use of school vans must be documented in the van log located in each van. Failure to complete the log will subject personnel to discipline. Traffic violations and accidents will require mandatory drug testing. The Superintendent of Schools will make the final determination of the severity of the offense and take corrective action. The severity of the corrective action will take into consideration all facets of the incident. The Superintendent's decision is final there is no appeal.

Workplace Searches and Video Surveillance

Searches: Haas Hall Academy reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" include, without limitation, illegal drugs; alcoholic beverages; prescription drugs or medications not used or possessed in compliance with a current valid prescription; weapons; any items of obscene, harassing, demeaning, or violent nature; and any property in the possession or control of an employee who does not have authorization from the owner if such property to possess or control the property.

"Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to Haas Hall Academy premises, Haas Hall Academy may search employees, their work areas, lockers, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, Haas Hall Academy is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in Haas Hall Academy's workplace, either on school premises, or while on duty at an off campus events. In general, employees should assume that what they do while on duty or on Haas Hall Academy's premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, Haas Hall Academy will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give Haas Hall Academy a copy of the key or combination.

The areas in question may be searched at any time, with or without the employee being present. As a rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he/she would not be prepared to

show and possibly turn over to Haas Hall Academy's officials and/or law enforcement authorities

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

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

Vision

Every Scholar, Every Day – College Bound!

Written Correspondence

No official written correspondence may be communicated on Haas Hall Academy letterhead or having the appearance of official school communiqué without the approval of the Superintendent.

Statement of Assurances

My signature below indicates I have received a copy of the 2017.2018 Licensed/Classified Personnel Policies. Furthermore, I read, understand and will fully comply with these policies. I understand that failure to do so may result in discipline including termination.

Signature of employee

Date