



Haas Hall Academy

Licensed/Classified Personnel Policies 2019.2020

Approved: July 31, 2019

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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HAAS HALL ACADEMY

FOUR CAMPUSES.
ONE COMMUNITY.
ONE MISSION.

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Haas Hall Academy School Calendar 2019.2020

Month	Date	Event
August	5, 6, 7	Professional Development
	8	School Begins
	30	Adam Mendonça Day (No Classes)
September	2	Labor Day Holiday (No Classes)
	11, 12	Parent/Faculty/Scholar Conferences (Classes in Session)
	27	James Underwood Day (No Classes)
October	2	PPSAT Administration (Grades 7-11)
	16	PSAT/NMSQT Administration (grades 7-11) - First Qtr. Ends (43 days)
	18	Sam Lipson Day (No Classes)
	19	Jade DeSpain Day (No Classes)
	21	Second Quarter Begins
November	8	Parent/Faculty/Scholar Conferences (Classes in Session)
	14	Rebecca Moll Day (Classes in Session)
	27, 28, 29	Thanksgiving Holiday (No Classes)
December	20	End of Second Quarter (47 Days)/End of First Semester (90 Days)
December 21, 2019, through January 6, 2020, Christmas Holiday (No Classes)		
January	6	Sam Bishop Day (No Classes/Faculty Present)
	7	Third Quarter Begins
	20	Martin Luther King Jr. Day (No Classes)
February	5, 6	Parent/Faculty/Scholar Conferences (Classes in Session)
	14	Jonah Hyman Day (No Classes)
	17	Antonio Thomas Day (No Classes)
	25	2020.2021 Admissions Lottery Drawing
March	12	New Scholar Orientation
	13	End of Third Quarter (46 Days)
	16	Fourth Quarter Begins
	19	Anshuman Nandy Day (No Classes)
	20	Claire Scott Day (No Classes)
	23, 24, 25, 26, 27	Spring Break (No Classes)
April	10	Connor Fritsch Day (No Classes)
	13	Dr. Martin W. Schoppmeyer, Sr. Day (No Classes)
	23	Parent/Faculty/Scholar Conferences (Classes in Session)
May	25	Memorial Day (No Classes)
	26	Baccalaureate and Graduation Ceremonies
	29	End of Fourth Quarter (47 Days)
	29	End of Second Semester (91 Days)/End of 2018.2019 Term (181 Days)
June	1, 2, 3, 4, 5	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, 180 Faculty in School, 189 Days		Adam Mendonca Day, Labor Day, James Underwood Day, Sam Lipson Day, Jade DeSpain Day, Thanksgiving Holiday (3 days), Christmas Holiday (11 days), Sam Bishop Day, Martin Luther King Jr Day, Jonah Hyman Day, Mitchell Bylak Day, Anshuman Nandy Day, Claire Scott Day, Spring Break (5 Days), Connor Fritsch Day, Dr. Martin W. Schoppmeyer Sr. Day, Memorial Day – Total: 33 Days

Professional Conduct by Staff

Haas Hall Academy counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. We expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

Haas Hall Academy believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Arkansas, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others.

Specific Responsibilities

Essential to the success of ongoing school district operations and the instructional program are the following responsibilities, required of all personnel:

- Support and enforcement of policies of the Board and regulations of Haas Hall administration in regard to students;
- Concern and attention toward their own and the Academy’s legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented;
- Avoidance of exploitation of relationships with students, other staff members, or district patrons;
- Consistently and promptness in attendance at work;
- Diligence in submitting required reports promptly at the times specified;
- Care and protection of school property.

Staff - Student Relationships

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit.

This policy also applies to the use of electronic devices and the Internet. Staff – student relationships should always be professional not personal by nature. Staff shall not text, scholars unless it is an emergency.

Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to the Superintendent.

Exploitation of a Student

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student’s age or the student’s placement in or out

of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication is related to school related matters, employees should avoid frequent messaging – particularly when messaging is to a single student.

Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and phones with audio record capabilities. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VOIP, smart phones and internet phones. No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the Superintendent or other designated school official.

Employees who engage in job-related communications with students are required to publish to student's class guidelines or activity-based guidelines for communicating with students that the instructor, coach, or sponsor will follow. In instances where a student's communications are inappropriate or personal and outside permissible school boundaries (with the instructor, coach, sponsor or those in similar relationship to the student) the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, national origin, sexual orientation, or handicapping conditions. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of district property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

Every employee of this school has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

Professional Communications

All employees should communicate their observations and concerns which could ensure and improve efficient operation of Haas Hall Academy. Responsible public service often requires written professional communications and prompt replies.

Policy for Handling Personnel Problems

Haas Hall Academy's Board of Education recognizes the need to implement an orderly process for the early resolution of differences concerning the implementation of established rules and policies and to provide for an orderly settlement in a manner fair and equitable to all employees.

Haas Hall Academy's Board of Education urges all employees to communicate observations and concerns which could ensure and improve the efficient operation of the District.

Definitions and Procedures

Definitions

Teacher

Any person employed by Haas Hall Academy in an instruction capacity.

Grievance

A disagreement between two or more teachers concerning the interpretation of existing laws, contracts, policies of Haas Hall Academy's Board of Education, or established rules.

Workday

Any Monday through Friday, inclusive, except for those holidays listed on the approved school calendar.

Professional Communication

Communications which give appropriate attention to matters of mutual professional concern. They should be in writing and given prompt attention.

Professional Communications Procedures

All employees should communicate their observations and concerns which would ensure and improve efficient operations of Haas Hall Academy. Any employee may file a professional communication. The receiver of the professional communication will reply in writing within ten (10) days if so requested. If the sender is not satisfied with the reply, the sender may continue with the full grievance process.

Grievance Procedures

All teachers in the school district shall have the right to challenge the application and/or interpretation of rules, regulations, or policies affecting teachers through recognized administrative channels. Each teacher or group of teachers who have a grievance may process it by giving written notice of the grievance to the Superintendent. The Superintendent's decision is the final decision at the building level.

If the grievance is not resolved after reaching the Superintendent of schools, it may be appealed to Haas Hall Academy's Board of Education.

Each administrator will deal with a grievance as quickly as possible but will have a maximum of seven (7) workdays after a grievance is filed in which to investigate and render a decision. The decision will be delivered in writing to the teacher(s) who filed the grievance. If no decision is delivered within the seven-day limit, the grievance may be advanced to the next level. If the teacher(s) decides to appeal this decision, copies of the decision and the original grievance should be forwarded to the next appropriate administrator, along with notice of appeal. Such an appeal must be made, in writing, within seven (7) days of the announced decision.

If a teacher has exhausted all previous steps, the teacher may appeal to the Board of Education. Appeals made to the Board of Education shall be delivered to the President of the Board within seven workdays of the delivery of the Superintendent's response to the grievance and should include all documentation (the original grievance, appeals, responses, statements from witnesses, etc.) assembled in regard to the grievance. The appellant should include a statement indicating the reason(s) for appealing the Superintendent's decision and a rationale for asking the Board to reverse or alter that decision. Copies of the appeal shall be delivered to the Superintendent of schools and to the other party to the grievance within one day of delivery to the Board President. When an appeal to Haas Hall Academy's Board of Education is filed, consideration of that appeal will be placed on the agenda for the next regularly scheduled Board meeting. If the appeal states a grievance within the definition of this policy, the Board shall grant a hearing to the grievant at that meeting or at some later time mutually agreed to by the Board and the grievant, unless the grievant requests that the appeal decision be made on the basis of the written record.

If the Board determines that a grievance exists within the definition of this policy, and if the grievant requests that no hearing be held, the Board will report its final decision regarding the grievance to the parties to the grievance, in writing, within seven workdays after the Board meeting at which the appeal is considered.

When a hearing is held, the following conditions will apply:

1. The hearing will be open to the public unless the employee requests a private hearing;
2. If the hearing is closed (conducted in executive session), no record of the hearing will be made. If the hearing is open, a record of the hearing will be made by the Board, and a copy will be provided to either party to the grievance, upon request and payment of copying costs;
3. When a public hearing is held, the Board of Education can be represented by one person, and each of the two parties to the grievance can be represented by one person. Each party to the grievance, or the representative of that party, shall have an opportunity to make a statement to the Board and shall, at the discretion of the Board, have an opportunity to question the other party;
4. When a public hearing is held, the Board reserves the right to call and question witnesses, including those suggested by either party to the grievance;
5. The President of the Board, or some other Board member appointed by the President, shall conduct the hearing before the Board as a whole;
6. The Board will report its final decision, in writing, to both parties to the grievance no later than seven workdays after its next scheduled meeting;
7. The Board's written response to a grievance will include the reason(s) for supporting or denying the grievance or for affecting a compromise between the parties to the grievance;

8. Forms for filing grievances shall be furnished by the business office and are included on page 9 of this policy manual.

Request for Consideration of Grievance

Name(s) of Grievant(s) _____

Date of Grievance _____

Description of the Grievance (Indicate names; dates, and specific policy, law, contract, or rule in question.):

Signed (Attach additional pages, if necessary) _____ *Date* _____

Received by _____ *Date* _____

- Action:
- #1 returned to grievant after action
 - #2 retained by administrator after action
 - #3 retained by grievant when grievance is field

Signed _____ *Date* _____

Staff Employment Policies

The Board of Education will make every effort to select the best qualified individuals for positions. Each vacancy that occurs will be filled only after all consideration is given each candidate who applies, including any who request to transfer from within the district or within the particular building.

Academic qualifications, personality, appearance, integrity, and experience will be among the factors considered in choosing school district employees. In an effort to insure the best possible candidates for school district positions, an active search will be made to locate likely candidates.

Staff Employment Procedures

Contracts of all other staff will be renewed annually. Insofar as possible, assignments will be specific based on approved certification and available personnel.

At its regular August meeting each year, the Board of Education will approve a list of teachers to be employed for the following year. Such approval will constitute a contractual obligation by the Board. Those teachers so approved will be notified in writing before professional development begins of the Board's intention to employ them and will be asked to indicate in writing their intention to accept or reject the offer of employment.

Acceptance of the offer of employment will constitute a contractual obligation on the part of the teacher; rejection of the offer of employment will constitute a resignation by the teacher. An official contract will be prepared for each teacher who accepts the offer of employment; the teacher will have ten working days from the time the contract is delivered to sign and return it to the school district's administrative offices.

Employing New Teachers

A. Qualifications:

An applicant for a teaching position must meet the following minimum standards in order to be employed in the district:

- Must have at least a bachelor's degree from an accredited college or university, the applicant should also indicate a recognition of the need for continuous staff development;
- Must be available for a personal interview with the appropriate members of the administrative staff and the Superintendent of the school where the teacher is to be assigned. The Superintendent concerned shall make the final recommendation for employment to the Superintendent;
- Must have satisfactory recommendations concerning character and professional qualifications;
- Must meet all legal requirements for employment;
- No exceptions shall be made without the approval of the School Board.

B. Selection:

Although the Superintendent is responsible for selecting new employees for recommendation to the Board of Education, the Superintendent may ask other staff members (both administrative and non-administration) to provide appropriate input during the selection process.

C. Appointments:

Appointments, insofar as possible, will be made for specific positions with the concurrence of the Superintendent and the Superintendent concerned.

Re-employing Teachers

When a staff member's employment is continued from one year to the next, the following conditions will apply:

- The staff member must comply with any health regulations determined by the Board of Education or the State of Arkansas;
- The staff member must comply with the provisions of the local Staff Development Policy;
- The staff member could be assigned to a different grade level, or subject. Failure to accept such an assignment would constitute resignation by the staff member. Appeals of such assignments could be made to the Superintendent utilizing the Professional Communications Form;
- A staff member who is assigned to work extra days beyond the normal teaching contract will be notified in writing by April 15 if a change in the number of contracted days for the succeeding year is to be reduced;
- Employment at Haas Hall Academy is at will.

Employment of Part-Time Teachers

In some cases it is necessary to employ part-time staff members. Part-time staff members shall be fully qualified.

A part-time teacher teaching up to and including one-half time will be entitled to one-half of the fringe benefits earned by full-time teachers. A part-time teacher teaching more than one-half time will be entitled to all fringe benefits and will earn a full salary increment.

The teacher at the time of employment will be furnished a detailed description of the weights assigned to his/her duties used in determining the equivalent part of the full-time salary, including a copy of this policy.

Procedures

Administrators and the teacher involved shall make provisions for adjusting salaries and duties in special cases.

Fractional Time of Employment. The following guidelines will be used in computing part-time teachers' salaries and in determining responsibilities for those teachers.

1. Teachers employed will be paid based on the number of periods taught per day, divided by the number of periods in a day (This method provides some compensation for preparation time, but allows the preparation time to be scheduled at the convenience of the teacher involved.) If, in order to accommodate scheduling requirements, it is necessary to assign a part-time teacher to non-consecutive teaching periods (exclusive of lunch), the teacher may elect to be paid based on the number of periods taught per day plus one and divided by the number of periods in a day. In this event, the teacher will have the same responsibilities during preparation period as a full-time teacher.
2. If a Superintendent and a teacher agree that the teacher will regularly be assigned extra teaching time, the teacher will be paid for the extra time as an appropriate proportion of the teacher's base pay.

3. A part-time teacher shall be encouraged to attend all faculty and other professional meetings and shall be responsible for attending such meetings on a basis at least equal to the teacher's percentage of full-time employment. The Superintendent shall schedule regular and special faculty meetings in the best interest of all concerned.
4. A part-time teacher will be expected to perform regular faculty duties (homeroom supervision, bus duty, activity supervision, etc.) on a basis approximately equal to the teacher's percentage of full-time employment.

Opportunities for full-time employment: All part-time certified staff members will be notified, by written notice mailed to their most current address on file in the Superintendent's office, of any full-time position that becomes open. The staff member will be guaranteed an interview providing that they meet the certification requirements for that position. If the part-time staff member is not hired, for that full-time position, the staff member may request an employment conference.

Evaluation of Certified Employees

Haas Hall Academy will utilize the selected State of Arkansas evaluation system BloomBoard.

Admonishment/Plan for Improvement

Staff member _____

Prepared by _____

Reason for action:

Inappropriate conduct (complete II. below)

Performance deficiencies related to Haas Hall Academy's faculty evaluation program

Purpose of the plan: This admonishment/plan for improvement is to provide goals for self-improvement.

Admonishment: The admonishment/plan for improvement is given 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. You are admonished that failure to comply with the directives of this plan will result in immediate termination.

I. Area(s) of Deficiency: List specific indicators from Haas Hall Academy's faculty evaluation program.

II. Description of inappropriate conduct or unsatisfactory performance.

III. Performance Desired.

IV. Assistance to be provided.

V. Timeline including date for progress review.

Staff's Signature Indicating Receipt of Plan / Date

Administrator's Signature Indicating Delivery of Plan / Date

Plan Completed Yes No

Administrator's Signature Indicating Completion or Non-Completion of Plan / Date

Policy on Dismissal and Non-Renewal of Contract

The Superintendent will determine the policy on fair dismissal of teachers including those that fail to improve the academic performance of the students in their classrooms. All employment is at-will.

Substitutes for Aides and Secretaries

Substitutes for aides and secretaries may be obtained only when the normal program of the school will be severely hampered by the absence of the employee as determined by the Superintendent.

Procedures

I. Application

Persons desiring employment as a substitute for aides and secretaries must file written application on forms available in the Business Office.

II. Eligibility

Persons having met the requirements of a substitute for teachers would automatically be eligible for substituting for an aide or secretary. All substitutes will indicate if they would desire to substitute for aides and secretaries in addition to teachers.

III. Assignment

The Superintendent is given a list of available substitutes for aides and secretaries. Calls are made as far in advance as possible, but often emergencies occur and a substitute is needed on very short notice.

IV. Time Sheets

Time sheets will be kept in the Business office for substitute aides and secretaries. This is the same time sheet that is kept for substitute teachers and will be turned into the Business Office at the same time. Aides and secretaries will be identified by writing "Aide" or "Secretary" in the column headed name and employee #. Substitutes will initial this sheet at the close of each day he works. This will constitute a record for payment of salary for the work performed.

V. Payment

Checks for substitute aides and secretaries are ready on about the 5th of the month. Deductions from this payment will be made for Social Security. The time period covered will be for the previous calendar month's work. Checks will be mailed to the substitute's home address.

Student Teaching and other Educational Field Experiences

The Board of Education recognizes the need for opportunities for field experiences by persons engaged in educational study and research. It also recognizes the responsibility of professional teachers to assist in the training of new teachers. The Board therefore authorizes the Superintendent to develop procedures for cooperating with persons wishing to engage in such educational field experiences.

It is hoped that such field experiences can be beneficial to all participants. If, in the opinion of the Superintendent, the activity will hamper the educational program offered to students, the request for the field experience will be denied.

Professional Development

Mandate and Support

Haas Hall Academy believes that initial preparation is only the first phase in becoming and remaining a professional staff member and therefore requires certified staff members to follow a systematic program of continuing education. The Board also believes that, to be effective, the Professional Development Program should be driven by individual professional development (PD) needs, District improvement plans, and the Strategic Plan the Board considers professional development an integral part of the school district's program and intends to budget funds accordingly.

Requirements – District and School

In accordance with state standards, the District will provide professional staff development and in-service training that is based on local educational needs and state educational goals. Local policies establish the guidelines for professional development in the District. If the state mandates new requirements or regulations that are more stringent than local policies, the state-mandated change will go into effect at the specified date until the local policy can be changed; less stringent state requirements and regulations will not take precedence over policy guidelines. The district will provide a minimum of 60 hours of professional development activities within the regular school calendar, as well as other after school, weekend, and summer opportunities. An individual record of completed professional development activities will be kept by the Supervisor or his/her designee. It will be the responsibility of each staff member to report and document all professional development activities. The Superintendent will approve and make sure the individual record is updated accordingly.

Requirements – Individual

State guidelines require that all certified employees complete at least 60 clock hours of professional development each year. At least six of those hours must be in the area of educational technology. Part-time certified employees must attend staff development on a prorated basis according to their FTE – for example, .4 FTE requires 12 hours. Staff members may begin professional development activities on July 1 of each contract year and must complete the required hours by June 30 of that school year. Hours accumulated in June may be credited to the current school year or the next school year, depending upon the need of the staff member.

Staff members are expected to attend all professional development scheduled. Failure to attend could result in disciplinary action up to and including termination of employment. Unusual events that arise require notification of the Superintendent a minimum of 72 hours in advance. Staff members are expected to “make up” the professional development within a set amount of time to be determined by the Superintendent.

Staff development activities conducted during restructuring (waiver) days may not be substituted for teacher attendance during the required 60 hours of professional development. Certified employees may count up to 15 hours of professional development attended during student-contact days as well as all hours attended during in-service days. The Arkansas Education Association annual convention's instructional professional development sessions may be counted toward fulfillment of those 15 hours allowable during student-contact days. If a teacher chooses to attend AEA, the district should make every effort to facilitate the teacher's attendance.

Professional development activities that fall within the guidelines specified in article 7. Professional Development Credit to Meet Minimum 60-Hour Requirement and that are attended during the summer or after school hours may be counted toward the fulfillment of the 60-hour requirement.

Employees who teach courses or workshops outside of the District that are related to school, program, or District goals may count such courses toward the fulfillment of the 60-hour staff development requirement, unless conducted during a student contact day.

Deficiencies

Staff members failing to complete the thirty hours of professional development by June 30 will be required to submit a Professional Development Plan to the Superintendent for approval by July 1. This plan will outline the procedure that the staff member will use to correct this deficiency. Staff members with a deficiency will not advance on the experience level of the salary scale unless this deficiency is corrected prior to the beginning of the school year. When the deficiency is corrected, the staff member will advance only one experience step at the beginning of the next school year.

Failure to correct this deficiency by April 1 of the next school year (9 months after the initial deficiency) will result in a recommendation for non-renewal of contract for failure to meet the terms of employment.

The Superintendent shall notify the Superintendent by April 1 of each year about any employee failing to correct a deficiency in staff development hours from the previous school year so that a recommendation for non-renewal of contract can be prepared.

School-Based Professional Development Committees

Professional Development Committee (PDC) shall coordinate and evaluate the school-based professional development program. School PD committees shall be comprised of the Superintendent and at least 3 members elected annually by the faculty. The committee will elect the chair.

Professional Development Credit to Meet Minimum 60-Hour Requirement

To be eligible, professional development activities must be designed to enhance student performance directly or indirectly. Staff development is not time for teachers to work in their classrooms; neither is it for general faculty meetings or back-to-school nights. Faculty meetings or orientation for the specific purpose of relaying information, regulations, or procedures may count as staff development at the discretion of the PDC if the criteria of the first sentence are met.

The Superintendent may require attendance at any professional development activity that is held on designated professional development days. Restructuring days cannot be counted toward the 30-hour minimum required. Professional development activities held during student contact time may be counted for a maximum of 15 of the required 60 hours.

Allowable experiences and corresponding credit are as follows:

**Haas Hall Academy
Professional Development Checklist**

Type	Mandatory Hours	Hours Completed	Approved
Parental Involvement	2 hours mandatory	1 2 3 4 5 6 7 8 9 10	
Technology	6 hours mandatory	1 2 3 4 5 6 7 8 9 10	
AR History In-service Training	2 hours mandatory	1 2 3 4 5 6 7 8 9 10	
AP & IB Training		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
ACSIP		1 2 3 4 5 6 7 8 9 10	
Professional Development Plan Review		1	
Curriculum Planning	Up to 12 Hours	1 2 3 4 5 6 7 8 9 10 11 12	
3 Hour applicable college courses	Up to 15 hours	3 6 9 12 15	
Administrator Professional Development		1 2 3 4 5 6 7 8 9 10	
ACTAAP		1 2 3 4 5 6 7 8 9 10	

Signature of Faculty

Date

Signature of Superintendent

Date

Activities and Credits

Activity	Credit
District/School required activities	Actual time to nearest half hour
District/School provided activities	Actual time to nearest half hour
NWAESC activities relating to subject taught or professional development	Actual time to nearest half hour
Professional development activities presented at faculty meetings	Actual time to nearest half hour
Grade level/department/program meetings for curriculum (present product to Superintendent)	Actual time to nearest half hour
District/school/professional organization committee work during non-school hours	Actual time to nearest half hour
Facilitating or leading professional development presentations that are related to school or district goals	Double time to nearest half-hour, or Actual time to the nearest half-hour, if stipend is paid.
Preparation of professional presentations for which the preparation is developmental for presenter	Actual time to nearest half hour
Program Supervisor-approved Learning Teams, Study Groups, Independent Study, Action Research	Actual time to nearest half hour
Graduate or college level courses	One hour of college credit equals 1 hour of professional development. No more than half of the required 30 hours may be met through college credit hours.
Superintendent / Superintendent approved institutes, workshops, conferences for which college credit may or may not be earned	Actual time to nearest half hour
Writing and publication of books and articles in professional journals	Variable up to 15 hours for each article; 30 hours for each book

Guidelines for Learning Teams, Study Groups, Independent Studies, and Action Research

- Criteria to Determine PD Credit;
- Must have the evaluator's approval;
- Must study or research a given topic relating to individual, school or district improvement goals over an extended period of time;
- Must develop a product to be shared;
- Must document own hours;
- Leadership of Groups;
- At the first meeting of a group, participants will choose a leader who will direct the group and will certify attendance and active participation of the members.

Travel Policy

- The Board of Education, recognizing the necessity for school personnel and students to travel within the district or make out-of-district trips on school business, hereby establishes the following policies with respect to school travel.
- In order to accomplish recognized school purposes while prudently administering district funds, the Superintendent shall sanction and regulate all school sponsored travel by students and personnel through clear written procedures which address permission, reimbursement, and funding.
- In addition to securing permission to travel, personnel shall also comply with all applicable leave policies.

Compensation

Salary Determination. All wages and salaries shall be calculated in accordance with this policy and its attached schedules.

Eringe Benefits. These provisions apply to all contracted employees.

The District shall administer a payroll deduction program that enables employees to redirect a portion of their salaries or wages and avoid taxation on certain insurance premiums and investments.

The District shall pay the health insurance contribution rate established by the State Board of Education for each eligible employee electing to participate in the public school employee health insurance program.

The District shall pay the teacher retirement employer contribution rate for any eligible employee in accordance with rules and regulations established by the Board of Trustees of the Arkansas Retirement System.

Salary Schedule Placement. An employee's allowable experience shall determine the row, and allowable training shall determine the column, of the salary schedule from which the proper salary is calculated.

- If years of experience exceed the number of steps on the schedule, the highest scheduled salary for the employee's level of training shall be proper;
- Experience in teaching or administration shall be calculated at the rate of one half year's credit for working the major portion of a school semester, regardless of whether the employment was for a full day of work;

- All years of teaching or administrative experience in a position with District shall be allowed;
- Certified employees shall receive credit for all teaching or administrative experience;
- In addition to any other experience, up to three years credit shall be allowed for active military service;
- Training credit shall not be allowed for degrees from educational institutions that are not accredited;
- Training credit shall be allowed for an employee’s highest college degree;
- Additional training credit shall be allowed for graduate level college credit hours related to an area of certification;
- Graduate level college credit hours may have been earned prior to the latest degree, but they may not have been used to satisfy any prior degree in order to count for additional hours;
- If a master’s degree program requires more than 36 hours credit, hours in excess of 36 shall be counted as additional training credit hours beyond the master’s.

Professional development hours for salary credit shall be allowed.

- If an employee works more or less than 190 days, the employee’s salary shall be adjusted by multiplying the 190-day salary by a fraction composed with the number of days worked as its numerator and 190 as its denominator; the result shall be rounded to the nearest dollar.
- If an employee works shorter workdays or teaches more classes, the employee’s salary shall be adjusted to the nearest dollar, using the appropriate fractional full time equivalent rounded to hundredths.

Substitute Salary Schedule

Substitute Teachers	
High School Diploma	\$60 per day
College Degree, Not Certified Teacher	\$70 per day
Certified	\$80 per day

Leave Policy

The Board of Education recognizes the need for employees to be protected from loss of salary during temporary absences from work caused by personal illness or disability, illness, or bereavement in the immediate family, and other reasons of an emergency or personal nature.

The Board of Education also agrees to protect the security of the teacher who requests leave of absence for an extended period by guaranteeing the individual to return to a teaching position, provided conditions outlined in the procedures governing this policy are met.

Teacher Leave Procedures

I. Sick Leave

Sick leave shall be defined as leave granted because of physical, mental, or emotional illness of the employee, or illness of death in the immediate family, or because of need for additional emergency leave as provided in Section III of this policy. Immediate family shall include the teacher’s spouse, children, parents, and any other relatives living in the same household.

- A. Teachers shall be granted a total of one day per contracted month of sick leave per year for which there shall be no deduction from the teacher’s salary.

- B. A teacher that does not use all days allotted for sick leave in any school year shall accumulate all unused leave to a limit of 90 days. After 90 days are accrued, unused sick leave shall accrue at 3 days per year thereafter.
- C. Sick leave may be used for any medical disability connected with or resulting from pregnancy. A teacher who is pregnant may continue in active employment as late into her pregnancy as she desires provided such employment does not impair her health as determined by a qualified medical doctor of her choice. All or any portion of a leave taken by a teacher because of medical disability connected with or resulting from her pregnancy shall, at the teacher's option, be charged to her available sick leave. (The teacher shall notify her Superintendent as soon as possible of the time she needs to be relieved of duty and also the time she expects to return to duty.)
- D. Any teacher who is absent from his or her duties as a result of personal injury caused by either an assault or other violent criminal act committed against the school employee in the course of her or her employment, shall be granted a leave of absence from school with full pay for up to one year from the date of the injury and such leave shall not be charged against the teacher's accumulated sick leave.
- E. Upon retirement, certified employees who qualify for benefits of the state teacher retirement system will be reimbursed for unused sick leave in excess of 45 days at the then current beginning daily rate for substitute teachers.

II. Emergency Leave

- A. Emergency leave may be taken for:
 - 1. Illness or death of a close friend or relative not covered under leave;
 - 2. Legal business or family matters of an emergency nature which requires absence during school hours.
- B. Emergency leave may not be taken for routine family or routine business trips.
- C. If the applicant determines that the need for emergency leave meets the requirements as stated (in III. A and B) above, a statement of explanation for leave is not required on the request for leave form.
- D. Emergency leave may not exceed three (3) days of absence per year with no deduction.
- E. Three (3) days additional emergency leave may be charged to sick leave if necessary.
- F. Three (3) days of emergency leave may be used as sick leave if all sick leave has been exhausted.

Examples of Emergency Leave

- Funerals not covered by sick leave;
- Court appearances;
- Legal or tax consultations;
- Sick baby sitter;
- Broken water pipe;
- Stopped up sewer;

- Appliance repair requiring presence of owner;
- Real estate transactions, including moving;
- Recognized religious holidays;
- Property damage to public or private roadways which causes an employee to be unable to reach the work site.

III. Catastrophic Leave

A. Participation

Catastrophic leave may be granted employees who are employed by the District twenty hours or more per week without deduction in pay in response to a calamitous illness or death in the immediate family if the employee so affected has exhausted all other applicable paid leave and if the employee's basic economics needs are in jeopardy as a result of the occurrence. Such leave shall not be granted for days for which the employee is eligible for workers' compensation or other disability pay benefits supported by the District.

IV. Personal Leave

A. A teacher may apply for personal leave when the reason for the requested leave does not fall within any of the other leave categories. Application for such leave should be made one week in advance and will be approved by the Superintendent, provided that a registered substitute can be obtained. For each of the day of personal leave, approved by the Superintendent during an academic year, the Business Office will deduct from the teacher's salary an amount equal to the standard daily cost of a substitute teacher. **If personal leave is approved, an employee is limited to two personal days per calendar school year.** It is strongly recommended that personal leave not be requested during the first and last weeks of school or in conjunction with school holidays.

B. Up to ten days of military leave may be granted per school year, for which an amount equal to the lesser of the teacher's military pay or daily teaching pay will be deducted from the teacher's salary provided the teacher submits evidence that the assignment is mandatory and the teacher has no option to the assignment other than on contracted school time.

C. If approved additional leave days may be taken without pay. Each additional day taken will result in the deduction of a full day's pay from the next salary check.

Examples of Personal Leave:

- Tax Consultations;
- Family reunions;
- Vacations;
- Shopping trips;
- Bad weather/roads;
- Weddings (including own);
- Transportation problems;
- Graduations and other ceremonies;
- Trips with spouse;
- Transporting/accompanying children to college.

V. Professional Leave

There will be two categories of Professional Leave:

1. Professional Development/Professional Business Leave;
2. Civic Leave.

Professional Development Leave related to an individual school's ACSIP Plan will be granted when a teacher justifies, in writing, the direct subject matter or improvements need to be met. Additionally, Professional Development Leave should only be granted when the District did not provide the development needed in the normal Professional Development offerings during the year.

Professional Business Leave may be granted on approval of the Superintendent (or his designee) for participation in any of the following activities:

- Education/Work-related meetings and conferences;
- School visitations;
- Field trips and other activities where students are being chaperoned/supervised;
- Participation in Professional Organizations.

Civic Leave may be granted for the following activities.

- Jury Duty;
- Other civic responsibilities and activities;
- Political activity affecting education.

Approval/Disapproval of Professional Leave

In all categories above, the Superintendent (or his designee) will have three options related to disposition of the leave request:

1. Disapprove the request.
2. Approve the request, and agree that the school will accept responsibility for some or all of the expenses related to the leave, including the cost of a substitute teacher.
3. Approve the request, and charge the teacher with accepting the responsibility for any expenses related to the leave, including the cost of the substitute teacher. (If this option is exercised by the Superintendent, the affected teacher will have the cost of a substitute teacher deducted from the next salary check, or some other recognized agency has agreed to reimburse the Haas Hall Academy for the cost of a substitute.

In deciding which option to exercise, the Superintendent (or designee) will consider the benefit likely to accrue to; the availability of budgeted funds; whether the request for leave was initiated by the teacher, the school, or some other agency, etc.

Any teacher wishing to attend the instructional staff development sessions of the annual AEA Convention will not be denied that leave and will be able to count the specific session as staff development credit if the proper SDI forms have been completed.

Categories of Professional/Civic Leave

Professional/Civic leave may be granted on approval of the Superintendent and the Superintendent (or his designee) for participation in any of the following activities:

Work-related Meetings and Conferences

- School visitations;
- Field trips and other activities where students are being chaperoned/supervised;
- Jury Duty;
- Other civic responsibilities and activities;
- Political activity affecting education.

Approval/Disapproval of Professional Civic Leave

In all categories above, the Superintendent (or his designee) will have three options related to disposition of the leave request:

1. Disapprove the request;
2. Approve the request, and agree that the school will accept responsibility for some or all of the expenses related to the leave, including the cost of a substitute teacher;
3. Approve the request, and charge the teacher with accepting the responsibility for any expenses related to the leave, including the cost of the substitute teacher. (If this option is exercised by the Superintendent, the affected teacher will have the cost of a substitute teacher deducted from the next salary check, or some other recognized agency has agreed to reimburse the District for the cost of a substitute.

In deciding which option to exercise, the Superintendent (or designee) will consider the benefit likely to accrue to Haas Hall Academy; the availability of budgeted funds; whether the request for leave was initiated by the teacher, the school, or some other agency.

Any teacher wishing to attend the instructional staff development sessions of the annual AEA Convention will not be denied that leave and will be able to count the specific session as staff development credit if the proper SDI forms have been completed.

VI. Extended Leave

Extended leave is a leave of absence without pay, but with the privilege of returning to the same or as nearly comparable assignment as possible and may be granted upon approval by the Board of Education under the following conditions:

An extended leave may be granted for not less than one semester nor more than two semesters unless otherwise specified in this policy or the Communicable Disease Policy.

The teacher on extended leave must notify the Superintendent by April 1 of his intention to resume his work at the beginning of the next scholastic year or December 1, if he is to resume his work the second semester.

Failure to notify the Superintendent of intention to resume work as indicated, or failure to report for duty at the expiration of an extended leave shall be considered a resignation.

Application for extended leave, except in emergencies such as ill health, must be filed with the Superintendent and the Superintendent in writing at least one month before leave shall take effect. Written response to each application is required.

In determining whether to approve or deny an application, the administrators and the Board of Education will consider the teacher's request, the potential effect on the students involved, the teacher's length of service in the District, and other appropriate factors.

All benefits to which a teacher was entitled at the time his extended leave commenced will be restored to him upon his return. Unless otherwise specified, a returning teacher will be placed on the salary schedule at the level achieved prior to his leave.

F. All teachers are eligible to apply for extended leave in the following categories:

1. Physical, mental, or emotional illness of the employee which extends beyond accumulated sick leave;
2. Military induction or enlistment for active military service in time of war or other national emergency in accordance with the provisions of the Act of Congress requiring universal military service for meeting such emergency. Leave will be granted to any teacher who is a member of a Guard or Reserve Unit ordered to active duty by a proper authority in accordance with current law;
3. Illness or injury of a member of the teacher's immediate family or any other family catastrophe requiring the teacher to be absent from work;
4. Advanced study in the teacher's major field;
5. Educational travel, if it can be show that such activity will contribute to the effectiveness of the teacher;
6. Child bearing. A teacher may apply for such leave to be effective beginning at any time between the commencement of pregnancy and the semester following the birth of the child. (Note--Sick leave may be used for child bearing, but should not exceed eight weeks unless a medical complication exists.);
7. Child rearing. A teacher may apply for such leave to be effective at any time during which the teacher has a child living at home. (A teacher adopting a child may apply for such leave to be effective prior to receiving custody, if necessary to fulfill the requirements for adoption.);
8. Becoming a candidate for, or serving in, a public office, unless there is a specific legal prohibition;
9. Enlistment in the Peace Corps or other such federal program. Such enlistment shall not exceed three years. If verifiable teaching experience is gained, the teacher will be awarded appropriate experience on the salary schedule, even if the allowable out-of-district credit limitation has been reached;
10. Absence from the area due to the temporary transfer or sabbatical assignment of a spouse;
11. Consideration of teaching as a continued career. Such leave will be approved for one full year and will generally not be approved unless the teacher has a minimum of ten years' experience in the District.

VII. Limitations and Conditions

If an administrator has reason to believe that the requirements for any type of leave as described in Sections I-V of this policy have not been correctly applied, verification may be required of the employee. The administrator will notify the employee in writing of why verification is required.

Policy on Confidentiality of Personnel Files

The Board of Education maintains personnel files for each certified employee in compliance with the provisions of Act 936 of 1983. The confidentiality of all personnel files will be protected.

Personnel files will be maintained in the central office. The Superintendent or his/her designee shall be the custodian of the central office files.

Each 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 personnel files are the respective employee, a representative authorized by the employee, the custodian of the file, other Supervisory personnel of the employee, and the confidential support personnel who work with the files.

Communicable Diseases

An employee suffering from any communicable disease (as defined by the Arkansas Health Department) will be continued in regular employment as long as such employment does not significantly increase the health risk of the infected employee or other adults or children in the school environment.

The employee is required to report any such infection to the appropriate administrative Supervisor (as defined by the District's administrative organization chart), at which time a determination shall be made about the significance of risk to the employee and others, using the following procedures.

Procedures

Acute Diseases

In the case of acute, transient diseases, the employee will be placed on regular sick leave until such time as the employee's physician (or other authorized medical personnel) has approved the employee's return to school.

Chronic Diseases

In the case of chronic communicable diseases (such as AIDS, Hepatitis B., etc.), the employee will be continued in regular employment as long as appropriate medical assurance is provided that such employment does not significantly increase the health risk of the infected employee or other individuals in the school. In general, a statement from the infected employee's physician will be "appropriate assurance." However, the Superintendent of Schools may require the infected employee to undergo an independent medical examination (by a physician mutually agreed upon by the Superintendent and the employee or a physician recommended by the President of the County Medical Society) to confirm the risk level indicated by the employee's personal physician. (Such an examination may also be required of any employee whom the Superintendent has probable cause to believe to be infected by such a chronic, communicable disease, even if it has not been reported by the employee.) Such examination shall be paid for by the school district, with the results being reported simultaneously, in writing, to the employee and the Superintendent. If an employee refuses to submit to such an examination, the Superintendent may suspend the employee, without pay, until the examination is completed.

If the findings of the two physicians are not congruent, the Superintendent will convene a panel to review the case and make a recommendation. The panel will consist of:

- The employee and/or a representative of the employee;
- A representative of the Arkansas Health Department;
- Both reporting physicians;
- Legal counsel (if desired by the employee or the school district);
- The Superintendent or a representative of the Superintendent.

The panel shall be asked to review:

- The medical findings and physical condition of the employee;
- The expected contact with others;

- The risks involved to the employee and to others in the school setting.

The panel may make any of the following recommendations:

1. That the employee be continued in regular employment;
2. That the employee be reassigned to duties requiring reduced contact with others;
3. That the employee be removed from the school setting.

If the panel's recommendation represents a consensus, the school will follow the panel's recommendation (except in the case of Recommendation 2, where the school will follow the panel's recommendation to the extent that it can reasonably do so). If no consensus is reached, the Superintendent's judgment will prevail and may be appealed to the Board of Education. If the Superintendent, in the absence of a consensus, imposes Recommendation 3, the employee will be placed on paid sick leave as long as any appeal is pending to the Board of Education.

If Recommendation 1 or 2 is implemented, the Superintendent may require periodic medical examinations (to be paid for by the school district) to monitor the employee's condition. Such examinations shall not be required more frequently than once each semester.

The result of any such examination shall be reported to the Superintendent and the employee. If an examination indicates a change in the employee's condition, the Superintendent may reconvene the panel to review its earlier recommendation. In addition, if Recommendation 1 or 2 is implemented, the Superintendent is authorized to suspend the employee temporarily when the risk to others is increased (open sores on the employee, for example).

An employee so suspended may use accumulated sick leave or other appropriate leave for which the employee qualifies. The employee may voluntarily withdraw from the school setting when temporary health risks to the employee exist (such as an outbreak of infectious disease in the school). At such times, the employee may use accumulated sick leave or other appropriate leave for which the employee qualifies.

If Recommendation 3 is implemented, the employee will be placed on extended leave after all other appropriate leave has been used. If, after two years, the employee has not been able to return to regular employment, the employee will be considered to have resigned from employment.

Confidentiality

The identity of any employee with an acute or chronic infectious disease shall not be publicly revealed except when that employee remains employed and precautions are advised for those in contact with the employee. In that case, knowledge of the identity of the employee will be limited to those who are advised to take precautions.

Policy for Tuberculosis Screening

In order to protect the health and well being of the employees and students of the against the increasing number of cases of Tuberculosis (TB), all employees shall be required to have a TB screening every three years. The exception will be those employees whose immunizations/screening and frequency of immunizations/screenings are delineated by the Arkansas State Health Department (ex. Cafeteria Workers). These state requirements will supersede the district requirement. Also, those employed for summer work only, will not be expected to meet this screening requirement.

The State Department of Education requires all new employees obtain a TB screening at the time of hiring. These individuals will be placed on a 3-year cycle of tuberculosis screening thereafter.

A 3-year cycle for current employees will begin with the 2004-2005 school year. Employees will be placed in 3-year cycles based on the number of years in the district. Employees will be notified in writing of the cycle for their screening.

Haas Hall Academy will incur all costs for the screening of current employees.

Policy on Sexual Harassment

The school district recognizes that harassment on the basis of sex is a violation of law, school district policy, and common courtesy. The district is committed to providing a work and learning environment free from sexual harassment, and will not tolerate such conduct on the part of employees, students, non-employees, vendors, Board of Education, or any others having business or other contact with the school district. Sexual harassment when perpetrated on any employee or student by any employee or student will be treated as sexual harassment under this policy. The Board of Education expects every charge of sexual harassment to be thoroughly investigated.

I. Definitions

Sexual harassment of employees consists of unwelcome sexual advances, requests, or demands for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment of students consists of unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or advancement;
- Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student; or
- Such conduct has the purpose or effect of interfering with a student's academic performance or of creating an intimidating, hostile, or offensive learning environment.

II. Forms of Sexual Harassment

Forms of sexual harassment shall include, but are not limited to, the following:

- Verbal harassment, including derogatory comments, jokes, requests or other sexually oriented language;
- Uninvited letters, telephone calls, or materials of a sexual nature;
- Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, or impeding or blocking movement;
- Visual harassment, including offensive posters, cards, cartoons, graffiti, drawings or gestures;
- Attempted or actual rape or sexual assault.

III. Confidentiality

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint has been filed consistent with the district's legal obligations, this policy, the necessity to investigate allegations of harassment and disciplinary actions when necessary.

All complaints against an employee and all written information generated as a result of the complaint shall be considered personnel records and shall be maintained in the employee's personnel file. The public disclosure of this information would constitute a clearly unwarranted invasion of personal privacy.

IV. Retaliation

The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complainant. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

V. Complaint Procedure

All employees who believe they have been subjected to sexual harassment should follow the Reporting Procedure set forth below.

All students who believe they have been, or the parent(s) of any student who believes a child has been, subjected to sexual harassment are encouraged to follow the Reporting Procedure set forth below.

Any person who believes sexual harassment is occurring is encouraged to immediately inform the person engaging in the behavior that it is offensive and must stop.

VI. Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment by an employee or a student, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should immediately reporting the offensive conduct or communication to the harassing person's immediate Supervisor or school Superintendent. All initial complaints will be investigated and resolved at the lowest possible administrative level.

If the complaint involves the school Superintendent or immediate Supervisor, the complaint shall be filed with the Superintendent.

It is recommended, but not required, that all complaints under this policy be made in writing on report forms provided by the school district in which:

- The offensive conduct or communication is described in as much detail as possible;
- Dates on which such conduct or communication was made are set forth;
- The name of the person accused or engaging in the harassing behavior is stated; and
- The name of the complainant, and if the report is made by a parent, the name of the parent(s) is stated.

The school Superintendent or immediate Supervisor will:

- If a verbal complaint is made, reduce the complaint to writing and make a written record of related information;
- Immediately notify the person accused of engaging in the harassing behavior that a complaint has been made and provide a copy of the complaint to them;

- Investigate the complaint or designate a person qualified to conduct the investigation. If the person making the complaint prefers that the report Supervisor or school Superintendent will make the accommodations necessary;
- Reply to both parties in writing within seven (7) working days of the complaint, stating the status or resolution of the complaint;
- Results of the initial complaint and investigation shall be forwarded to the Superintendent;
- If the resolution of the initial complaint and subsequent action by either party does not remedy the environment, the initial investigator shall report the behavior and/or additional behavior to the Superintendent;
- Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grade, or work assignments.

VII. Investigative Procedure

The initial investigation and the complaint shall be handled as a personnel matter or student disciplinary matter in order to provide as much protection and privacy to the complainant and the accused as is permissible under state and federal law. Upon receipt of a complaint under this policy, the Superintendent will:

- Investigate or designate an administrator to conduct the investigation;
- The Superintendent will give written notice to all necessary parties involved that the complaint is being investigated;
- Within ten (10) days of receipt of a complaint, the Superintendent will make a written report to all necessary parties of the investigator's findings and recommendations;
- Action, if warranted, against any employee or student will be in compliance with all policies and laws. The Superintendent will make extra-ordinary efforts to protect the rights, privileges, and reputations of all employees and students concerned.

VIII. Violations and Discipline

Violations of this policy by employees could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, demotions, reassignments, transfers, probation, suspension, termination, and nonrenewal.

Any discipline of an employee except suspension, termination, or nonrenewal of the contract including, but not limited to, warnings, reprimands, reassignments, transfers, and probation shall be subject to appeal procedures provided that decisions made concerning an open or closed hearing before the school board shall be made in accordance with Arkansas Code Annotated 6-17-208, as amended.

Violations of this policy by students could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, deprivation of privileges, probation, corporal punishment, suspension, alternative school placement, and expulsion.

Regulation of Controlled Substances

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Board of Education prohibits the possession, use, or distribution of illegal drugs and alcohol by its employees on school district property or as a part of any school activity involving students.

All employees are prohibited from being under the influence of any illegal drug or alcohol on school premises or at any school activity. "Under the influence" of alcohol shall be defined as exhibiting obviously impaired behavior.

The school district will attempt to assist any employee in need of alcohol or drug counseling or rehabilitation. Employees who have not been found in violation of this policy and who think they may have a dependency on drugs or alcohol and who wish to seek treatment for this dependency may avoid disciplinary action if they report their condition to the Superintendent or Superintendent and enroll in a qualified treatment program within two weeks of such report. The employee satisfying these conditions will be granted full use of the leave policies of the Haas Hall Academy.

Academy officials will cooperate fully with law enforcement personnel in the investigation of any drug- or alcohol-related incidents involving school employees.

Violation of the standards of conduct outlined in this policy may result in any of the following disciplinary actions:

1. Referral to, and completion of, an appropriate counseling/rehabilitation program;
2. Referral for prosecution;
3. (Employees involved in above disciplinary actions may be granted use of the district's leave policies.);
4. Non-renewal of contract;
5. Dismissal from employment.

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'm a mandated reporter – why wouldn't the hotline 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. 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.

Completion of Report Form

Staff who report child abuse should complete the Report to DHS form and turn it in to the Superintendent or his designate for documentation purposes.

Computer/Network Use Policy

Haas Hall Academy's Board of Education recognizes the need to effectively use computer technology to further enhance the educational goals of the school district. Security of the various information networks and computer systems must be in place in order to ensure availability and reliability of the computer and network resources. All computing resources should be used in a responsible, effective, ethical, and lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources. The Board further expects all faculty, students, and staff to use the district's computers and networks for the intended purposes of education, research, and administration. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communication.

All users of district equipment must sign the district computer and network use agreement stating they understand this policy and the guidelines contained in the administrative rules and procedures regarding computer use. Network accounts will not be assigned to a user until the use agreement is signed. If there is any doubt about whether a contemplated activity is in accordance with the purpose for which the account was provided, students should consult with parents and teachers and employees should check with immediate Supervisors.

Violations of some guidelines set forth in the rules and procedures may constitute a criminal offense. Systems staff and district administrators will cooperate fully with law enforcement agencies in investigating any violations.

The district cannot be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities or equipment. Faculty, staff, students and/or their parent or guardian will be held liable for any of the above that he/she causes.

It is the responsibility of each user on the network to recognize his/her accountability in having access to vast services, sites, systems and people, and to act according to acceptable behavior standards when using the network. It is necessary that users observe the Acceptable Use Policy of other networks as well as this policy.

Use of the district's computers and access to the network is a privilege that will be revoked for violation of any of the administrative rules and procedures listed below. Users are subject to appropriate disciplinary measures, should these guidelines be violated.

All computers remain under the control, custody, and supervision of the district through management and oversight by the district Technology Department. Under normal circumstances, the district will not monitor or inspect email or web transaction logs as standard operating procedure. However, if there are legal or disciplinary issues that require the district to monitor, inspect, copy, or review files maintained on district computers or networks, the district

reserves the right to do so. All such information shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials. Email is subject to Freedom of Information (FOI) requests.

Rules and Regulations for Use of Computer/Network Resources

I. Internet Safety

A) General Warning: Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for children and minors. Even though filters are in place (see E, below), "Active Restriction Measures"), they are an imperfect means of blocking access to inappropriate material. If a user unintentionally visits an offensive or harmful site, he or she should bring this to the attention of the supervising teacher who should then report it to the district system administrator. Every user must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites. Parents of minors are the best guide for materials to shun. If a user finds that other users are visiting offensive or harmful sites, he or she should bring this to the attention of their teacher or Supervisor.

B) Personal Safety for Students.

In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18).

C) Confidentiality of Student Information and Personal Information.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

D) "Hacking", "Spamming", and Other Illegal Activities

It is a violation to use the districts computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

E) Active Restriction Measures

The School, either by itself or in combination with the State of Arkansas Department of Information Systems (DIS) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing materials/sites that (1) are obscene, (2) contain child pornography, or (3) could be harmful to minors. The School will also monitor the online activities of students, through direct observation, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Monitoring through technical means will only be used in special circumstances if it is necessary to track documented violations. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

G) Failure to Follow Policy

Use of the computer network and Internet for education, research, administration, and incidental personal use is a privilege, not a right. A user who is found to be in violation of this policy shall, at a minimum, have his or her access to the computer network and Internet terminated, which the district may refuse to reinstate for the remainder of the student's enrollment or staff member's employment. A user violates the Policy by his or her own action and should understand that it is a personal responsibility to report any violations by others that come to their attention. Further, a user violates the Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The district may also take other disciplinary action in such circumstances.

H.) Social Network Policy

Educators have found that Social Networking sites such as Facebook, Twitter, MySpace, Blogger, etc. can have great academic benefits to scholars. However, there is also a risk of inappropriate comments and use. If staff chose to use this medium, they should do so with the following considerations:

- All sites established by each staff member must be provided to the Superintendent at the beginning of each semester at a minimum;
- Any inappropriate comments should be reported to the Superintendent immediately;
- Staff members should maintain a professional relationship with scholars at all times;
- No personal information should be exchanged on any such medium;
- If a scholar posts inappropriate material or comments, staff should notify the Superintendent;
- At all times, staff members should remember that everything posted on the Internet is a reflection on Haas Hall Academy and its core values.

II. Behavior Standards

Users are expected to behave in a moral, legal, and ethical fashion that supports district education goals. Abusive conduct when using the computer or network is prohibited.

Abusive conduct can be, but is not limited to:

- Placing of unlawful information on the system;
- Using abusive, obscene, threatening or objectionable language;
- Sending messages that are likely to result in the loss of recipient's work or systems;
- Sending of "chain letters," or "broadcast" messages to lists or individuals;
- Use of the system to intimidate or create an atmosphere of harassment;
- Interference with or disruption of the network users, services, or equipment is prohibited.

Disruptions could include, but are not limited to:

- Distribution of unsolicited advertising;
- Propagation of computer worms or viruses;
- Unauthorized entry to any other machine accessible via the network;
- Attempting to degrade or degrading system performance;
- Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense;
- Accessing another individual's electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff;

- Attempts to gain unauthorized access to systems are prohibited;
- The use of another individual's access codes/passwords is prohibited;
- Copying of another individual's work or copyrighted material is prohibited;
- Use of the computer system or network for commercial or promotional purposes is prohibited, except as provided by the district message board.

III. The Computer Network

The district network and any access to the larger information networks exist for the primary purpose of transmitting and sharing information between academic and research organizations.

All computers from which electronic information resources can be accessed by students will be in supervised areas. District staff shall monitor student computer use, providing assistance or taking corrective action when necessary.

Designated district staff shall assist in providing:

- Training for students and other staff in the appropriate and safe use of remote electronic information resources.
- Instructions to students and staff on the responsible use of on-line resources.
- Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.

Network use must be consistent with the goals and standards of the district, school, and specific curriculum.

Networked computers may be used as a laboratory for research and experimentation in computer communications and curriculum development where such use does not interfere with normal operations.

Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources. Users are expected to protect their accounts from being used by anyone else.

An account assigned to an individual shall be used by that individual only. Teachers will not provide network access to a student through a teacher account.

To ensure security and prevent unauthorized access to account privileges, users must log off the network any time they cannot monitor the use of their machine.

IV. Use of Computer Hardware

Only individuals authorized by the Superintendent will install, service, and/or maintain district-owned computer hardware. No hardware, including cables or peripherals, may be moved without authorization from Superintendent.

It is the responsibility of the faculty member to whom the computer is assigned to shut down their computer system at the end of each day. It is the responsibility of the faculty, students, staff, and associates to make reasonable efforts to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.

It is the responsibility of the faculty member to whom the computer is assigned to report malfunctions of the hardware to the site technology specialist using appropriate reporting method.

The district is not responsible for the loss of any data on the local drives. Data on the local drives is not secure and your local drives may be reformatted at any time. In order to secure data, all data must be saved to a location on the network i.e. home directory or shared directories.

V. Use of Computer Software

- Only software that is legally owned or authorized by the district may be installed on district computer hardware;
- The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited;
- Modification or erasure of software without authorization is prohibited;
- The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system;
- The technology staff has the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software;
- The technology staff has the right to remove any software from district owned equipment that degrades the performance of the equipment, the operating system or the network.

VI. Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, THE USER DOES NOT OWN IT.

If the user does not own the non-public domain material, the user may not copy it or distribute it to others.

The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.

When in doubt, the user should ask the creator or owner of material for permission to use the work.

Computer and Network Use Faculty/Staff Agreement

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 students may or may not have. I agree to monitor students while they are using the computers and network. **I will not allow student(s) access to the network through my own login and password.**

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 should save all data to my network directory or shared directories. I understand that e-mail is subject to FOI requests.

I have read, understand, and agree to follow all guidelines outlined in the Haas Hall Academy's Computer/Network Use Policy, Rules and Procedures as well as promote this agreement with the students. I agree to use the network in accordance with the policy and procedures and model to my student's proper network etiquette. I also agree to report any misuse of electronic information to the proper authority. 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.

Faculty/Staff Name

Signature

Date

Policy Concerning use of School Credit Cards

School credit cards shall be used by school employees only when making authorized trips out of town. These credit cards will be issued to them by the Superintendent or CFO and they shall be returned at the end of the trip. All purchases made on credit cards shall be reported to the assistant Superintendent. The copies of the credit and invoices shall be turned in when the credit card is returned. An employee shall sign for the cards and his name will be removed when the cards are returned. Haas Hall will only reimburse for costs associated with educational purposes and food, travel and lodging when approved by the Superintendent. All other charges will need approval by the Superintendent, otherwise the cost will be incurred by the individual.

School Employee Leave Policy

Haas Hall Academy recognizes the need for employees to be protected from loss of salary during temporary absences from work caused by personal illness or disability, sickness in the immediate family, and other reasons of an emergency nature.

Definitions

School employee shall include any employee of this school district who works not less than 20 hours per week, and who is not compelled by law to secure a teaching license from the State Board of Education as a condition precedent to employment.

Sick Leave

Sick leave shall mean absence with full pay from one's duties for the reason of personal illness or illness in the immediate family.

Immediate family

Shall include the employee's spouse, children, parents, and any other relatives in the same household.

Accumulated sick leave

Shall mean the total number of days of unused sick leave that a school employee has to his/her credit.

Each eligible employee shall have an accumulation rate of one (1) day per month or major portion thereof that the employee is employed at full pay. Such accumulation shall begin with the first month or major portion thereof beginning with the first day of the first school term for which the individual is employed. Provided, if an employee resigns or leaves his employment position for any reason before the end of the school term, the school district may deduct from his/her last pay check full compensation for any days of sick leave used in excess of the number of days earned. An employee shall be entitled to such leave only for reasons of personal illness or illness of his/her immediate family.

A record of sick leave used and accumulated shall be established and maintained by the business office. Sick leave that is unused by an employee during any school year shall be accumulated in the employee's sick leave account at the rate of one (1) day per month, or major portion thereof until ninety (90) days have been accumulated. An employee who qualifies for sick leave under section D may use any amount up to his total number of accumulated days. Accumulated days of sick leave that are used up may be restored up to (90) days in the same manner that they were first accumulated.

Emergency Leave -- Emergency leave may be taken for:

- Illness or death of a close friend or relative not covered under sick leave;
- Legal business or family matters of an emergency nature which requires absence during school hours;
- Emergency leave may not be taken for routine family or routine business trips.

Procedure

If the applicant determines that the need for emergency leave meets the requirements as stated above, a statement of explanation for leave is not required. If an administrator has reason to believe that the requirements have not been correctly applied, verification may be requested.

- Emergency leave may not exceed three (3) days of absence per year with no deduction;
- Three (3) days additional emergency leave may be charged to sick leave if necessary;
- Three (3) days of emergency leave may be used as sick leave if all sick leave has been exhausted.

Reduction in Force

The Board of Education recognizes that a decrease in student 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. Recognizing that such action is potentially disruptive to school programs and individual staff members, the Board agrees that such a reduction will be made only after school employees and the Board of Education have given due consideration to alternatives to such a reduction. When such an occasion arises, procedures will be followed to accomplish two purposes:

1. Maintenance of education of the highest possible quality for the students of the Haas Hall Academy;
2. Fair and equitable treatment for all employees of the school district.

It is understood that this policy will not be used to dismiss any individual employee.

Procedures

I. General Guidelines

When a reduction in the number of staff members becomes necessary, the following general guidelines will be followed:

- A. A balance will be sought in the reduction of teaching Supervisory, and administrative positions within the accreditation standards of the state;
- B. Efforts will be made to accomplish the reduction through attrition and reassignment before using any other method of staff reduction;
- C. Written notification to affected staff members will be provided as early as possible as but no later than April 15 of the current contract year;
- D. A staff member reduced from employment through the provisions of this policy will be considered to be on a leave of absence (involuntary). Such status will be maintained for a period of two years (unless re-employed by the Haas Hall Academy) and will not be affected by employment in another school district or in another occupation;
- E. The administration will inform all affected staff members regarding how insurance and retirement benefits are affected by such a reduction;
- F. The administration will provide reasonable assistance to affected employees who wish to seek employment in surrounding school districts. Affected employees who are not employed elsewhere will be encouraged to make themselves available for substitute

teaching in the Haas Hall Academy; such teachers will be given priority when substitute assignments are made.

II. Specific Procedures

When a staff reduction becomes necessary, the following specific procedures will be followed:

- A. The administration - based on current and projected enrollments, district financial projections, etc. - will determine the total number of staff reductions to be made for the district and for each building.
- B. The administration will determine the number of personnel to be reduced in each of the following categories:
 1. Teachers in grades 7-12, by areas of specialization (includes all non-administrative personnel);
 2. Administrators and Supervisors.
- C. Staff reductions in categories B. 1 and 2 (above) will be completed in the following order:

Step 1: Natural attrition;

Step 2: Employees with temporary or emergency certificates;

Step 3: Part-time employees, if their area of specialization is identified for reduction in B, above;

Step 4: Employees who are assigned to an area of specialization being eliminated from the curriculum (as identified in B. 2-4, above);

Step 5: If sufficient staff members are not reduced through these four means, consideration will be given to the following items, taken as a whole:

 - a. Commitment to professional development, as indicated by a review of the staff member's total staff development record. Specific consideration will be given to the appropriateness and magnitude of job targets/improvement goals undertaken and completed by the employee through the staff appraisal program and to the appropriateness and magnitude of advanced training completed through college/university courses and/or the local staff development program;
 - b. Areas of specialization and multiple certification areas;
 - c. Recommendation of the employees' immediate Supervisor, as reflected in the employee's annual appraisal and through the Supervisor's review of that appraisal;
 - d. Experience in Haas Hall Academy;
 - e. Experience in the field of education.

Where necessary and appropriate, the Superintendent's office will be responsible for evaluating employees on a district-wide basis:

III. Recall

If, after a reduction has been made, the need for the total reduction in force is diminished, personnel reduced under the provisions of this policy will be offered employment before employment is offered to any other applicant, provided such employees are fully certified for the available position (even if the vacancy is in a teaching specialty different from that previously held by the affected employee) and that they have notified the Superintendent of these teaching areas for which they wish to be considered for employment.

When positions are to be filled through the recall process, eligible personnel (those on involuntary leave of absence) will be recalled on the basis of their possession of criteria a-3 in Step 5, above, at the time of the original reduction. When a selection is made, the person being

recalled will be offered employment by certified mail (deliverable to the employee only) from the Superintendent's office. (If a person affected by staff reduction fails to keep the Superintendent's office notified of current address, or other proper means of contacting when a vacancy occurs, that person waives the opportunity for recall.) Within seven calendar days of receipt of the offer of employment, the person must accept the offer by replying by certified mail or in person to the Superintendent's office. Rejection of such an offer or failure to respond within seven days, removes the recalled person's right to any further employment consideration under the provisions of this policy.

Upon accepting a position through the recall procedure, the affected staff member will have previously existing benefits (seniority, accumulated leave, etc.) reinstated. No benefits will be accrued during the time the staff member is not employed by the school district, except for the following provisions:

- A year's experience credit will be awarded for each year (or major portion thereof) of teaching service rendered by an employee on involuntary leave of absence in a school system accredited by a state department of education or similar accrediting agency;
- A year's experience credit will be awarded for any academic year in which an employee on involuntary leave of absence serves as a substitute teacher for at least 120 days in the Haas Hall Academy.

A person will be eligible for recall for a period of two calendar years, beginning with the last day of the contract year during which notice of reduction is received by the person. Any person not recalled within two years will no longer be considered on leave of absence status and must re-apply to the school district to be considered for employment.

Haas Hall Academy

Classified and Certified Minimum Base Salary Schedule: 2019.2020

LEA 72-40-700

Yrs	BA	BA + 6	BA + 12	BA + 18	BA + 24	MA	MA + 15	MA + 30	Increment
0	\$32,500.00	\$32,800.00	\$33,100.00	\$33,500.00	\$34,000.00	\$35,000.00	\$35,500.00	\$36,000.00	\$0.00
1	\$33,250.00	\$33,550.00	\$33,850.00	\$34,250.00	\$34,750.00	\$35,750.00	\$36,250.00	\$36,750.00	\$750.00
2	\$33,750.00	\$34,050.00	\$34,350.00	\$34,750.00	\$35,250.00	\$36,250.00	\$36,750.00	\$37,250.00	\$500.00
3	\$34,250.00	\$34,550.00	\$34,850.00	\$35,250.00	\$35,750.00	\$36,750.00	\$37,250.00	\$37,750.00	\$500.00
4	\$34,750.00	\$35,050.00	\$35,350.00	\$35,750.00	\$36,250.00	\$37,250.00	\$37,750.00	\$38,250.00	\$500.00
5	\$35,250.00	\$35,550.00	\$35,850.00	\$36,250.00	\$36,750.00	\$37,750.00	\$38,250.00	\$38,750.00	\$500.00
6	\$35,750.00	\$36,050.00	\$36,350.00	\$36,750.00	\$37,250.00	\$38,250.00	\$38,750.00	\$39,250.00	\$500.00
7	\$36,250.00	\$36,550.00	\$36,850.00	\$37,250.00	\$37,750.00	\$38,750.00	\$39,250.00	\$39,750.00	\$500.00
8	\$36,750.00	\$37,050.00	\$37,350.00	\$37,750.00	\$38,250.00	\$39,250.00	\$39,750.00	\$40,250.00	\$500.00
9	\$37,250.00	\$37,550.00	\$37,850.00	\$38,250.00	\$38,750.00	\$39,750.00	\$40,250.00	\$40,750.00	\$500.00
10	\$37,750.00	\$38,050.00	\$38,350.00	\$38,750.00	\$39,250.00	\$40,250.00	\$40,750.00	\$41,250.00	\$500.00
11	\$38,150.00	\$38,450.00	\$38,750.00	\$39,150.00	\$39,650.00	\$40,650.00	\$41,150.00	\$41,650.00	\$400.00
12	\$38,550.00	\$38,850.00	\$39,150.00	\$39,550.00	\$40,050.00	\$41,050.00	\$41,550.00	\$42,050.00	\$400.00
13	\$38,950.00	\$39,250.00	\$39,550.00	\$39,950.00	\$40,450.00	\$41,450.00	\$41,950.00	\$42,450.00	\$400.00
14	\$39,350.00	\$39,650.00	\$39,950.00	\$40,350.00	\$40,850.00	\$41,850.00	\$42,350.00	\$42,850.00	\$400.00
15	\$39,750.00	\$40,050.00	\$40,350.00	\$40,750.00	\$41,250.00	\$42,250.00	\$42,750.00	\$43,250.00	\$400.00
16	\$40,150.00	\$40,450.00	\$40,750.00	\$41,150.00	\$41,650.00	\$42,650.00	\$43,150.00	\$43,650.00	\$400.00
17	\$40,550.00	\$40,850.00	\$41,150.00	\$41,550.00	\$42,050.00	\$43,050.00	\$43,550.00	\$44,050.00	\$400.00
18	\$40,950.00	\$41,250.00	\$41,550.00	\$41,950.00	\$42,450.00	\$43,450.00	\$43,950.00	\$44,450.00	\$400.00
19	\$41,350.00	\$41,650.00	\$41,950.00	\$42,350.00	\$42,850.00	\$43,850.00	\$44,350.00	\$44,850.00	\$400.00
20	\$41,750.00	\$42,050.00	\$42,350.00	\$42,750.00	\$43,250.00	\$44,250.00	\$44,750.00	\$45,250.00	\$400.00
21	\$42,150.00	\$42,450.00	\$42,750.00	\$43,150.00	\$43,650.00	\$44,650.00	\$45,150.00	\$45,650.00	\$400.00
22	\$42,550.00	\$42,850.00	\$43,150.00	\$43,550.00	\$44,050.00	\$45,050.00	\$45,550.00	\$46,050.00	\$400.00
23	\$42,950.00	\$43,250.00	\$43,550.00	\$43,950.00	\$44,450.00	\$45,450.00	\$45,950.00	\$46,450.00	\$400.00
24	\$43,350.00	\$43,650.00	\$43,950.00	\$44,350.00	\$44,850.00	\$45,850.00	\$46,350.00	\$46,850.00	\$400.00
25	\$43,750.00	\$44,050.00	\$44,350.00	\$44,750.00	\$45,250.00	\$46,250.00	\$46,750.00	\$47,250.00	\$400.00

Salary computation is for 190 days

Salary computation for extra days of service beyond 190 days required:

Salary schedule/190 days x number of contracted days.

Performance Raises May Be Above Schedule

Superintendent Salary Schedule 2019.2020

Minimum Base, \$189,000

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.