



KIPP Delta Public Schools

Policy Manual

2025-2026 School Year

Updated May 2025

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Legal Statements



Board Resolution and Approval

The KIPP Delta Public Schools Board of Directors (Board), by Resolution at its May 13, 2025, meeting, has adopted the following policies as its official policies, effective July 1, 2025.

A copy of the Board Resolution can be found in the [Appendix](#) of these policies.

The Board shall review these policies annually and revise them as required by law or the School's operation. The Board shall be attached to these policies and any subsequently adopted Resolutions authorizing subsequent policy changes.

Section I:

Governance and Operations

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Legal Authority for Governance

The state public Charter school authorizer granted KIPP Delta, Inc., commonly known as KIPP Delta Public Schools (the “School” or “District”), a Charter. The school operates under the authority granted by that Charter or any subsequent renewals and the laws and operating documents contained or incorporated by reference therein.

Anti-Discrimination Statement

The School, along with its Board of Directors and staff, shall provide all qualified students and employees equal opportunity in education and employment. The school shall not discriminate or permit discriminatory behavior toward students or personnel. The school is an equal opportunity employer and, as such, will not discriminate in employment, advertisements for employment, pay, termination, or other benefits or conditions of employment with the school based on any of the categories listed within this policy.

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

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

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

Anti-Retaliation Statement

These Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. The school will not retaliate in violation of any Federal or State law.

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

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

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of the school board's services, programs, and activities must notify the administrator at the school or center where the event or service is offered to request reasonable accommodation. The lack of English language skills will not hinder any opportunity or event associated with the school.

The designated Equity Coordinator and their contact information are:

Kevin A. Smith
Executive Director, KIPP Delta
(870) 714-1212
kevin.smith@kipdelta.org

An alternate coordinator is:

Danyell Rattler
District Manager, Special Education
(870) 714-9066
danyell.rattler@kipdelta.org

Legal References:

42 U.S.C. § 2000(d); (e-2)
29 U.S.C. § 206(d)
20 U.S.C. § 1681 et seq.
29 U.S.C. § 623
29 U.S.C. § 794
42 U.S.C. § 12101 et seq.
29 U.S.C. § 701
34 CFR 104.8; 106.9; 108.9; 110.22-23 & 25
42 U.S.C. § 6102 & 6103
45 CFR 90.45

Cross References:

Qualifications for Hiring
Religious Clothing
Religion in Curriculum
Minute of Silence

Resources:

[OCR Complaint Form](#)
[Students with Disabilities Guide](#)

General Board Authority

The school is governed by a Board of Directors, with specific authority outlined in its Charter application and the bylaws of its sponsoring entity, the KIPP Foundation.

The duties of the Board of Directors outlined in the KIPP Delta Board Bylaws should be read in conjunction with the Board duties outlined in this policy manual.

Legal References:

Ark. Code Ann. § 6-23-103
Ark. Code Ann. § 6-13-620

Cross References:

Powers and Duties of Board of Directors

Resources:

[KIPP Delta Board Bylaws](#)

Composition of the Board of Directors

The Board of Directors shall consist of five (5) members. Their names shall be contained in the school's Charter application, posted on its website, and updated as membership changes occur. The Executive Director or their designee shall promptly ensure such information is placed on the website.

Election and Re-election of Members

Each member of the Board of Directors shall serve in three (3) years terms and may be re-elected for unlimited terms. Terms shall begin on July 1 and expire on June 30 of the final year. Voting for the election or reelection to terms shall be held during the month of May.

A majority vote of the existing board shall elect new members of the Board of Directors.

Legal References:

Ark. Code Ann. § 6-13-608

Orientation of New Board Members

Each new member of the Board will be afforded every opportunity to become oriented to the functions and responsibilities entailed by election to the Board. It will be the duty of the Executive Director and the administrative staff to assist each new member-elect to understand the Board's functions, policies, procedures, and operation of the school before they take office. At a minimum, the following procedures will be employed:

- The new member-elect will be given selected materials on the functions of the Board and of the school;
 - The incoming member will be invited to meet the Executive Director and their administrative staff and to discuss the services they provide for the Board; and
 - Each new member will receive a copy of the Board's policies and bylaws.
-

Election of Board Officers

Officers for any Board shall be elected during the board meeting in June of each year. The vote may be by secret ballot, show of hands, or verbal, at the discretion of the Board. Officers shall be elected in the following order: President, Vice-President, and Secretary/Treasurer, and voting shall continue until a majority is received. The current President shall preside at this meeting and entertain motions for the nominations of officers. If the current President is nominated for an office, they shall ask another Board member to assume the chair until the election for the office is complete.

Officers may serve no more than two (2) consecutive terms in a particular position.

Legal References:

Ark. Code Ann. § 6-13-618

Cross References:

Specific Additional Legal Duties of Board Directors

Vacancies

Vacancies on the Board of Directors, arising at any time and from any cause, may be filled at any meeting of the Board of Directors by a majority of the Directors, regardless of their number. Directors so elected shall serve until the next election meeting in May and until their successor is elected and qualified.

Cross References:

[KIPP Delta Bylaws, Section 3.6](#)

Temporary Vacancy on Board of Directors – Military Service

In cases in which a Board member has entered the services of the United States Armed Forces or its allies, a temporary vacancy on the Board is declared to exist until the end of the member's term or until their return to civilian life, if their return occurs before the expiration of the term.

The vacancy shall be filled by the appointment of the Board on a majority vote of another individual to serve as a successor until the end of the member's term, except that the appointment of the successor shall be conditional upon the return of the member to resume their normal civilian activities. Upon return, the Board member may resume their duty as Board member for the unexpired term by written notice to the secretary of the Board of Directors.

Board members appointed under the provisions of this section shall conform in all respects to legal provisions regarding directors.

As usual, board members in the armed forces shall be eligible for future terms. If selected for a future term, the procedure for filling the temporary vacancy provided herein shall be followed again when a successor to the absentee is appointed.

Legal References:

Ark. Code Ann. § 6-13-613

Cross References:

Acquisition of Professional Services
Solicitation of Bids

Duties and Responsibilities of the Board of Directors

General Duties and Responsibilities

The Board of Directors will serve as the school's governing authority. It shall possess all decision-making authority over the school's operations, including but not limited to the areas outlined in the bylaws, Charter application, and any attachments thereto.

Legal References:

Ark. Code Ann. § 6-13-611
Ark. Code Ann. § 6-13-612
Ark. Code Ann. § 6-13-613
Ark. Code Ann. § 6-13-616
Ark. Code Ann. § 6-13-618

Conduct of All Board Members

The Board believes that its members should hold themselves to a high standard of accountability in their roles as Board members and thus shall strive to adhere to the following tenets:

- Attend all meetings of their Board, unless prevented from doing so by unavoidable circumstances;
- Be prepared for full participation in all board meetings, and have reviewed all materials pertaining to the meeting;
- Be responsive and courteous to inquiries from patrons and citizens, but direct inquiries for information about school operations and matters which could become the subject of Board hearings (e.g., student or personnel matters, conduct, etc.) to the Executive Director;
- Keep confidential Board discussions held in closed or executive sessions;
- Realize and support the fact that decisions made by the Board are reflective of the Board as a whole and do not speak publicly against the decisions of the Board, which are personally disagreed with; and
- Do all things possible to promote the ability of students to receive the best possible educational experience.

Cross References:

Specific Additional Legal Duties of Board of Directors

Board Member Ethics

No Board member shall knowingly use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others.

While serving as a Board member, an individual shall not accept employment, contract, or engage in any public or professional activity that a reasonable person would expect might require or induce them to breach the confidentiality required by their official position, nor shall the member knowingly otherwise use such information for their personal gain or benefit.

The school shall not employ an active Board member, and no family member of Board members shall be employed by the school, except as may be permitted pursuant to A.C.A. § 6-24-105.

All Board members shall be required to annually file the Statement of Financial Interest form required by Ark. Code Ann. § 21-8-701 et seq., by January 31 of each year for the calendar year preceding, except that a board member, administrator, or employee who is called to active duty in the United States Armed Forces shall be permitted an additional one-hundred eighty (180) days to file the statement of financial interest. The person's spouse may complete the statement, and the spouse's signature will be sufficient. No board member who is also a legislator may appear before the board of directors on behalf of any other person, firm, corporation, or entity and be compensated by that person or entity except as permitted under Ark. Code Ann. § 21-8-801 & 802.

Legal Reference:

Ark. Code Ann. § 6-24-105
Ark. Code Ann. § 21-8-101
Ark. Code Ann. § 21-8-701
Ark. Code Ann. § 21-8-801 & 802
ADE Rules & Regulations Governing Ethical
Guidelines and Prohibitions for Educational
Administrators, Employees, Board Members, and
Other Parties

Cross References:

Specific Additional Legal Duties of Board Directors
Dealings with Family Members of Employees

Resources:

[Statement of Financial Interest](#)
[Sample Board Resolution](#)

Specific Additional Legal Duties of Board of Directors

Under the Arkansas Nonprofit Corporation Act of 1993, a director has three legal duties: the duty of loyalty, the duty to act in good faith, and the duty of care. These duties are derived from the law of for-profit corporations, and the legal standards are basically the same.

Duty of Loyalty

The duty of loyalty requires directors to always act in the organization's best interest and always put the organization's interests above their own.

Duty to Act in Good Faith

Acting in "good faith" means being honest, above board, and reasonable. For example, attempting to manipulate others secretly would not be acting in good faith. If a director honestly believes their actions are in the organization's best interest and tells the truth about their motivations, they are probably acting in good faith.

Duty of Care

The duty of care requires a director to act "with the care an ordinarily prudent person in a like position would exercise under similar circumstances."

"Prudent" means cautious, careful, and sensible. To the extent that an average, ordinary person would be careful under a particular set of circumstances, a person acting as director of a nonprofit organization is expected to conform to that standard of care.

The duty of care means that directors must be reasonably informed and participatory. They must pay attention, ask questions, and responsibly supervise the organization's management. Directors should also review minutes, financial statements, audits, plans, policies, and other board documents on a regular basis.

Legal References:

Ark. Code Ann. § 4-28-201 et seq.

Cross References:

Conduct of All Board Members
Board Member Ethics

Required Training for Board of Directors

Newly elected board members will complete the legally mandated minimum of nine (9) hours of training and instruction in Arkansas school law and in the laws governing the powers, duties, and responsibilities of school boards no later than December 31 of the year following their election to the board. A newly elected member shall also complete the training or instruction on financial laws and regulations as decided by the Arkansas Board of Education within the first fifteen (15) months of service on the board of directors.

Returning board members who have served at least twelve (12) consecutive months must complete six (6) approved hours annually during each calendar year of service (January 1 -December 31).

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

Any member who fails to receive or carry forward the required number of training hours shall be:

- Permitted thirty (30) days from the date of the January board meeting to complete the deficient training hours; and
- Suspended from participating in official business, except for school board training, until the board member obtains the deficient training hours.
- A board member who fails to complete the board member's training hours deficiency within the thirty (30) days provided shall be removed from the board, and the board member's position shall be filled in accordance with Arkansas law and School policy, unless:
 - The board member's failure to receive the required training was due to their military service, or
 - The board member provides a written & sworn statement from the board member's treating physician stating that the board member failed to receive the required training due to a serious medical condition.

Any board member who provides documentation of either of the two situations detailed above will receive until December 31 of the year following the year the board member failed to receive the required training hours to receive both hours of training required for the current year **and** the hours the board member failed to receive the previous year.

The school shall pay reimbursements pre-approved by the Board and resulting from pre-approved Board business and other necessary expenses from funds belonging to the school. It shall also reimburse Board members for expenses incurred in attending Board-approved in-service workshops, conferences, and other courses of training and instruction.

Legal References:

Ark. Code Ann. § 6-13-629

Cross References:

Compensation of Board Members

Powers and Duties of Board of Directors

The powers and duties of the Board of Directors include, but are not limited to:

- All powers and duties granted to the Board of Directors in the Board's Bylaws and Charter;
- All powers and duties granted to the Board of Directors by Ark. Code Ann. § 6-13-620 (if not waived), and these policies;
- Under Arkansas law and Amendment 40 of the Arkansas Constitution, **publication of the School's budget shall be made once annually before July 31 of each year in a newspaper of general circulation which is published within the counties in which the School is administered** or has a bona fide circulation in the same county or counties; and
- The purchase of liability insurance, upon approval of the majority of the Board of Directors, to protect the individual members of the Board from legal liability for activities arising out of their duties as directors, including liability arising out of alleged malfeasance, errors, omissions, wrongful acts not related to bodily injury or property damage, and other actions taken in the performance of their duties as directors. The Board of Directors may pay the premium on the liability insurance policy from funds belonging to the School.

Legal References:

Ark. Code Ann. § 6-13-620,
Ark. Code Ann. § 6-13-622,
Ark. Code Ann. § 6-13-625;
Arkansas Constitution Amendment 40

Cross References:

General Board Authority
[KIPP Board of Directors Bylaws](#)

Board President Duties

Parliamentarian: The President shall preside at meetings of the Board of Directors and may decide questions of procedure by referring to "Robert's Rules of Order, Revised" or other parliamentary procedure guides.

Appoint Committees: The President shall appoint all committees (unless otherwise directed by the Board), sign official documents of the Board, call a special meeting of the Board whenever conditions set forth for special meetings have been met, and perform other duties as may be prescribed by law or by action of the Board.

Preside Over Hearings: The President shall have the same right as other Board members to offer resolutions, make or second motions, discuss questions, and vote. The President, or their designee, if permitted by law, shall preside over all grievances, personnel, and disciplinary hearings required by law or Board policy to be heard by the Board.

Board Vice-President Duties

The Vice President shall preside at Board meetings in the president's absence and perform other duties as may be assigned by the Board.

Board Secretary Duties, Keeping of the Minutes

The secretary of the Board shall perform the duties of the president in the president's and vice president's absence. **The Executive Director, or their designee, will record minutes of all meetings and distribute them to the Board for review no later than ten (10) days before the next regularly scheduled Board meeting.**

The Minutes

The record of the board proceedings is called the "Minutes." The essentials of the record are as follows:

- The kind of meeting, "regular" (or stated), or "special," or "adjourned regular," or "adjourned special";
- Name of the assembly;
- Date of meeting and place;
- The fact of the presence of the regular chairman and secretary, or in their absence, the names of their substitutes, whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to transact business at other than the regular business meetings occasionally;
- All the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; and
- Usually the hours of meeting and adjournment, when the meeting is solely for business.
- Generally, the member who introduced the main motion is recorded, but not that of the second.
- The president and secretary/treasurer should sign the minutes after approval before publishing them on the website.

Maintenance of the Minutes

The School Board minutes are to be maintained indefinitely. They may be kept in hard copy in a bound book in addition to the electronic copy placed online. The Executive Director shall be charged with maintaining the minutes for the use of the current Board Secretary and may maintain additional copies as necessary for use or preservation. However, only one copy shall be designated the "official" record copy, which shall be made available in electronic form via the school website.

Recording of the Meeting via Audio and Maintenance for One Year

The Secretary will coordinate with any school employee or person designated by the Executive Director to ensure that all officially scheduled, special, and called open public meetings (this requirement does not apply to Executive Sessions) shall be recorded in a manner that allows for the capture of sound, including, without limitation:

- A sound-only recording;
- A video recording with sound and picture; or
- A digital or analog broadcast capable of being recorded.

The Secretary shall ensure that the school is given a copy of the recording or access to provide requested copies. The Secretary shall ensure the school properly maintains the recording of an open public meeting for a minimum of one (1) year from the date of the open public meeting. The Secretary will note the destruction of any recordings in writing to be maintained with the audio records and detail any audio file destruction, with the original date of the meeting, the date of the destruction, and if there are copies in existence elsewhere, if known. This log shall be maintained perpetually or until changed by law or policy.

The recording shall be maintained in a format that may be reproduced upon request under the Arkansas Freedom of Information Act.

Compensation of Board Members

Members of the Board of Directors shall serve without compensation. Still, they may receive reimbursement for pre-approved expenses incurred due to Board-assigned attendance at conferences and training, school events, webinars, online training, and similar functions. Board members will not be reimbursed for expenditures on alcoholic beverages, expenses incurred by a traveling companion(s), or non-essential entertainment unless specifically approved by Board Resolution before the cost is incurred.

All documentation supporting such expenses must be submitted to the Executive Director within ten (10) calendar days after such expenditures were incurred on a form provided by the Executive Director or the Finance Director. Extensions may be granted on a case-by-case basis when exceptional circumstances delay the board members' ability to file a timely report.

Cross References:

Board Member Expense

Resources:

[Reimbursement Request Form](#)

Board Meetings

Agendas

Any board member who desires to have an item included on an upcoming Board agenda shall submit a description to the Board President **at least seven (7) days before** the meeting, whenever possible. The President shall promptly submit such items to the Executive Director.

At least five (5) days before a regular monthly meeting, the Executive Director shall notify the Board President of:

- All written requests are to be placed on the Board agenda, and
- The Executive Director's recommendation concerning each request.
- A request to be placed on the agenda shall not be granted if placement on the agenda:
- Prejudices the Board of Directors concerning a student or personnel matter that is on the agenda for the Board's consideration of a disciplinary or employment action; or
- Conflicts with the School district policy or law.

The Executive Director should regularly schedule meetings with the President of the Governing Board of Directors **at least five to seven (5-7) days before** each Board meeting to ensure that all approved items requested for placement on the agenda by the Executive Director, Board members, and the general public, are appropriately included on the agenda and that all relevant supporting materials are received by the deadline and contained in the agenda packet.

After the agenda items and materials are confirmed, the Executive Director or their designee should immediately arrange to disseminate them to the Board members and ensure that all deadlines for posting and disseminating notices for the meeting have been met.

The school district board of directors shall receive a report or presentation on student academic data or performance at each monthly meeting.

Legal References:

Ark. Code Ann. § 6-13-619

Notification of Board Meetings

In addition to the other notice requirements outlined in these board policies, the school shall provide the following notice of Board of Directors meetings:

Regular Meetings: The school shall provide notice of the time and place of each meeting to persons who request it by contacting the Executive Director's Office.

Special or Emergency Meetings: The school shall provide at least two (2) hours' notice of special or emergency meetings to news media located in Phillips and Mississippi Counties and news media elsewhere that cover the regular meetings of the Board of Directors, upon the receipt of such a request by the Executive Director's Office.

Special Meetings

The Board of Directors may call a special meeting to consider items required by law to be considered before its next scheduled regular monthly meeting or that are necessitated by a time-sensitive situation.

Special meetings shall be conducted in the same manner as regular meetings of the Board of Directors and in compliance with board policies and law.

Legal References:

Ark. Code Ann. § 6-13-619

Time for Board Meetings

The regular meetings of the Board shall be held according to a schedule adopted by the Board at its first meeting of the school year. Except in emergencies, regular and special meetings of the Board that deal with personnel or personnel policies shall be held after 5:00 p.m. A meeting of the Board or a Board committee that does not deal with personnel or personnel policies may occur at any time and on any day, regardless of whether there is an emergency. The notice announcing the meeting will list the time of the Board meetings.

Legal References:

Ark. Code Ann. § 6-13-619

Place of Board Meetings; Designation for Emergencies

The Board meetings shall be held virtually, with one (1) in-person meeting per quarter held at a school administration or community boardroom.

Virtual Board meetings are conducted via telephone conference call or audiovisual transmission. Access to the call or other transmission of the meeting shall be available to the public in the usual Board meeting place or other meeting area as listed in the posted meeting notice.

If the Governor declares a disaster emergency under the Arkansas Emergency Services Act of 1973, the Board may meet electronically without the necessity of the public or the Board being present.

The Board may meet at any place in the county, whether within or outside the territorial limits of the school or district, on the call of the presiding officer or any two (2) members of the governing board.

Legal References:

Ark. Code Ann. § 25-19-106

Cross References:

Quorum and Voting

Taping of Board Meetings

Meetings of the Board of Directors, except for executive sessions, shall be recorded in a manner that captures sound including without limitation: a sound only recording; video recording with sound and picture; or a digital or analog broadcast capable of being recorded, as long as the equipment used is silent, does not interfere with other attendees' ability to see or hear the proceedings and is not placed in a location that inhibits access to the meeting table, or movement in and out of the meeting room.

A recording of an open public meeting shall be maintained for a minimum of one (1) year from the date of the open public meeting and kept in a format that may be reproduced upon a FOIA request.

Legal References:

Ark. Code Ann. § 25-19-106

Posting of Board Meeting Notices to Website

At least ten (10) days before the date of a regular meeting of the Board of Directors, the school shall publish on its website a notice of the date, time, and place of the meeting. At least 24 hours before a rescheduled regular meeting, the school shall publish a notice of the change in the date, time, or place of the regular meeting on its website.

The Executive Director or their designee shall ensure such notice is correctly published.

Legal References:

Ark. Code Ann. § 6-13-619

Board of Directors Conflicts of Interest

A Board member shall not have any direct pecuniary interest in a contract with the School, nor shall the member furnish directly any labor, equipment, or supplies to the School except as permitted under Arkansas law.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School, the Board member shall declare their potential conflict of interest, and shall refrain from debating and voting upon the contract in question as recommended by Arkansas law.

This policy does not intend to prevent the school from contracting with corporations or businesses because a Board member is an employee of the firm. It is designed to avoid placing a Board member in a position where their duties to the school and the member's employment (or other indirect interest) might conflict and to avoid appearances of impropriety even though none may exist.

All aspects of the foregoing policy shall apply to the Executive Director and the members of the Board of Directors.

Legal References:

Ark. Code Ann. § 6-13-619

*ADE Rules Governing Ethical Guidelines and
Prohibitions for Educational Administrators,
Employees, Board Members, and Other Parties*

Cross References:

Quorum and Voting

Quorum and Voting

A Board member shall be physically or virtually present at a meeting to be counted for a quorum or to vote. If a quorum is not established or maintained, a vote shall not be taken until a quorum is established or restored. A majority of a quorum voting affirmatively is required to pass any motion or resolution. Any member abstaining from a vote shall be counted as a vote against the motion or resolution.

If a member announces a conflict of interest concerning an issue, the member must leave the meeting until the voting on the issue is concluded. A member who leaves a meeting due to a conflict of interest shall not be counted in the Board's vote and shall not be considered present to establish a quorum until the member returns to the meeting after the vote. Except as provided above, a quorum shall be a majority of the membership of the Board of Directors. A quorum of the Board of directors must be present for the Board to enter an executive session.

Legal References:

Ark. Code Ann. § 6-13-619

Cross References:

Place of Board Meetings

Board of Directors Conflicts of Interest

Executive Session

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

Legal References:

Ark. Code Ann. § 25-19-106

Private Hearings

The Board of Directors may hold private hearings to decide on a student's suspension, expulsion, or appeal if requested by the student's parent or guardian. Otherwise, the hearing must be public.

After conducting a public hearing on a student suspension, expulsion, or appeal, the Board of Directors may go into closed session to deliberate. The Board of Directors shall conduct any vote on the subject of the hearing after reconvening in open session.

Legal References:

Ark. Code Ann. § 6-18-507

Board of Directors Policies

The Board of Directors shall adopt clearly defined written policies based on a thorough understanding of any policy's impact on the school's educational processes. The Board should consult the affected individuals or groups in formulating policies.

The Board recognizes that changing conditions often necessitate change. Therefore, the Board shall review these policies annually to reflect changing conditions and legal requirements, ideally presenting the revised handbook for adoption at the May board meeting in June.

The Board recognizes that while it is a policy-making body, policy execution is appropriately delegated to the Executive Director and their professional staff.

The initial and formal adoption of these policies shall be recorded in the minutes of the Board of Directors. Only those written statements adopted and recorded shall be regarded as official Board of Directors policy.

General Policies

Except when about personnel, policies may be recommended by the Board or any member of the Board, the Executive Director, any other administrator or employee of the region, a committee appointed by the Board, or any member of the public.

Policies adopted by the Board shall be within the legal framework of the State and Federal Constitutions, and appropriate statutes, rules, and court decisions.

Except for personnel policies, when reviewing a proposed policy, the Board may elect to adopt, amend, refer back to the person proposing the policy for further consideration, take it under advisement, reject it, or refuse to consider such a proposal.

Licensed and Classified Personnel Policies

Personnel policies, including employee salary schedules, shall be created, amended, or omitted per State law.

- **Board Proposals:** The Board may adopt a proposed personnel policy by a majority vote. A Board member or the Executive Director may propose such policies to the Board. The Board may choose to adopt the proposal, as a proposal only, by majority vote. A copy of all personnel policies shall be signed by the Chair of the Board of Directors and kept in an accessible records location.
- **Effective Date of Policy Changes:** All personnel policy changes enacted will become effective upon the Board's approval, unless the Board specifies otherwise. Policy changes in compliance with state or federal laws, rules, regulations, or Commissioner's Memos adopted after June 30 but within ninety (90) days from the effective date of the legal change shall become effective on the final date of adoption.

Student Policies

The Regional Leadership Team shall review student discipline policies annually, and changes to such policies may be recommended to the Board of Directors. Parents, students, and school region personnel, including teachers, shall be involved in developing student discipline policies.

Policy Adoption by the Board of Directors

Policies recommended to the Board shall not be adopted until the next regularly scheduled Board meeting following their initial introduction. This time lapse will permit further study by Board members and allow patron input.

As specified by Arkansas law, all teachers and administrators shall receive a digital copy of any new policies or amendments to existing policies regarding personnel within thirty (30) days after approval by the Board of Directors.

Legal References:

Ark. Code Ann. §§ 6-17-204 – 206 or a waiver from the same section(s)

Policy Revision and Review

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

Review of Administrative Policy Guidelines

The Executive Director shall prepare and disseminate any administrative guidelines necessary to implement Board policy and review them periodically to determine their effectiveness in implementing official Board policy.

The Board shall retain the prerogative to review administrative guidelines and may suggest or direct that specific guidelines be added, modified, or deleted.

Policy on Communication and Feedback

The Executive Director is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative guidelines and regulations needed to implement them.

Publication of Policies on School Website

Per Arkansas law, all official policies adopted by the Board shall be published on the School's website.

Legal References:

Ark. Code Ann. § 6-11-129

Cross References:

School Website

Dealings with Family of Board Members

Definitions

“Family” or **“Family Member”** means an individual’s spouse or domestic partner; children, parents, or siblings of the individual or the individual’s spouse; the spouse of the individual or the individual’s spouse’s child, parent, or siblings; anyone living or residing in the same residence or household with the individual or the individual’s spouse; or anyone acting or serving as an agent of the individual or the individual’s spouse.

Initial Employment

A Board member’s family member may not be initially employed during the Board member’s tenure of service for compensation over \$5,000 unless the Commissioner of Education issues a letter of exemption and approves the employment contract based on unusual and limited circumstances.

Excluding a renewal of an employment contract of a Board member’s family member, any change in the terms or conditions of an employment contract that will increase compensation more than \$2,500 must be approved in writing by the Commissioner of Education.

Suppose it appears the total transactions or contracts with the board member or a Board member’s family member for a fiscal year total \$10,000 or more. In that case, the Executive Director shall forward the written resolution and all relevant data to the Commissioner of Education for independent review and approval.

Suppose the transactions with an employee for a fiscal year total \$10,000 or more. In that case, the Executive Director shall forward the written resolution and all relevant data to the Commissioner of Education for independent review and approval.

Qualifications for Board Member Unchanged

The employment status of a citizen’s family member does not affect that citizen’s ability to serve on the school board, provided the family member meets all other statutory eligibility requirements.

Tort Liability Immunity

It is declared to be the public policy of the State of Arkansas that all public Charter schools, and any of their boards, commissions, agencies, authorities, or other governing bodies shall be immune from liability and from suit for damages except to the extent that they may be covered by liability insurance.

No tort action shall lie against any such public Charter school because of the acts of its agents and employees.

Legal References:

Ark. Code Ann. § 21-9-301

Section II:

General School Administration

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Executive Director

Hiring of Executive Director

The Board of Directors shall develop minimum requirements for the Executive Director position, including, but not necessarily limited to, those outlined in the school's Charter.

Duties and Expectations of the Executive Director

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

- Attend and participate in all meetings of the Board and its committees, except when their employment or salary is under consideration.
- Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- Develop an organizational plan for the school's administrative personnel.
- Report to the Board such matters as deemed necessary to the understanding and proper management of the school, or as the Board may request.
- Maintain written policies and procedures for the school's guidance and advise the Board on needing new or revised policies.
- Interpret for the staff and cause to be implemented all Board policies and all federal and state laws relevant to public education.
- Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either a departure from established policy or the expenditure of substantial sums.
- Assume responsibility for overall financial planning and preparing the annual budget recommendation, which will be submitted to the Board for review and approval.
- Establish and maintain efficient procedures and adequate controls for all school fund expenditures per the adopted budget.
- Define educational needs and formulate policies and plans for recommendation to the Board.
- Secure the best-qualified and most competent personnel for employment. All employment-related decisions shall be based upon the potential employee's performance, effectiveness, and qualifications, with effectiveness being used as the primary criterion for making personnel decisions.
- Assign, transfer, and define the duties of all personnel, and report such action to the Board for information and record.
- Temporarily suspend or place on probation, as provided by law, any employee.
- Summon employees to attend regular and special meetings necessary to carry out the school's educational program.
- Serve as the contact for all communication with the Board from all school employees.
- Delegate at own discretion to school personnel the exercise of any duties and authority with the knowledge that such does not relieve the Executive Director of final responsibility for the action taken under such delegation.
- Accepts responsibility for the general efficiency of the school, for the development of the school staff, and the educational growth and welfare of the students.
- Make decisions and rules, and give such instructions to school employees to make the Board's policies and regulations effective in managing the school.

- Additional responsibilities may be contained in the approved Charter application of the School or assigned as necessary.
-

Executive Director Compensation

The Board shall determine the Executive Director's salary and employment benefits, including insurance, transportation allowances, annual vacations, holidays, and any other entitlements as deemed appropriate.

Evaluation of Executive Director

The Board of Directors shall evaluate the Executive Director at least annually. The Board shall prepare the evaluation instrument and allow the Executive Director to provide comments and information.

Legal References:

Ark. Code Ann. § 6-17-123

Principal

Principal's Duties and Expectations

The Executive Director shall employ principals through an employment letter, who shall supervise the operation and management of the school and property as the Executive Director determines necessary.

The Principal shall assume administrative responsibility and instructional leadership, under the supervision of the Executive Director and per the legal rules and regulations of the Board of Directors, for the planning, management, operation, and evaluation of the educational program of the attendance area to which they are assigned.

The Principal shall submit recommendations to the Executive Director regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the attendance area. All employment-related decisions shall be based on the employee's performance, effectiveness, and qualifications, with effectiveness being the primary criterion for making personnel decisions.

The Principal shall perform other duties as the Executive Director may assign per the Board of Directors' policies.

Principal's Responsibilities

- The Principal is responsible for thoroughly knowing all laws, regulations, and instructions governing the position.
- The Principal will coordinate all administrative and supervisory activities in the building.
- The Principal will coordinate the work of assistant Principals (if any), teachers, and all building staff.
- The Principal will be responsible for administering school policies in their school and making such regulations enacted by the Board or formulated by the school's Executive Director available to the building staff.
- The Principal is responsible for the general organization of the school, the assignment of duties of staff members within the school, and the administration of the instructional program.
- The Principal will handle all complaints from patrons or parents that affect the school, investigate them, and refer all cases that cannot be resolved satisfactorily to the Chief Academic Officer and Executive Director.
- The Principal is responsible for the efficiency and effectiveness of teachers and other staff members within the building and will evaluate them per established policies and procedures.
- The Principal will have the power to temporarily suspend students and recommend reassignment, long-term suspension, or expulsion per the relevant student discipline policies. The Principal may assign this responsibility to an Assistant Principal (if any). The Principal will work closely with central office personnel to enforce the requirements of the Arkansas compulsory attendance laws.
- The Principal shall fully participate in the Leaders Excellence and Development System (LEADS), unless the school has obtained a waiver from its provisions.
- Additional responsibilities may be assigned or contained in the school's approved charter application.

Legal References:

Ark. Code Ann. § 6-16-1406(g)

Ark. Code Ann. § 6-17-2809

Ark. Code Ann. § 6-18-507

ADE Rules Governing the Leader Excellence and Development System

Evaluation of Principals

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

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

Annually, in a summative evaluation year or an inquiry category year, an Executive Director shall assign each administrator employed by the school an annual overall rating that is based on (i) the leader's professional practice, as evidenced by the performance rating for a summative evaluation or the inquiry category, and (ii) student growth.

Definitions

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

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

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

"Summative evaluation" means evaluating an administrator's performance, evaluating all applicable standards and functions of the evaluation framework, and supporting improvement in the administrator's leadership and the school's employment decision regarding the administrator.

Administrator Professional Growth Plan

Each administrator shall complete or revise a professional growth plan based on the standards and functions determined in collaboration with the Chief Academic Officer and/or the Executive Director.

The administrator shall indicate in their professional growth plan:

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

The administrator shall determine the action steps needed to implement the leadership strategies identified in their professional growth plan and submit a copy to the Chief Academic Officer and Executive Director.

Formative Assessment Conferences

Throughout the year, an Executive Director or designee shall conduct formative assessment conferences with all administrators evaluated under the LEADS system. Formative assessments should be based on individual needs, as evidenced by the professional growth plan and evaluation rubric.

Summative Evaluation

The Chief Academic Officer and Executive Director shall complete the evaluation rubric for summative evaluation at the end of each year for any administrator in a novice, probationary, or intensive category. They shall also complete the evaluation rubric for summative evaluation at a minimum of once every four (4) years for any administrator in an inquiry category. The administrator being evaluated shall provide evidence of effective practice using relevant artifacts for each standard and function on which the administrator is evaluated, as applicable to the administrator's position.

A recommendation concerning an administrator's employment shall be made and based on:

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

The evaluation rubric for summative evaluation shall be placed in the administrator's personnel file annually if the administrator is in the novice, probationary, or intensive category and once every four (4) years if the administrator is in the inquiry category.

When a summative evaluation is not required, a less-scoped assessment may be conducted.

Inquiry Category

The inquiry category shall be used to:

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

The administrator shall submit artifacts for the components agreed upon by the administrator and the Executive Director, Chief Academic Officer, or designee as evidence of professional practice.

Intensive Support

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

When performance is unsatisfactory in any one standard or the administrator is not progressing in most of the functions of an evaluation rubric, the Executive Director or Chief Academic Officer shall identify and document the inadequate performance and move the administrator into the intensive category.

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

- Establish the period for the intensive category.
 - The period specified by the Executive Director or designee for the intensive category shall allow the administrator to accomplish the goals of and complete the tasks assigned in the intensive category.
 - The intensive category shall not last for more than two consecutive semesters unless the administrator has substantially progressed and the Executive Director or designee elects to extend it for up to two (2) additional successive semesters.
- Provide a written notice to the administrator that they are placed in the intensive category.
 - The notice shall state that if the administrator's contract is renewed while they are in the intensive category, the fulfillment of the contract term is subject to the administrator's accomplishment of the goals established and completion of the tasks assigned in the intensive category.
 - Develop a clear set of goals and tasks that correlate to the professional growth plan and evidence-based research concerning the evaluation function or standard that forms the basis for the intensive category. Ensure the administrator is offered the support that the Executive Director or designee deems necessary to accomplish the goals developed and complete the tasks assigned while in the intensive category.

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

Suppose an administrator does not accomplish the goals and complete the tasks established for the intensive category during the intensive category. In that case, the Executive Director shall review the documentation of the intensive category and terminate or nonrenew of the administrator's contract upon review and approval of the documentation.

This policy does not preclude an Executive Director from terminating the administrator's contract for any reason. Nothing in this policy shall be construed to limit the school's ability to terminate any employee's contract at all, nor shall anything in this policy restrict the ability of any employee to end their contract at will.

Legal References:

Ark. Code Ann. § 6-17-2809

ADE Rules Governing the Leader Excellence and Development System (LEADS)

Resources:

[LEADS Resources](#)

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

Each Principal and administrator shall work under an employment letter, which shall provide a stated employment length (not exceeding 365 days). The employment letter may be terminated by the school's Board of Directors or the Executive Director at any time and for any reason. The employment letter is not and shall not be construed as guaranteeing employment for any time.

Legal References:

Ark. Code Ann. § 6-17-301

Cross References:

At-Will Employment

Administrative Structure

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

The Executive Director reports directly to the Board of Directors and is entrusted by the Board to be the school's day-to-day Chief Administrator. The Executive Director supervises and manages all other school employees directly or through principals or other administrative staff.

The Principal reports directly to the Chief Academic Officer and has primary responsibility for all personnel and operational matters occurring on their campus(es). Unless law or policy mandates otherwise, any employee grievances should be directed to the employee's principal.

Unless law or policy mandates otherwise, student and employee discipline issues shall be the Principal's primary responsibility. The principal shall act in accordance with law, Department of Education standards, and student discipline policies in carrying out their duties.

Legal References:

*Ark. Code Ann. § 6-18-507,
Ark. Code Ann. § 6-18-516*

Cross References:

Student Discipline Generally

Administrators

Definition

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

The Executive Director shall develop the job duties and qualifications for administrative positions, including, if appropriate, specific duties, responsibilities, qualifications, etc., contained in the school’s Charter and approved by the Board of Directors. All administrators shall report directly to the Executive Director.

Evaluation of Administrators

The Executive Director shall evaluate administrators on at least an annual basis.

The receipt of an evaluation by an administrator from the Executive Director shall not provide the administrator with any promise or guarantee of future employment with the school.

Cross References:

Evaluation of Principals

School Website

Required Information and Placement

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

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

The above information can be accessed through a link on the "State-Required Information" homepage to a page on the school website where the information may be found.

The website's information and data shall consist of the actual data for the previous two (2) school years and the projected budget information for the current school year.

The actual audit reports will be housed under the "State-Required Information" section, containing audit information for the previous two (2) school years.

Legal References:

Ark. Code Ann. § 6-11-129
Ark. Code Ann. § 6-41-606

Cross References:

Posting of Board Meeting Notices to Website
Publication of Policies on School Website
School Budget
Audit

Posting of School Calendar on Website

The annual school calendar for the upcoming school year shall be posted on the school website under its designated link within a reasonable time after the school's Board of Directors adopts it.

Cross References:
School Calendar

Posting of Board of Directors Minutes on Website

The minutes of the Board of Directors' regular and special meetings shall be posted on this website under the "State-Required Information" link on the school website within a reasonable time after the Board approves the minutes of the Directors at their next regular meeting.

Legal References:
Ark. Code Ann. § 6-11-129

Posting of Salary Schedule to Website

The school has a waiver from the provisions of Arkansas law concerning the creation of salary schedules. School staff salaries are under the "State-Required Information" link on the school's website.

Legal References:
Ark. Code Ann. § 6-11-129

Cross References:
Salary Schedules

Posting of Budget Information on Website

The school's annual projected budget information for the current school year and the actual annual budget for the two previous school years is accessible under the "State-Required Information" link on the school website.

Cross References:
School Budget

Use of Cookies on Website/Third Party Information Recipients

The school website uses "cookies," small files stored on an internet user's computer containing limited personal information. The school uses cookies to track visits to its website, assist in understanding how it is used, and improve the end-user experience. Users may choose not to accept cookies from the website without penalty. Such a decision will not limit the user's ability to enjoy the school's website.

Electronic Technology Accessibility Policy

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

Section 508 and the technical standards can be found at [section508.gov](https://www.section508.gov).

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

Legal References:
29 U.S.C. 794d

Section III:

Safety and Facilities

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Prohibited Items on School Property

Drug Free Schools

KIPP Delta is proud to provide a work environment free of drugs and alcohol. Students, parents, employees, and visitors are notified that the school is a drug-free zone. The illegal manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or other controlled substances on school premises or during school-sponsored activities is strictly prohibited for both students and all school personnel. Any employee convicted of any drug violation must notify the Executive Director no later than three (3) working days after the conviction.

Students who violate this policy will be subject to discipline, which will be determined by the Executive Director, up to and including expulsion, and may be subject to criminal prosecution. The school may recommend, but may not require, that parents seek drug rehabilitation treatment or counseling at their own expense. School personnel who violate this policy shall be subject to discipline, including termination and/or criminal prosecution.

Legal References:

Ark. Code Ann. § 5-64-402
Ark. Code Ann. § 5-64-411
Ark. Code Ann. § 6-16-1406
Ark. Code Ann. § 6-21-608

Cross References:

Prohibited Conduct

Tobacco Free Schools

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

Legal References:

Ark. Code Ann. § 6-21-609

Cross References:

Prohibited Conduct

Gun Free Schools

Any student who brings a gun onto school property shall be recommended for expulsion for one (1) year. The Executive Director may modify the recommendation for a student on a case-by-case basis.

Legal References:

Gun Free Schools Act
Ark. Code Ann. § 6-21-608(e)
Act 544

Cross References:

Possession of a Firearm

Weapons

A person commits the offense of carrying a weapon if they possess any handgun, a knife meeting the definition of a weapon under Arkansas law, or a club on or about their person, in a vehicle they are occupying, or otherwise readily available for use with a purpose to employ the handgun, knife, or club as a weapon against a person.

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

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

Legal References:

Ark. Code Ann. § 5-73-119,
Ark. Code Ann. § 6-18-502
20 U.S.C. § 1401 et seq.

Cross References:

Possession of a Firearm

Video Surveillance

Video surveillance on the school campus assists the school in maintaining a safe campus and the security of the school's staff, students, and property. The school may also use video surveillance to maintain discipline and order.

The school may use video surveillance equipment to monitor any areas of the grounds that are not subject to a reasonable expectation of privacy. Students and employees have a reasonable expectation of privacy in restrooms and locker rooms.

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

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

Legal References:

Ark. Code Ann. § 5-16-101

Cross References:

FERPA Policy

Building Safety

All facilities shall meet all state and federal requirements, including, but not limited to, full compliance with the requirements of the Americans with Disabilities Act and the Individuals with Disabilities Education Act. All facilities shall also complete all Arkansas State Mandated Inspections (ASMI) promptly and submit all proofs of completion and assurances to the Arkansas Division of Academic Facilities and Transportation. The school shall also comply with the inspection requirements in Ark. Code Ann. § 6-21-813 as amended, to the extent applicable and not already covered in the ASMI.

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

Legal References:

Ark. Code Ann. § 6-21-813

Emergency Drills and Safety Audits

By August 1, 2025, and every three (3) years thereafter, the school shall conduct a comprehensive school safety assessment to assess the safety, security, accessibility, and emergency preparedness of district buildings and grounds in collaboration with local law enforcement, fire, and emergency management officials.

A comprehensive school safety assessment shall be conducted by more than one (1) individual, including at least one (1) individual not assigned to the facility being audited, if the audit is conducted by district personnel. A comprehensive school safety assessment shall include, without limitation, an evaluation of the following:

- Safety and security of the site and exterior of buildings;
- Access control;
- Safety and security of the interior of buildings;
- Monitoring and surveillance, including, without limitation, type and extent;
- Communication and information security;
- Review of emergency operation plans; and
- School climate and culture.

By August 1, the school shall also create an annual safety drill schedule to include monthly fire drills; at least three (3) tornado safety drills per year; at least three (3) earthquake safety drills in areas susceptible to earthquakes; and at least one (1) annual lockdown drill for a possible threat on each campus. As part of the planning for lockdown drills, the school shall:

- Assess the plan and ability of the school to prevent and respond to a threat on campus;
- Identify the roles and responsibilities of each individual when an emergency occurs;
- Discuss the logistics of responding to an emergency on the school campus; Identify areas in which the emergency operation plan of the school may require modification, if necessary; and
- Collaborate with local law enforcement, medical professionals, fire department, and emergency management officials.

The school's governing body shall review the comprehensive school safety assessment and safety drill schedule at the August meeting, which shall be conducted only in an executive session convened by its governing body. The comprehensive school safety assessment is not a public record and is not available for public inspection under FOIA.

Legal References:

Ark. Code Ann. § 6-10-121

Ark. Code Ann. § 6-15-1303

Floor Plan on File with Emergency Personnel

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

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

Legal References:

Ark. Code Ann. § 6-10-125

Ark. Code Ann. § 6-15-1303

Health and Safety

The school shall provide adequate student health services, per all state and federal laws and guidance, and as provided elsewhere in these policies.

In establishing protocols and requirements to ensure student, staff, and visitor safety, the school shall be informed and guided by the regulations and guidance issued by the Arkansas Department of Health (ADH), the Division of Elementary and Secondary Education (DESE), and other relevant local, county, state, and federal agencies.

All health and safety policies, protocols, and requirements adopted by the school shall be enforced to ensure the safety of every student during school hours and at school-sponsored activities.

As a part of this section, the school shall develop procedures concerning student physical activity that will recognize and manage the effects of a communicable disease that may be encountered by a student during athletic training and physical activities.

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

Under the authorities cited in the preceding paragraphs, the school may enact policies that mandate social distancing, reducing the number of individuals in a building at any time, reducing the number of facilities open for use at any particular time, and related measures by students, staff, and visitors to the school and at school-sponsored activities.

Legal References:

Ark. Code Ann. § 6-10-126

Ark. Code Ann. § 6-15-1005

Ark. Code Ann. § 6-18-701; 706; 708

Delay or Early Release of School Due to Emergency Circumstances

In the event of a contagious disease outbreak, the Executive Director may delay the start time of school or release school early due to an infectious disease outbreak.

Such delays or early releases may occur no more than five (5) school days per school year. If the school day is delayed, school will start at a designated time no later than 10:00 a.m. If school is released early, students shall be released no earlier than 1:00 p.m.

The school shall use its parent notification system and post on its website to inform the school community of a delayed start to school or early release from school.

Legal References:

Ark. Code Ann. § 6-10-126

Physical Examinations for Contagious or Infectious Diseases

Upon the recommendation of the Executive Director, the school board may appoint and pay at least one (1) physician or nurse and assign the physician or nurse to the school to conduct physical examinations of the students as may be prescribed in the State Board of Education rules.

The nature of the examination shall be only to detect contagious or infectious diseases or any defect of sight, hearing, or function or condition of health that may prevent a pupil from receiving the full benefit of school work.

The physician or nurse appointed shall make examinations for contagious or infectious disease, including, without limitation, the teeth and mouth, whenever the examination may be deemed necessary and make examinations for other defects at least one (1) time in each school year, preferably at or near the beginning of the year.

Legal References:

Ark. Code Ann. § 6-18-701

Contagious Disease Outbreak Protocol

In the event of a contagious disease outbreak, such as COVID-19, this policy shall stand as the protocol until and unless otherwise established by the Board of Directors.

All KIPP Delta students and employees shall wear a mask or face covering while attending school or a school function in any school building, district facility, or other areas of a school campus or the district's grounds, and when riding in school-provided transportation. This policy applies while waiting outside buildings before and after school and at bus stops.

All masks and face coverings must cover the nose and mouth. Reusable cloth masks are suggested, but disposable masks are also allowable. Students and staff who do not have a face mask will be provided with one upon arrival. Face coverings should be consistent with the student and staff dress code and not contain offensive words, language, or images. Reusable face coverings should be washed after each use, and disposable masks should be disposed of afterward.

Students and staff shall wear masks and face coverings at all times except for the following:

- While eating or drinking.
- When appropriate social distancing measures are in place, as determined by a teacher or school administrator.
- Specific instructional needs, including physical education activities, are addressed case-by-case.
- When a six-foot distance is unachievable, and a mask inhibits the ability to safely and effectively perform an employee's job duty.

Students and staff may be exempt from this policy by the school principal for the following:

- Due to a documented medical condition or disability.
- A case-by-case basis due to special behavioral or individualized needs determined by the Director of Special Education or the appropriate IEP Team.

Students and staff who refuse to wear a mask or face covering under this policy shall be subject to discipline consistent with district policy, such as exclusion from on-site instruction, suspension without pay, and/or termination. Students who refuse to wear a mask on a school bus would be subject to the board policy on student conduct while riding a bus.

Inclement Weather

Delay or Early Release Due to Emergency Inclement Weather

At the Executive Director's sole discretion, the school may begin at a delayed start time or be released early due to emergency inclement weather. This emergency inclement weather policy shall be used no more than five (5) school days yearly.

Under this policy, the Executive Director may:

- Delay the start of the school day until as late as 10:00 a.m.; or
- Release students from school no earlier than 1:00 p.m.

A school day that is delayed or released early counts as a credited school day, and therefore, no additional days will be added to the school calendar for those days under this policy.

Legal References:

Ark. Code Ann. § 6-10-126

Making Up Missed School Days in 60-Minute Increments

Suppose the Executive Director cancels a regularly scheduled school day due to exceptional or emergency circumstances, including but not limited to a contagious disease outbreak, inclement weather, or other acts of God, at the sole discretion of the Executive Director. In that case, the school may make up missed school days by adding time to the beginning or ending of a regular school day for a minimum of sixty (60) minutes total per day.

Legal References:

Ark. Code Ann. § 6-10-127

Section IV:

Fiscal Management

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Fiscal Year

The school's fiscal year is the twelve months beginning July 1 and ending June 30.

Legal References:

Ark. Code Ann. § 6-20-410

Use and Loss of Funds

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

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

Examples of uses of public funds that are impermissible are:

- Donation or loaning of funds to non-profit, for-profit corporations, associations, institutions, or individuals (unless under specific statutory authority);
- Payment for birthday, holiday, or other parties, gifts, or office decorations for employees, employees and family members, or Board members from state or federal funds; and
- Traveling expenses of those non-employees officially representing the school, authorized by the Board, and traveling with Board members or employees.

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

Legal References:

Arkansas Constitution Art. 14, § 2

Ark. Code Ann. § 25-1-124 (b)(1)

Ark. Code Ann. § 21-1-603



Property, Inventory, and Supplies

The school shall comply with all requirements of the [Arkansas Financial Accounting Handbook](#) (commonly known as “Handbook IIR2”).

School Budget

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

The school shall file the budget with the Department no later than September 30 each year.

Acting as the ex officio financial secretary, the Finance Director shall keep a record of the following information in the format required by the Department of Education:

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

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

As the ex officio financial secretary, the Finance Director shall submit the financial reports required by law to the Department of Education. **An annual report summarizing the information required above in a format required by the Department of Education shall be filed with the Department of Education by August 31 of each year.**

A final close must be performed in the school's applicable general ledger database no later than September 15 each year.

Legal References:

Ark. Code Ann. § 6-20-2202

Cross References:

School Website—Required Information
Posting of Budget Information on Website

School Budget Publication in Newspaper

The Charter Board of Directors shall publish the two-year projected Charter school budget one time in a newspaper published in the county or counties in which the school is administered or in a newspaper with a bona fide circulation in the county or counties in which the school is administered by July 15 of each year.

Legal References:

Ark. Code Ann. § 6-13-622

Resources:

[Requirements & Timelines](#)
[Sample Budget](#)

School Finance Director

The school shall hire a Finance Director (or other similarly titled position performing the same, such as Chief Financial Officer, General Business Manager, or Finance Director) who shall be primarily responsible for the school's fiscal affairs. This position and its responsibilities and requirements shall be included in the school's Charter application if required.

The school Finance Director's responsibilities shall include, but are not limited to, the following:

- All duties and requirements outlined in the school's Charter;
- Preparing and submitting a monthly statement to the Board of Directors on the financial condition of the school;
- Preparing and submitting an annual statement of the affairs of the school to the Board of Directors in July of each year;
- Preparing and submitting such financial reports as required by the Arkansas Department of Education;
- Not to be interested directly or indirectly in any contract authorized by the Board of Directors; and
- All other statutory requirements for the position of Finance Director.

The Board shall cause an executed Certificate of Appointment to be filed with the county clerk, the county Finance Director, and the Secretary of the Department of Finance and Administration so that the Finance Director can register as representing the school.

Legal References:

Ark. Code Ann. § 6-13-701

School Finance Director Qualifications

The Finance Director shall meet the minimum qualifications to hold and maintain the position (as well as the other requirements outlined in law and these policies), as outlined in the Arkansas Division of Elementary and Secondary Education Rules Governing the Arkansas Fiscal Assessment and Accountability Program.

If the school hired the Finance Director on or before July 31, 2007, they are exempt from the requirement of the above-referenced Rules, but completion of the training components of the Rules is highly encouraged.

Legal References:

Ark. Code Ann. § 6-15-2302,

Arkansas Division of Elementary and Secondary Education

Rules Governing the Arkansas Fiscal Assessment and

Accountability Program

School Activity Funds

The school may maintain activity funds and school service funds.

The term “**activity funds**” means those funds whose sources of revenue include but are not limited to:

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

All activity funds and school food service funds shall be maintained and accounted for under the guidelines and procedures established by the Arkansas Department of Education.

The Executive Director shall maintain the activity and school food service funds, be the official custodian of all activity and school service funds, and be responsible and accountable for them.

By resolution adopted by a majority vote of the Board of Directors, the Executive Director may appoint another school employee to co-custodian any or all activity funds and school food service funds.

The co-custodian shall also be responsible and accountable for activity funds and school food service funds maintained by the co-custodian.

Legal References:

Ark. Code Ann. § 6-13-701

Petty Cash Fund

The Board of Directors may authorize the creation of a petty cash fund if it deems necessary to simplify and expedite the school's fiscal affairs relating to the payment of miscellaneous expenditures incident to its operation.

No payment shall be made from the petty cash fund until the supplies or materials have been delivered and a copy of the invoices has been filed with the approval of the District Finance Director or the Executive Director.

As funds in the petty cash fund become depleted, the school's Finance Director shall draw a warrant upon the Finance Director payable out of the appropriate fund for reimbursement of expenditures made from the petty cash fund.

The school Finance Director shall attach to the office a copy of the warrant, the original invoice, or the receipt of payment for all expenditures made from the petty cash fund during the previous month.

The balance to the credit of the petty cash fund shall not time exceed \$200 for each campus within the School.

Legal References:

Ark. Code Ann. § 6-20-409

Fundraising

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

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

- Student participation in fundraising programs is voluntary;
- Students who do not participate will not forfeit any school privileges;
- Students may not participate in fundraising programs without written parental permission returned to school authorities;
- A parent or an adult must accompany an elementary student who sells fundraising merchandise door-to-door; and
- Parents must accept responsibility for appropriate adult supervision unless the school provides supervision.

Legal References:

Ark. Code Ann. § 6-18-1104

Donations and Gifts

The school appreciates private gifts and donations. All donations and gifts to the school become the school's property upon donation and are subject to the same rules, use, discretion, and disposal as all other state school resources. Before offering a gift or donation to the school, individuals and organizations should contact the school to ensure need, compatibility, and space availability. The school will strive to assist donors in making arrangements as necessary for donations of equipment or services. The school may deny any gift or donation that does not further the school's goals or obligates the school to commit resources, time, or finances.

All school administrators, board members, employees, and their family members are prohibited from receiving gifts, donations, or transfers of public property, funds, or resources from the school. The school shall not give public property valued at more than \$100 to any leaving or retiring board member, administrator, employee, or member of the immediate family of those listed.

Legal References:

Ark. Code Ann. § 6-21-110

Reimbursement to Teachers for Classroom Supplies

The school shall provide to each prekindergarten through sixth-grade teacher in each fiscal year for use by the teacher in his or her classroom or for class activities, reimbursement in the amount of \$500 for the teacher to apply toward the purchase of related commodities. At the discretion of the Board, this amount may be split between the teacher and the school, creating a sum for use by the teacher and a sum to be used by the school for bulk purchases of frequently used items on behalf of the teachers, whichever amount is greater.

Further details and the process for purchasing, documentation, and reimbursements shall be outlined in the Employee Handbook 2025-26. The teacher shall provide the school district with a receipt documenting any purchase so that the treasurer may properly reimburse the teacher for the purchased items.

Before the school, through its treasurer (or designated chief financial officer), shall authorize reimbursement to any teacher for said supplies, the teacher must complete and submit a requisition form for the supplies to the treasurer and receive approval for the purchase.

Legal References:

Ark. Code Ann. § 6-21-303

Resources:

[Employee Handbook SY 2025-26](#)

Payroll Procedures

The Finance Director, with the Executive Director's approval, shall establish a list of dates by which all employee payroll forms must be submitted to the Finance Director (or their designee) for processing and the dates by which paychecks (or electronic fund transfers) shall be distributed to the employee.

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

Departing employees must complete a final timesheet reflecting all hours worked and all approved leave taken through their last day of employment with the school before their final paycheck will be issued.

Departing employees must also return all school-issued property (including, but not necessarily limited to: equipment, computers, electronic devices, related charging devices and accessories, RFID passes, issued keys, etc. Items shall be returned in good working condition to the School Finance Director.

Failure to Return School Property and Returned Damaged Property

The Executive Director will maintain a cost list for replacing lost items. Any item not turned in within five (5) calendar days from the date of resignation, termination, or non-renewal will be considered lost. The replacement cost may be withheld from the employee's final paycheck unless it would violate federal or state law or if other payment arrangements are made.

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

Purchase of Commodities

“Commodities” means all supplies, goods, material, equipment, machinery, facilities, personal property, and services, other than personal and professional services, purchased for or on behalf of the school (construction services are not included in the definition of “Commodities”).

“Open market purchases” means those purchases of commodities by any purchasing official in which competitive bidding is not required.

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

“Purchase price” means the full sale or bid price of any commodity without any trade-in allowance.

“Purchasing official” means the Board of Directors of the school or a lawfully designated Board agent of the school with authority to contract or make purchases on behalf of the school; and

“Specifications” means a technical description or other description of a commodity's physical or functional characteristics.

Legal References:

Ark. Code Ann. § 6-21-301

Ark. Code Ann. § 6-21-304

Solicitation of Bids

The Board of Directors shall adopt a policy describing the method of soliciting bids and may adopt other rules governing the procurement of commodities. It shall also designate the charter director or their designee as the **“Purchasing Official”** for the school.

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

- In each instance in which the estimated purchase price shall equal or exceed \$20,000 (adjusted annually by the Commissioner of Elementary and Secondary Education on July 1, by the percentage change in the Consumer Price Index for All Urban Consumers) the commodity shall be procured by soliciting bids, provided that the purchasing official may reject all bids.
- Open market purchases may be made when the purchase price is less than \$20,000 (adjusted annually by the Commissioner of Elementary and Secondary Education on July 1 by the percentage change in the Consumer Price Index for All Urban Consumers) if state funds are used. The purchasing official shall neither parcel nor split any item or items with the intent or purpose of enabling the purchase to be made under a less restrictive procedure.
- In soliciting bids for the purchase of a commodity, the school or a person or organization acting on behalf of a school shall not impose qualifications or specifications that unreasonably restrict competition.
- Any specifications used by the school shall not include the name or identity of any specific vendor, but may consist of a specified brand if justified.
- The school shall notify all actual or prospective bidders in writing who make a written request to the school for notification of opportunities to bid. The notice shall be provided in sufficient time to allow actual or prospective bidders to submit a bid.
- Any competitive bid submitted to the school in response to a solicitation for bid for the purchase of a commodity shall be accompanied by a form substantially similar to the form attached at the end of this section, signed and notarized by the agent of the bidder, declaring that no representative of the school has had any inappropriate discussions regarding the bid.

Legal References:

Ark. Code Ann. § 6-21-303
Ark. Code Ann. § 6-21-304
C.F.R. §200.320

Cross References:

Purchasing Authority for Purchases under \$21,604

Resources:

[Sample Bid Form](#)

Exceptions to Bid Solicitation Requirements

The following commodities may be purchased **without** soliciting bids:

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

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

Legal References:

Ark. Code Ann. § 6-21-305

Bidding Protest Procedures

Any actual or prospective bidder, offeror, or contractor aggrieved by the solicitation or award of the school contract may protest to the Executive Director per procedures established by the Board of Directors.

The school's protest procedures are as follows:

- The Executive Director has authority from the Board of Directors to settle and resolve a protest of an aggrieved person concerning the solicitation or award of a contract;
- Any person aggrieved by the school's solicitation or award of a contract shall submit such a protest in writing within seven (7) calendar days after the aggrieved person knows or should have known of the facts giving rise to the protest;
- The Executive Director shall provide written notice to all persons involved and the opportunity for those persons to respond to the protest issues in writing to the Executive Director within ten (10) calendar days after the receipt of the notice;
- The Executive Director shall issue a decision concerning the protest in writing within ten (10) calendar days from the receipt of all written responses that state the reasons for the action taken, which are provided to all interested parties;
- The Executive Director shall promptly notify, in writing, the aggrieved party and any other affected party of the impact of the protest on continuing with the solicitation or award of the school district contract pending the resolution of the protest;
- The Executive Director's written decision shall address the award of costs concerning successful demonstrations; and
- A decision on a protest under these procedures shall be final and conclusive.

Legal References:

Ark. Code Ann. § 6-21-304

Purchasing Authority for Purchases Under Twenty One Thousand Six Hundred Four Dollars (\$21,604)

For commodities with an estimated purchase price of less than \$21,604 for the 2025-26 school year, the purchasing official shall prepare specifications for the type and quantity of commodity desired. Annually, the purchasing official shall adjust the purchasing price threshold to reflect that published by the Commissioner of Education, based upon the percentage change in the Consumer Price Index for All Urban Consumers, or its successor. The purchasing official shall advise the Executive Director of the new threshold amount within a reasonable time following its annual publication on or before July 1.

If three quotations can be obtained, the purchasing official shall obtain price quotations from at least three vendors selling the desired commodity. This process aims to obtain the best value for the school in acquiring the commodity. After reviewing the quotations, the purchasing officer shall consult with and advise the Executive Director and proceed to purchase the commodity.

The purchasing officer shall work collaboratively with the Finance Director to ensure that all necessary paperwork and documents have been prepared and executed and that such items are properly recorded in the school's financial records.

Legal References:

Ark. Code Ann. § 6-21-303
Ark.. Code Ann. § 6-21-304

Cross References:

Solicitation of Bids

Acquisition of Professional Services

Competitive bidding shall not be used to procure legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

Process

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

Evaluation of Qualifications

In evaluating the qualifications of each firm, the school shall consider:

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

Selection

The school shall select three (3) qualified firms. The school shall then select the firm considered best-qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.

Negotiation of Contracts

For the basis of negotiations, the school and the selected firm shall jointly prepare a detailed, written description of the scope of the proposed services. If the school cannot negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The school shall then undertake negotiations with another of the qualified firms selected. If negotiations with the second firm are unsuccessful, negotiations with the firm shall be terminated.

Suppose the school cannot negotiate a contract with any selected firms. In that case, the school shall reevaluate the necessary professional services, including the scope and reasonable fee requirements, again compile a list of qualified firms, and proceed per the above mentioned process. When unable to negotiate a contract for construction management, the school shall also reevaluate services.

Legal References:

Ark. Code Ann. § 6-21-301

Ark. Code Ann. § 19-11-801 et seq.

Audit

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

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

If the legislative auditor does not perform the audit, it must include, at minimum, those subjects listed in Ark. Code Ann. § 6-1-101. If a private audit is utilized, it must be completed by a firm approved by the Office of Accountancy.

Suppose the Division of Legislative Audit does not conduct the school's annual audit. In that case, it shall be completed and filed with the Arkansas Department of Education and the Division of Legislative Audit within nine (9) months following the end of each fiscal year (i.e., within 9 months after June 30 of each year).

Legal References:

Ark. Code Ann. § 6-1-101,
Ark. Code Ann. § 6-20-1801

Cross References:

School Website

Audit Review by Board of Directors

Audit reports, along with accompanying comments and recommendations, shall be reviewed at the first regularly scheduled Board of Directors meeting following receipt of the audit report if the Board receives the audit report at least ten (10) days before the meeting. If the Board receives the audit report within ten (10) days before a regularly scheduled meeting, the report will be reviewed at the next meeting after the ten (10) days.

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

Legal References:

Ark. Code Ann. § 6-1-101

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Definitions

“Administrator,” as used in this policy manual, refers to those persons operating as supervisors charged with making executive decisions for the school. “Administrator” includes the principal, executive director, assistant principal, assistant director, or assistant Executive Director, and/ or any other individuals designated as an “administrator” by the school.

“Teacher,” as used in this policy manual, means classroom teachers. Teachers’ aides are not included in the definition of teacher.

“Staff,” as used in this policy manual, means all employees other than teachers and administrators.

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

School Calendar

The Executive Director and the regional leadership team shall draft a school calendar for the Board of Directors. In developing the calendar, the Executive Director and leadership team shall accept and consider recommendations from any staff member or group wishing to make calendar proposals and include any comprehensive state-scheduled testing.

KIPP Delta shall operate by the calendar found on the “State Required Information” page on kipdelta.org.

Legal References:

Ark. Code Ann. § 6-10-106

Cross References:

Posting of School Calendar on Website

Qualifications for Hiring

The school is an equal opportunity employer. All core academic class teachers must be qualified as determined by applicable school requirements, state law, and regulations. All teachers must have, at minimum, a Baccalaureate Degree. The school shall abide by the veteran's hiring preference as outlined in Ark. Code Ann. § 21-3-302 and Ark. Code Ann. § 21-3-303.

Legal References:

Ark. Code Ann. §21-3-302
Ark. Code Ann. §21-3-303

Cross References:

Anti-Discrimination Statement

Arkansas Better Chance (ABC) Teachers

Teachers of a second prekindergarten classroom under the ABC program shall hold, at minimum, an associate degree in early childhood education or early childhood development. Teachers who fall into this category shall be reflected on the Non-Instructional Salary Schedule.

Legal References:

[ABC Program Manual: Regulation 11.02](#)

Resources:

[SY 2025-26 Salary Schedule](#)

Hiring of a Direct Supervisor/Employee

This policy applies to all employees, including regular, temporary, and hourly employees, and must be considered when hiring, promoting, evaluating, or transferring. All disclosures made are to be treated as confidential.

For this policy, the term “**immediate family**” shall be defined as an employee’s spouse, domestic partner, child, stepchild, foster child, father, mother, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, current or former guardian, and/or other members of the family living in the same household of the employee. The term “**extended family**” shall be defined as an employee’s relative outside of immediate family, including uncles/aunts, cousins, nieces/nephews, etc.

Hiring of Immediate or Extended Family Members: Individuals who are the immediate or extended family members of another employee are permitted to be hired and work at the same school and/or department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within the “chain of command” when one’s relative work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Change in Family Relationship Status while Employed: Employees who become part of their supervisor’s immediate or extended family will be treated under these guidelines. If, in the opinion of KIPP Delta, a conflict arises or could arise due to the relationship, one of the employees may be transferred at the earliest possible time.

Employed Family Members of Direct Supervisor: Immediate and extended family members employed when this policy was adopted will be “grandfathered” in.

Any change in the terms or conditions of an employment contract including length of contract, a promotion, or a change in the employment status of an employee member directly supervised by a member of their immediate or extended family member that would increase compensation of more than \$2,500, and that is not part of a state mandated salary increase for the employee in question, must be approved by the Executive Director before such changes in the employment status is effective, valid, or enforceable. Similarly, no evaluations may be administered to a supervisor’s immediate or extended family members without the supervisor’s manager’s review and approval of the assessment.

No employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if the relationship creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

Suppose the relationship is determined to fall within one or more of the conditions described in this policy. In that case, the HR Director, in consultation with the affected employee and the Executive Director, will attempt to resolve the situation by transferring one employee to a new position or identifying some other action (i.e., supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible, then, with the affected employee’s suggestions, the HR Director, in consultation with the Executive Director, shall determine which employee must resign to resolve the situation.

KIPP Delta reserves the right to exercise appropriate managerial judgment and take such action as may be necessary to achieve the intent of this policy. KIPP Delta also reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

Every employee is responsible for identifying to the District Human Resources Director any potential or existing personal relationship that falls under the definitions provided by this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action, up to and including termination of employment.

The Executive Director is responsible for informing the Board of Directors of any disciplinary action or dismissal resulting from this policy.

Drug Testing of School Bus Drivers

Definitions

“Safety sensitive function” includes (i) all time spent inspecting, servicing, and/or preparing the vehicle; (ii) all time spent driving the vehicle; (iii) all time spent loading or unloading the vehicle or supervising the loading or unloading of the vehicle; and (iv) all time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

“School Bus” is a motorized vehicle that is (i) Is designed to carry more than ten (10) passengers; (ii) Is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of KIPP Delta; and (iii) Is operated for the transportation of students from home to school, from school to home, or to and from school events.

Scope of Policy

Each person hired for a position that allows or requires the employee operate a school bus shall (i) possess a current commercial driver’s license (CDL) for driving a school bus; (ii) have undergone a physical examination, which shall include a drug test, by a licensed physician or advanced practice nurse within the past two (2) years; and (iii) a current valid certificate of school bus driver in service training.

Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing work and/or any time they are performing a safety-sensitive function. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to, random tests, testing in conjunction with an accident, receiving a citation for a moving traffic violation, and reasonable suspicion.

Drivers involved in an accident in which there is a loss of another person’s life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved (i) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or (ii) two or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The agency or other medical organizations chosen by the School Board to collect and test samples shall determine the collection, testing methods, and standards. Drug and alcohol testing is to be conducted by a laboratory certified according to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities.

Prohibitions

- No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;
- No driver shall use alcohol while performing safety-sensitive functions;
- No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;
- No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until they undergo a post-accident alcohol test, whichever occurs first;
- No driver shall refuse to submit to an alcohol or drug test;
- No driver shall report for duty, remain on duty, or perform a safety-sensitive function when using or testing positive for any controlled substance, except when used under the instructions of a licensed medical practitioner who, with knowledge of the driver’s responsibilities, has advised the driver that the substance will not adversely affect their ability to operate their vehicle safely. It is the employee’s responsibility to inform their supervisor of the employee’s use of such medication;

Violating any of these prohibitions may result in disciplinary action against the employee, including termination or non-renewal.

School bus drivers should be aware that refusal to submit to a drug test when the test is requested based on a reasonable suspicion can constitute grounds for criminal prosecution.

Consequences for Violations

Drivers who engage in any conduct prohibited by this policy, refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety-sensitive functions. Actions regarding their continued employment shall be taken concerning their inability to perform these functions, including termination or non-renewal of their employment contract.

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol or controlled substances shall not be allowed to perform or continue to perform safety-sensitive functions if they display those signs during, just preceding, or just after the period of the work day that the driver is required to comply with the provisions of this policy. This action shall be based on specific, contemporaneous, articulable observations concerning the driver's behavior, speech, or body odors. The Executive Director or their designee shall require the driver to submit to "reasonable suspicion" tests for alcohol and controlled substances. The direction to submit to such tests must be made just before, after, or during the time the driver performs safety-sensitive functions. Suppose circumstances prohibit the testing of the driver. In that case, the Executive Director or their designee shall remove the driver from reporting for, or remaining on, duty for at least twenty-four (24) hours from when the observation was made, triggering the driver's removal from duty.

If the results for an alcohol test administered to a driver are equal to or greater than 0.02 but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for no less than twenty-four (24) hours from the time the test is administered. Unless the loss of duty time triggers other employment consequence policies, no further action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

Legal References:

A.C.A. § 6-19-108

A.C.A. § 6-19-119

A.C.A. § 27-23-201 et seq.

49 C.F.R. § 382.101 – 605

49 C.F.R. § part 40

49 C.F.R. § 390.5

Salaries and Benefits

Employee Benefits

The school will provide employees with an accurate list of employee benefits at least annually. The benefits must be contained within this policy manual and are listed in the [Appendix](#).

Legal References:

Ark. Code Ann. § 6-17-1112 - 1117

Ark. Code Ann. § 6-17-201

Salary Schedules

Under Arkansas law, the school's salary schedules are included on the "State Required Information" page on the school's website, kipdelta.org. Inquiries regarding this policy may be directed to the principal or Executive Director.

The salary schedule does not have to contain steps, nor does it have to list employees specifically.

For this policy, an advanced degree is considered "relevant to the employee's position" if it is related to education, guidance counseling, or the teacher's content area and has been awarded for successful completion of a program at the master's level or higher by an institution of higher education accredited under Arkansas statutory requirements applicable at the time the degree was awarded.

Teachers who have earned additional relevant degrees or sufficient college hours to warrant a salary change are responsible for reporting and supplying a transcript to the Human Resources Director. The appropriate salary increase will be reflected in the next paycheck, provided it is at least two weeks from when the notice and documentation are delivered. All salary changes will be on a "go forward" basis, and no back pay will be awarded.

Legal References:

Ark. Code Ann. § 6-17-201,

Ark. Code Ann. § 6-17-2403 (or waiver)

Ark. Code Ann. § 6-20-2305(f)(4)

Cross References:

Posting of Salary Schedule to Website

Resources:

[SY 2025-26 Salary Schedule](#)

Alternative Licensure Program

A newly-hired instructional employee under an Alternative Licensure Program (ALP) shall initially be placed on the salary schedule for a bachelor's degree with no experience unless they have verifiable teaching experience at an accredited institution that would change their placement.

Upon receiving an Arkansas teaching license, the employee shall be moved to the position on the salary schedule that corresponds to the level of degree earned by the employee. Employees' degrees irrelevant to the ALP's position shall not apply when determining their placement on the salary schedule. An alternative licensed teacher is eligible for step increases with each successive year of employment as a teacher, as outlined in the salary schedule.

Licensed employees working on an Additional Licensure Plan (ALP) to gain licensure in an additional area are entitled to placement on the salary schedule commensurate with their current license, degree level, and years of experience.

Cross References:

Salary Schedule

Resources:

[SY 2025-26 Salary Schedule](#)

Hourly Holiday Benefit

Full-time hourly employees will receive the following:

- Sixteen (16) hours of pay at their hourly rate during Thanksgiving Break
- Forty (40) hours of pay at their hourly rate during Christmas Break
- Sixteen (16) hours of pay at their hourly rate during Spring Break
- Sixteen (16) hours of pay at their hourly rate during Fall Break

Additionally, full-time hourly employees will continue to have the option to work at their hourly rate on days when the buildings are closed to students at the discretion of the Chief Operations Officer or the District Operations Director.

Hourly employees will receive paid time off at their hourly wage for the Federal Holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Duty-Free Lunch

Licensed Employees

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

Legal References:

Ark. Code Ann. § 6-17-111

Unlicensed Employees

A classified employee means an employee who is not required to hold a valid Arkansas teaching license as a condition of employment with the school.

A classified employee shall be paid no less than the lowest wage permitted under state and federal laws.

Overtime Pay or Compensatory Time Off: For hours worked more than forty (40) per regular week by a non-exempt employee, the school will either pay overtime at a rate of one and one-half the normal hourly pay rate or provide compensatory time off at the rate of one and one-half hours. Up to two hundred forty (240) hours of compensatory time may be accrued. Suppose compensatory time is paid in lieu of cash. In that case, an employee must be permitted to use compensatory time on the date requested unless doing so would “unduly disrupt” the school's operations.

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

According to Department regulations, the district shall file an affidavit for compliance with the Department of Education regarding the Fair Labor Standards Act (FLSA).

Employees who believe this section has been violated should write their concerns to their supervisor immediately. Supervisors should bring any reports to the Executive Director as soon as possible. A supervisor's failure to bring these reports to the Executive Director promptly.

Legal References:

Ark. Code Ann. § 6-17-2203

Ark. Code Ann. § 6-17-2205

Ark. Code Ann. § 11-4-210

29 U.S.C. § 201, et seq.

Resources:

[U.S. Dep. of Labor Wage and Hour Fact Sheet #7:](#)

[State and Local Governments Under FLSA](#)

[eLaws FirstStep Poster Advisor](#)

Garnishments

KIPP Delta Public Schools complies with all applicable federal and state laws regarding wage garnishments and governmental liens. Employees may be subject to involuntary deductions from wages or other amounts due as a result of a court-ordered garnishment or a legally issued governmental lien.

KDPS will honor garnishment orders only when they are supported by a valid legal judgment. Similarly, governmental liens—including those related to unpaid taxes, bankruptcy proceedings, or other statutory obligations—will be honored upon receipt of proper documentation from the relevant authority.

Upon receipt of a valid garnishment order or lien, KDPS is legally obligated to remit the specified funds directly to the court clerk or the appropriate government agency. Employees are responsible for addressing any disputes or objections regarding the garnishment or lien directly with the issuing court or agency.

Workplace Injuries and Workers' Compensation

Employees who sustain any injury at work must immediately notify their immediate supervisor or the Human Resources Department in the absence of their immediate supervisor. An injured employee must fill out an incident form, and the employee's supervisor will determine whether to report the claim or to file the paperwork if the injury requires neither medical treatment nor lost work time. All employees must provide information and make statements as requested for the claim assessment and investigation.

For injuries requiring medical attention, KIPP Delta will exercise its right to designate the initial treating physician, and an injured employee will be directed to seek medical attention, if necessary, from a specific physician or clinic. In addition, the employee may submit to a drug test at KIPP Delta's discretion and expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of workers' compensation benefits and may result in the employee's termination.

A Workers' Compensation absence may run concurrently with FMLA leave when the injury meets the criteria for a serious health condition. To the extent that workers' compensation benefits and FMLA leave run concurrently, the employee will be charged for any paid leave accrued by the employee at the rate necessary to bring the total amount of combined income up to 100% of the usual contracted daily rate of pay. Suppose the health care provider treating the employee for the workers' compensation injury certifies the employee can return to a "light duty job," but is unable to return to the employee's same or equivalent job. In that case, the employee may decline KIPP Delta's "light duty job offer." As a result, the employee may lose his/her workers' compensation payments. Still, for the duration of the employee's FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

Employees who are absent from work at KIPP Delta due to a Workers' Compensation claim may not work at a non-KIPP job until they have returned to complete duties at their same or equivalent KIPP Delta job; those who violate this prohibition may be subject to discipline up to and including termination. This prohibition does NOT apply to an employee whose doctor has cleared them to return to "light duty." Still, KIPP Delta has no such position available for the employee, and the employee's second job qualifies as "light duty."

To the extent an employee has accrued sick leave and a WC claim has been filed, an employee:

- Will be charged for a day's sick leave for all days missed until the WC claim has been approved or denied;
- Whose WC claim is accepted by the WC insurance carrier as compensable and who is absent for eight (8) or more days shall be charged sick leave at the rate necessary, when combined with WC benefits, to bring the total amount of combined income up to 100% of the employee's usual contracted daily rate of pay;
- Whose WC claim is accepted by the WC insurance carrier as compensable and is absent for fourteen (14) or more days will be credited back that portion of sick leave for the first seven (7) days of absence that is not necessary to have brought the total amount of combined income up to 100% of the employee's usual contracted gross pay.

Cross References:
FMLA Policy

Fair Labor Standards Act

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

Exempt Employees

Exempt employees are tasked with accurately and honestly recording their days of work. Employees are responsible for checking their pay stubs for accuracy during each pay period. Errors in pay should be reported immediately to the Executive Director in writing. Suppose the Executive Director finds an error has resulted in incorrect pay amounts. In that case, the error will be corrected on or before the next pay period after the date the Executive Director receives the written complaint.

Nonexempt Employees

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

Employees are responsible for checking their pay stubs for accuracy during each pay period. Errors in pay should be reported immediately to the Executive Director in writing. Suppose the Executive Director finds an error has resulted in incorrect pay amounts. In that case, the error will be corrected on or before the next pay period after the date the Executive Director receives the written complaint. Employees with a Fair Labor Standards Act concern with their compensation should alert the Executive Director immediately so that the matter may be promptly reviewed and appropriately handled.

Legal References:

*29 U.S.C. 201 et seq.
Ark. Code Ann. § 6-17-2205*

Cross References:

Fair Labor Standards Act

At-Will Employment

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

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

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

Legal References:

Black's Law Dictionary, At-Will
Title VI of the Civil Rights Act of 1964
Title VII of the Civil Rights Act of 1964

Cross References:

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

Nonrenewal of Employee Status

Non-renewal ends the employment relationship at the end of the school year. All employees are employed at will, and employee agreements are not automatically renewed.

Legal References:

Ark. Code Ann. § 6-17-201

Reduction in Force

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reasons make such a reduction necessary or desirable. A RIF will be performed when the need for a reduction in the workforce exceeds the normal attrition rate for that portion of the staff that exceeds the needs of KIPP Delta, as determined by the Executive Director.

In effecting a RIF, the primary goals of the organization shall be: (i) what is in the best interests of the students; (ii) to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools; and (iii) the needs of KIPP Delta. A reduction in force will be implemented when the Executive Director determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the organization's needs and long-term and short-term goals.

If a reduction in force becomes necessary, the employee's evaluations shall be the initial determining factor. The evaluation will be based on merit, ability, attendance, performance, and effectiveness. The employee with the highest evaluation scores shall prevail over other employees in the same instructional area, grade level, or occupational category.

Any reduction in force brought about by consolidation or annexation will include a partial RIF, bringing the salaries of all employees into compliance with the receiving district's salary schedule. Further adjustments will be made if the job assignment changes. A partial RIF may also be conducted in conjunction with any job reassignment, whether or not it concerns an annexation or consolidation.

Legal References:

Ark. Code Ann. § 6-17-2407

Teacher Excellence and Support System (TESS)

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

At a time other than an evaluation conducted under the Teacher Excellence and Support System, if a Executive Director or other school administrator charged with the supervision of a teacher believes or has reason to believe that the teacher is having difficulties or problems meeting the expectations of the school or its administration and the administrator believes or has reason to believe that the issues could lead to termination or nonrenewal of contract, the Executive Director or other school administrator shall bring in writing the problems or difficulties to the attention of the teacher involved and document the efforts that have been undertaken to assist the teacher to correct whatever appears to be the cause for potential termination.

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

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

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

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

A teacher being evaluated and the evaluator, working together, shall develop a professional growth plan for the teacher that identifies professional learning outcomes to advance the teacher's professional skill and links professional development activities and the teacher's individual professional learning needs identified through the Teacher Excellence and Support System. The professional growth plan for a teacher shall require that at least one-half of the professional development hours required by law or rule for teacher licensure are directly related to one (1) or more of:

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

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

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

Intensive Support Status

An evaluator shall place a teacher in intensive support status if the teacher has a rating of "Unsatisfactory" in any of the teacher evaluation domains of the evaluation framework. An evaluator may place a teacher in intensive support status if the teacher has a rating of "Unsatisfactory" or "Basic" in most components in a teacher evaluation domain.

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

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

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

At the end of the specified period for intensive support status, the evaluator shall evaluate whether the teacher has met the goals developed and completed the tasks assigned for the intensive support status and will provide written notice to the teacher that the teacher has either been removed from intensive support status or failed to meet the goals and complete the tasks of the intensive support status.

Suppose a teacher does not accomplish the goals and complete the tasks established for the intensive support status during the period of intensive support status. In that case, the evaluator shall notify the Executive Director and provide the Executive Director with documentation of the intensive support status. The Executive Director shall recommend termination or nonrenewal of the teacher's contract upon review and approval of the documentation.

This policy does not preclude an Executive Director from recommending the termination of a teacher's contract for any other lawful reason. Nothing in this policy shall be construed to limit the ability of the school to terminate any employee's contract at will, nor shall anything in this policy restrict the ability of any employee to end their contract at will.

Legal References:

Ark. Code Ann. § 6-17-2801 et seq.
Arkansas Department of Education Rules Governing
the Teacher Excellence and Support System

Resources:

[TESS Resources](#)

Non-Instructional Duties

This policy provides additional time for instructional purposes. **“Non-instructional duties”** mean supervising students before or after the instructional day begins or ends, during breakfasts, lunches, or scheduled breaks.

As used in this policy, **“instructional purposes”** means activities initiated by the teacher related to teaching duties, including, but not limited to, contacting parents, assessing student performance, documenting student performance, organizing the classroom, preparing instructional materials, and other teaching responsibilities related to instructional planning and the direct instruction of students.

Any teacher assigned more than sixty (60) minutes of non-instructional duties per week shall be separately contracted. The principal is tasked with scheduling teachers appropriately under this policy. Any separate agreement under this policy is at the Executive Director's discretion.

Legal References:

Ark. Code Ann. § 6-17-117

Ark. Code Ann. § 6-17-807

Planning Time

The school shall provide at least two hundred (200) minutes each week for each teacher to schedule time for conferences, instructional planning, and preparation for all classroom teachers employed by the school.

The planning time shall be in increments of no less than forty (40) minutes during the student instructional day unless a teacher submits a written request to schedule it at a time other than during the student instructional day. As used in this policy, **“student instructional day”** means the time students must be present at school.

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

Legal References:

Ark. Code Ann. § 6-17-114

Workplace Attire

KIPP Delta expects all employees to maintain a standard of dress and grooming that reflects professionalism, supports a positive learning environment, and promotes respect among students, staff, and families. Attire should be professional, neat, clean, safe, and functional.

Acceptable attire includes:

- Slacks, dress pants, khakis, or appropriate-length skirts/dresses
- Collared shirts, blouses, dress tops, or school-branded shirts
- Clean, closed-toe shoes (required in classrooms and for staff working with students)
- Modest and respectful attire, avoiding overly tight or revealing clothing

On designated days (e.g., spirit days, field trips, or professional development days), staff may wear school-branded attire and jeans, provided the overall appearance remains professional.

Staff in roles requiring physical activity (e.g., PE teachers, custodial staff, cafeteria workers) may wear job-appropriate clothing and footwear as approved by their supervisor.

All employees are required to wear their personal KIPP Delta identification badges as part of their daily dress.

This policy applies to all employees of KIPP Delta Public Schools. Supervisors are responsible for enforcing this policy. Employees whose attire does not meet expectations may be asked to change. Ongoing non-compliance may result in disciplinary action in accordance with the employee handbook.

Religious Clothing

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

Legal References:

Ark. Code Ann. § 6-17-108

Cross References:

Anti-Discrimination Statement

Absence from Job Site

Professional Leave

“Professional Leave” is paid leave granted only upon prior approval of the Executive Director or Chief Officer to allow employees to conduct school business and pre-approved professional activities.

Professional leave is at the sole discretion of the Executive Director or Chief Officer. Any employee seeking to take professional leave must make a detailed written request to their department executive no later than two (2) weeks before the desired leave begins, unless the employee presents a subpoena. The cost of a substitute, if one is hired, shall be paid by the school.

In decisions regarding optional professional leave, factors that may be considered include, but are not limited to:

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

Professional leave shall be granted when a school employee is subpoenaed for a matter arising from employment with the school. Valid subpoenas giving rise to professional leave should be submitted to the Human Resources Director and the Executive Director or Chief Officer immediately.

Legal References:

Ark. Code Ann. § 6-17-211

Cross References:

Principal and Administrator Leave

Jury Duty

If an employee receives a summons for jury duty, notice and a copy of the summons must be given to the school principal and sent to the District Human Resources Director at hrtracker@kipdelta.org as soon as possible. Sanctions and disciplinary action may not arise from an employee’s use of jury duty leave. The school shall grant paid leave to any employee who presents a valid summons for jury duty. The school shall not require any employee to submit to the school the amount they receive in payment for performing jury duty.

Legal References:

Ark. Code Ann. § 16-31-106

Cross References:

Principal and Administrator Leave

Sick Leave

For instructional staff, all sick leave decisions are at the principal's discretion. The Chief Academic Officer and Executive Director may review them at their discretion.

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

Employees will not be paid for sick leave taken in excess of their accrued sick leave. Sick leave used for purposes not authorized by this policy may lead to disciplinary action, including non-payment for the unauthorized sick days and/or termination.

Cross References:

Principal and Administrator Leave

Accumulated Sick Leave

Full-time employees may accumulate unused sick leave, which may then be transferred to the next employment period, up to a maximum of ninety (90) days. Teachers may be granted accumulated sick leave from another Arkansas school district, education service cooperative, state education agency, or a two-year college, upon receipt of written proof from the sending entity, up to a maximum of ninety (90) days.

Previously accumulated leave granted to an employee under this policy shall be depleted before the employee uses leave granted by the school.

Legal References:

Ark. Code Ann. § 6-17-1201 et seq.

Bereavement

When death occurs in the immediate family of an employee, as defined herein, up to five (5) days may be taken as bereavement leave. Any unused personal or sick days may be used for further absence.

Employees may use any accumulated sick or personal leave for any death outside the immediate family. In unusual situations, the employee may request up to five additional emergency days through direct application to the Executive Director.

Personal Leave

Full-time school employees are granted limited personal leave per school year. Personal leave is used for absences not due to school functions, professional development, or jury duty. It is to be used when other types of leave do not apply. Personal leave should be taken in increments of one full day. Employees must give their direct supervisor notice of at least twenty-four (24) hours before using personal leave time.

- Salaried full-time employees with less than five (5) years tenure shall receive three (3) personal days per fiscal year.
- Salaried full-time employees with five (5) or more years of tenure shall receive four (4) personal days per fiscal year.
- Full-time hourly employees, who have worked at least ninety (90) days, shall receive sixteen (16) hours of personal time per fiscal year. However, a maximum of no more than thirty-two (32) hours may be accrued and carried over from previous fiscal years.
- Substitutes or temporary staff do not accrue personal days.
- No more than four (4) personal days may be accrued and carried over to the next fiscal year. Personal days accumulate from one fiscal year to the next. However, a maximum of no more than four (4) personal days may be accrued and carried over from previous fiscal years.
- Re-hired employees who end their tenure at KIPP Delta and resume their employment later shall receive the number of personal days they are entitled to, assuming continuous years of service at KIPP Delta.
- Personal days may not be taken the day before or after a holiday as defined by the school calendar unless approved by their supervisor at least seven (7) or more days from the date requested.

Legal References:

Ark. Code Ann. § 6-17-211

Cross References:

Principal and Administrator Leave

Parental Leave

KIPP Delta Public Schools shall provide eligible staff members with a period of paid leave upon the birth, adoption, or placement of a child in foster care. All paid leave is based on tenure and will run concurrently with FMLA for up to twelve (12) weeks of leave for each eligible staff member.

Should a staff member need to take leave due to pregnancy complications or inability to perform job duties, they may take FMLA unpaid leave or use previously accrued paid time off. The FMLA will require a medical designation. Staff shall not be required to use paid parental leave until after a child's birth, adoption, or placement.

Staff eligible for paid parental leave during a scheduled school break (Thanksgiving, Winter Break, Spring Break, or Summer) are not required to use it. The leave period commences upon resuming scheduled work days according to the school calendar.

Eligibility for paid parental leave shall be the same as for FMLA leave in that an employee must have been with KIPP Delta Public Schools for twelve (12) consecutive months or one full school year, and worked at least 1,250 hours.

Legal References:

Ark. Code Ann. § 6-17-1201 et seq.

Cross References:

FMLA Policy

Leave for Injury from Assault

An employee shall be granted leave for up to one (1) year with full pay from the date of an injury caused by either an assault or other violent criminal act committed against the employee in the course of their employment. Teachers who suffer personal injury while intervening in student fights, restraining a student, or protecting a student from harm shall be considered injured within this policy.

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

Legal References:

Ark. Code Ann. § 6-17-1209

Family Medical Leave Act (FMLA)

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

When an employee needs FMLA leave, they shall notify their direct supervisor. When necessary, the Executive Director shall consult legal counsel and the Board of Directors to determine whether the employee is eligible for FMLA leave and whether the requested leave qualifies for FMLA leave. Within five (5) business days of a request for FMLA leave, the administration may request additional information from the employee to help make the eligibility determination in the form of a request for certification of FMLA leave from the employee's doctor. Employees shall return certification within fifteen (15) calendar days of receiving the request. If the leave qualifies for FMLA coverage, the school will notify the employee, either orally or in writing, of the decision within five (5) business days. Suppose the leave is intermittent as defined in this policy, and the circumstances do not change. In that case, the school shall notify the employee only once of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent the employee has any accrued paid leave, any remaining paid sick leave shall be expended concurrently with the FMLA leave.

Employees with advanced knowledge of the need for FMLA leave must notify the Principal promptly to request FMLA leave, unless an unforeseen emergency arises, at which time administration shall strive to cooperate with the employee. Eligible employees are entitled to:

- Twelve (12) work weeks of leave in 12 months for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement of a child with an employee for adoption or foster care, and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of their job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six (26) work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Legal References:

29 USC §§ 2601 et seq.

Resources:

[FMLA Fact Sheets](#)

[FMLA Forms](#)

Military Leave (USERRA)

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

Uniformed service members can be reemployed in the same job without losing benefits, promotion, or pay. Employees affected by this policy must notify the Executive Director before beginning leave and submit updated contact information, unless giving notice is impossible, unreasonable, or otherwise precluded by military necessity.

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

- The employee has five years or less of cumulative service in the uniformed services while with the school;
- The employee returns to work promptly after the conclusion of service; and
- The employee has not been separated from service with a disqualifying discharge or other than honorable conditions.

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

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

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

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

The leave taken shall be considered continuous school employment for retirement and benefits, regardless of whether the employee contributes. Upon request by the employee, the school shall continue the employee's insurance during the leave on behalf of the employee to maintain continuous coverage. Suppose the employee leaves employment to perform military service. In that case, they may also elect to continue their existing health plan coverage, including dependent coverage, for up to twenty-four (24) months while in the military.

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

Upon the end of orders, the employee will give the Executive Director verbal or written notice. The employee shall comply with their responsibilities under USERRA.

Legal References:

Ark. Code Ann. § 6-17-306
38 U.S.C. § 4301; § 4313; § 4323

Cross References:

[US Department of Labor Model USERRA Notice](#)
[US Department of Labor USERRA Advisor](#)

Break Time for Nursing Mothers

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

Legal References:

29 U.S.C. §207(r),

Ark. Code Ann. § 11-5-116

External Employment and Activities

No Employee shall accept any outside employment that interferes with their professional responsibilities or creates a conflict of interest. A conflict of interest occurs when a real or seeming incompatibility arises between an employee's work duties within the school and the employee's personal, private, or other employment interests. Employees violating this policy will be subject to disciplinary measures, including termination.

Legal References:

Black's Law Dictionary, Conflict of Interest

Public Office

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

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

- A school board member may not work for the school that they serve.
- Schools may not grant employees paid leave for public service or public office activities. Still, employees may use personal days for this purpose with the prior approval of the Executive Director.
- Sick leave may not be used for activities under this policy.
- Employees are not permitted to use school property, school supplies, or other school resources to support their bid for public office.

Legal References:

Ark. Code Ann. § 6-17-115

Political Activity

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

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

Professional Boundaries

Healthy, supportive relationships are a pillar of the KIPP Delta community. Trespassing the boundaries of a student/KIPP Delta employee relationship and violating this policy can lead to disciplinary consequences, including termination of employment. In addition, certain conduct with students may result in criminal penalties and sanctions against an educator's certificate.

All staff must carefully review this policy along with the examples given in the policy related to acceptable and unacceptable employee behavior (see examples section below).

The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their responsibility to ensure that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, all employees must learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities.

In this policy, a **“student”** refers to any current KIPP Delta student or recent college-age or younger alumnus. **“Staff”** refers to any person employed by KIPP Delta Public Schools.

General Boundaries

- KIPP adults must remember they are not the students' “friends” and should not engage in peer-like behavior. KIPP adults should never spend an inordinate amount of time with students in school for any non-school-sanctioned purpose, nor outside of school, except for a school-sanctioned event when permission is granted by the student's parent or legal guardian and other KIPP adults are present.
- KIPP adults may not date or engage in a romantic or sexual relationship with a student.
- KIPP adults may not provide, show, or discuss the use of alcohol or illegal drugs, vaping tools, cigarettes, or pornographic material, nor share information on how to access these with students.
- KIPP adults may not direct or encourage a student to keep a secret from or not share information with their parents or any other adults.
- KIPP adults may not disparage a student's family members, religious practices, or political beliefs.
- KIPP adults and students must always interact in an observable and interruptible manner. KIPP adults may not be alone with a student in a non-public space or a room with a closed or locked door. If a situation requires a 1:1 meeting and concerns the need for more privacy, the meeting must be school-sanctioned and logged, and a supervisor must be notified.

Conversation Boundaries

- KIPP adults may not address students by a nickname, pet-name, or term of endearment, nor by any name with which the student is uncomfortable or hasn't chosen themselves. KIPP adults must require that students call them by the appropriate title (Mr., Ms., Coach, etc.) followed by their last name or nickname, preceded by the proper title.
 - KIPP adults may not converse with a student about the student's sexual or romantic life. *However, this does not preclude KIPP adults from talking to students about the student's sexual orientation or gender identification, a counselor leading a sexual education class, or any issues related to Title IX.*
 - KIPP adults may not reveal details of their own sexual or romantic lives, past or present, or mental or physical health to students.
 - KIPP adults may not engage in any flirtatious behavior with a student.
 - KIPP adults may not make sexual jokes, comments, or engage in any conversation that has a sexual innuendo or contains sexual stories.
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Gifts

KIPP adults may not lavish attention on a particular student, including giving or offering gifts to that student. If there is any question about the appropriateness of a gift, the KIPP adult should seek guidance from their supervisor.

Examples

Examples of unacceptable behaviors (violations of this policy) include, without limitation:

- Giving gifts to individual students who are of a private and intimate nature.
- Kissing, flirting, or any unnecessary physical contact with a student in a private situation.
- Making or participating in sexually inappropriate comments.
- Sexual jokes or innuendos.
- Telling stories that are sexually oriented.
- Discuss your personal relationships or intimate issues with a student to gain their support and understanding of you.
- Spending time outside of regular school hours with students or alumni is prohibited unless your school director or manager approves it. KIPP Delta staff who are parents of KIPP Delta students may have students over, provided they are there to play with the child.
- Visiting a student in their home unless a parent, guardian, or another adult is present. KIPP Forward should not visit alumni in their dorm rooms or apartments.
- Allowing a student or a group of students to spend time at your home. KIPP Delta staff who are parents of KIPP Delta students may have students over, provided they are there to play with the child.
- Spending the night with a student. If an overnight stay is required for a school-sanctioned event, the staff member must have parental consent, school director approval, and more than one KIPP adult attending (field trip, out-of-area tournament).
- Excessive texting or emailing, exchanging texts or emails at hours when a student reasonably should be sleeping.
- Sharing alcohol, drugs, or cigarettes with a student, purchasing for a student, consuming around any student, or discussing with students in a manner other than to educate.

Examples of acceptable and recommended behaviors:

- Getting school and parental written consent for an after-school activity.
 - Obtaining formal approval to take students off school property for activities such as field trips or competitions.
 - Emails, texts, phone calls, and instant messages to students should be professional and pertain to school activities or classes.
 - Meeting alone with a student in a room with windows, a cracked door, or otherwise observable/interruptible. Counselors may also need private space as long as they log their meetings and/or inform a manager.
 - Giving gifts to groups of students if other staff know about it
 - Stop and correct students if they cross your boundaries.
 - Ask for advice from fellow staff or administrators if you are in a difficult boundary-related situation.
 - Involving your manager if a conflict arises with a student.
 - Informing your school director about situations that have the potential to become more severe.
 - Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
 - Giving students praise and recognition without touching them.
 - Side hugs, child-initiated hugs, or hugs where the staff has asked permission.
 - Pats on the back, high fives, and handshakes.
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Classroom Conduct

When a situation calls for a staff member to be alone with a student, the staff member must leave the door open, move to an open location, or seat him/herself and the student where they are apparent to passersby. Staff should not tape up, block, or cover up windows in such a way as to prevent outsiders from being able to see into a classroom. Teachers and students must be visible through any classroom doorway or door window. If covering is required for testing or other extraordinary circumstances, it should be removed as soon as possible. When a counselor or other administrator needs a private space for a confidential meeting, they must log their meeting or notify another staff member.

It is also KIPP Delta Policy that classroom doors remain unlocked until the close of the day, except when rooms are unoccupied or in emergencies, as directed by the school leader or their designee.

Social Media and Electronic Communication Policy

- KIPP adults may only email students from their KIPP email address and not from any personal email address they might also maintain.
- KIPP adults should use phones, group emails/classroom websites to communicate with students.
- KIPP adults may not send email communication to a student past 9:00 p.m.
- KIPP adults may not zoom or video chat with a student unless it is a school-sanctioned and approved meeting and/or class. All video communication must be between 6:00 a.m. and 9:00 p.m., and a parent or guardian must be notified of the scheduled meeting.
- KIPP adults may not text with students unless they use a KIPP-issued number or device, and the communication is for school-related purposes. For field trips, overnight trips, or any school-related program requiring texting, electronic communication should be on a school-run app, not a personal cell number. It should include administrators with access to the messaging platform.
- KIPP adults may not interact or connect with students on social media platforms, including but not limited to TikTok, Discord, Facebook, Twitter, Instagram, and Snapchat.
- KIPP Staff should communicate with students using phone, group emails, and classroom websites. In an emergency, notify your School Operations Director or manager of such use.
- KIPP Forward counselors may only use a professional social media profile to connect with students if a current manager knows the account and is connected to it with the username and password. Parents are invited to communicate with the account as well. In doing so, they must create and maintain two distinct profiles (one personal and one professional) and ask students and alumni, their parents, and/or families to “friend” the professional profile only.
- KIPP adults may not create TikTok videos, Instagram Reels, or any other video or recording with students. They may not record and post student videos anywhere other than a KIPP-official social media account.
- KIPP adults may not post images, video, or any information about students on their personal social media accounts, unless they are re-sharing an official KIPP-released social media post.
- KIPP adults may not engage in gaming with students, including but not limited to Roblox, Minecraft, and Fortnite.

Sexual Harassment

Sexual harassment is prohibited. The school will not tolerate such conduct on the part of any employee. The Executive Director will thoroughly investigate all sexual harassment complaints under this policy. Upon a finding that any employee has engaged in sexual harassment, immediate action will be taken, up to and including termination of the offending personnel. The Executive Director will consult with legal counsel as necessary.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment may include, but is not limited to, the following:
 - Verbal harassment;
 - Gendered or sex-oriented jokes, comments, or threats;
 - Physical harassment, which includes any intentional offensive touching or movements intended to threaten, block, intimidate, or violate;
 - Visual harassment includes unwanted exposure to hand gestures, print media, video, or other visuals of a sexual or inappropriately gendered nature.

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

How to Report Sexual Harassment

Anyone who is a victim of sexual harassment or who witnesses sexual harassment should report the offensive conduct or communication to the alleged harasser's immediate supervisor, unless said supervisor is the person being accused of sexual harassment. In such a case, a report should be made to another appropriate immediate supervisor, the Principal or Executive Director. The school will conduct any internal investigation privately with the utmost discretion. The inquiry will be considered a personnel matter if it involves an employee, or a matter of student privacy if it involves a student, under applicable state and federal law.

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

Legal References:

Ark. Code Ann. § 6-15-1005

Cross References:

*Reporting Bullying
Mandated Reporters*

Grievances

Definitions

A **“grievance”** is a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this organization. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision. A group of employees who have the same grievance may file a group grievance.

A **“group grievance”** is a grievance that may be filed as a group grievance if it meets the following criteria (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable):

1. More than one individual has an interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

An **“employee”** is any person employed under a written offer letter by KIPP Delta Public Schools.

An **“immediate supervisor”** is the person immediately superior to an employee who directs and supervises that employee's work.

A **“working day”** is any weekday other than a holiday, whether or not the employee is scheduled to work.

“Immediate family” is an employee's spouse, legal domestic partner, child, stepchild, adopted child, father, mother, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, guardian, and/or other members of the family living in the same household of the employee.

Process

Level One

Employees (excluding grievances related to back pay) must notify their immediate supervisor of any grievance within five (5) working days of the incident giving rise to the concern. This initial notification may be verbal or written. If the grievance is not escalated to Level Two within five (5) working days following the initial discussion, the matter will be considered resolved, and the employee will forfeit the right to pursue the issue further.

If the supervisor cannot resolve the grievance, the employee may proceed to Level Two by completing and submitting the official **Grievance Form** within five (5) working days of the initial discussion. The supervisor must then provide a written response within ten (10) working days, submitting it to the appropriate next-level authority:

- The School Principal,
- The District Director (if applicable),
- The Chief Officer (if applicable),
- The Executive Director (if the District Director and/or Chief Officer is involved), or
- The Board President (if the Executive Director is the subject of the grievance).

Level Two

Upon receipt of a Level Two Grievance Form, the designated administrator (Principal, Director, Executive Director, or Board President) has **ten (10) working days** to schedule a conference with the employee. Following the conference, the administrator must deliver a written response within **ten (10) working days**.

If the employee does not escalate the grievance to Level Three within **five (5) working days** of receiving the written response, the grievance will be deemed resolved and closed.

If the grievance is submitted directly to the **Board President**, they must evaluate its validity within **ten (10) working days**. If the grievance is found invalid, the matter is closed. If deemed valid, the board president will schedule a hearing before the KIPP Delta Board of Directors. The employee and any representatives will have an opportunity to present their case.

The hearing will not exceed **ninety (90) minutes** and may be held in open or closed sessions. If a student under eighteen (18) is involved, their parent or guardian may request a closed session for any related testimony.

If the hearing is held in closed session, the Board's Executive Committee may deliberate in private after the hearing. For open hearings, deliberations may be held in either open or closed session, depending on the nature of the issue. Deliberations involving employee matters—such as hiring, promotion, discipline, or resignation—must occur in closed session.

Any grievance submitted to a Board member involving the Executive Director or another party must be **immediately referred** to the Board President.

A final decision on the grievance must be announced **no later than the next regularly scheduled board meeting**.

Level Three

Suppose the employee remains dissatisfied after receiving the Level Two response. In that case, they may advance the grievance by submitting a copy of the Level Two Grievance Form within **five (5) working days** of the decision. The process outlined above will repeat, beginning at Level Two.

Additional Note: At any stage—discussion, conference, or hearing—a witness or representative may accompany the employee, provided that individual is **not a member of the employee's immediate family**.

Resources:

[Level Two Grievance Form](#)

Records & Reprisals

Records related to grievances will be filed separately and will not be kept in or made part of an employee's personnel file. No reprisals will be taken or tolerated against any employee because they have filed or advanced a grievance under this policy.

Legal References:

ACA § 6-17-208, 210

Supervision of Students

A staff member should supervise students at all times. Teachers' aides shall be assigned by the Executive Director, Principal, or their designee when necessary. Assignments are subject to change to meet the school's staffing needs or the students' educational needs.

Legal References:

Ark. Code Ann. § 6-17-201

Bullying and Abuse

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

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

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

Procedure Upon Receipt of a Report of Bullying

Any school employee who receives a complaint of bullying, by any school stakeholder, regardless of whether the alleged bully is a student, shall write down the complaint on the Bullying Report Form or provide the Bullying Report Form and ask the person to write down their allegations, if they are able. The Form should be marked with the time and date received.

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

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

If the alleged victim is a student, the Principal shall immediately, after writing or reviewing the written report, communicate to the alleged victim’s parent, parents, legal guardian(s), or person standing in loco parentis that allegations of bullying were raised.

Any school employee shall not disclose the identity of the alleged bully to the alleged victim’s parents unless the alleged bully’s parents have signed a FERPA waiver permitting such disclosure.

Follow up promptly to investigate the credible report or complaint.

The investigation outlined in this section shall be completed as soon as possible, but not later than five (5) school days from the written report of the alleged bullying incident.

Following the completion of the investigation into the alleged incident of bullying, an individual licensed as a public school district building-level Administrator or their designee may, without limitation:

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

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

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

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

"Electronic act" means, without limitation, a communication or image transmitted using an electronic device, including, without limitation, a telephone, cell phone, tablet, computer, or other electronic communications device.

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

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

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

Upon receiving a credible report or complaint of bullying, the Principal shall promptly investigate the complaint or report and record the investigation and any action taken as a result of the inquiry, guided by the recommendations of the ADE guidance document, as required by Ark. Code Ann. § 6-17-709.

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

Any school employee who has witnessed or has reliable information that a pupil has been a victim of bullying, as defined by the ADE guidance document on bullying, shall report the incident to the Principal. Students, school employees, or parents who file a complaint will not be subject to retaliation or reprisal in any for Notice of what constitutes bullying, that bullying is prohibited, and that the consequences of engaging in bullying shall be conspicuously posted in every room or space in the school, including every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus in the school and shall be provided to parents, students, school volunteers, and employees. A full copy of this policy shall be made available upon request.

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

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

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

Legal References:

Ark. Code Ann. § 6-17-709
Ark. Code Ann. § 6-17-711
Ark. Code Ann. § 6-18-507(b)
Ark. Code Ann. § 6-18-514

Cross References:

Sexual Harassment
Mandated Reporters

Resources:

[Bullying/Cyberbullying Incident Report Form](#)
[Hotline Posters](#)

Mandated Reporters and Hotline Posters

School employees are mandatory reporters and have a duty to report suspected child abuse immediately. Employees shall call the Child Abuse Hotline at 1(800)-482-5964 if there is reasonable cause to suspect that a child has been subjected to child maltreatment or reasonable cause to suspect that a child has died as a result of child maltreatment. Employees must contact the Hotline upon learning of or observing a child being subjected to conditions or circumstances that would reasonably result in child maltreatment. The school shall not contact the parent or guardian of any student who is the subject of a report to the Hotline of the student's contact with law enforcement if the parent or guardian is suspected of committing child maltreatment.

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

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

The school shall place hotline posters published by the Arkansas Department of Education and printed in color on paper that is at least eleven inches by seventeen inches (11"x17") in size and placed at a height easily viewable by students in the following locations:

- In a visible location in the school that is readily accessible to students;
- In each bathroom that is accessible to students, students may privately access the information.

Legal References:

Ark. Code Ann. § 6-18-712
Ark. Code Ann. § 12-18-201 et seq.

Cross References:

Sexual Harassment
Reporting Bullying

Resources:

[Hotline Posters](#)

Sex Offenders

Under the Arkansas Sex and Child Offender Registration Act, also known as “Megan’s Law,” law enforcement may notify the school when a sexual offender is in the area who potentially poses a risk to the school population. Law enforcement uses a rating system to assess offenders and determine the risk an offender may pose to the community. The rating system places offenders on a scale from Level 1 (lowest risk offenders) to Level 4 (high-risk and/or violent offenders). Employees are not permitted to notify parents, students, or other community members unless specifically requested by the Executive Director or Principal to do so, or upon request from law enforcement. When notified by law enforcement, the Principal will work with the Executive Director to determine which employees within the school should be informed of the notification. The Principal shall share the notice with any person who, in the course of their employment or assignment, is regularly in a position to observe unauthorized persons on or near the property of the notified school, which may include, but is not limited to:

- Aides
- Bus drivers
- Coaches
- Maintenance staff
- Professional support staff
- School-level administrative staff
- Security personnel
- Teacher’s assistants
- Teachers

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

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

Level I and Level II Offenders

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

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

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

Level III or Level IV Offenders

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

A Level III or Level IV Offender may enter the campus to attend a graduation or baccalaureate ceremony.

Offenders Who Are Parents, Guardians, or Students

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

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

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

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

Legal References:

Ark. Code Ann. § 5-14-132(b) and (c)
Ark. Code Ann. § 12-12-901 et seq.
Ark. Code Ann. § 28-9-212

Cross References:

Visitors

Professional Development

The school shall provide no less than six (6) professional development days, which shall be included in the teacher contract or agreement with the school. Professional development aims to improve knowledge and skills to facilitate individual, team, and school-wide improvement, designed to ensure that all students demonstrate proficiency on the state academic standards.

Definitions

A **“Professional Development Day”** is six (6) hours of professional development, which is equal to one (1) professional development day.

A **“Professional Development Plan”** outlines the professional development program of activities for a district, school, or educator based on student data, aligned to the ACSIP, and incorporating an educator’s professional growth plan.

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

Professional Development Generally

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

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

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

Any educator who misses any part of regularly scheduled professional development activities for any reason (such as illness) must make up that time in other approved professional development activities. An educator shall complete any missed hours of professional development through professional development that is (i) approved by the person responsible for the teacher’s summative evaluation; (ii) is substantially similar to the professional development missed and approved by the person responsible for the educator’s summative evaluation; and (iii) delivered by any method approved by ADE.

College Courses

Five (5) hours of credit for professional development shall be given for each hour of college credit for a graduate-level course, if the college credit:

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

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

- Up to fifteen (15) hours may be credited to the professional development requirements for licensure; and
- Hours obtained more than fifteen (15) may generally be credited to any remaining professional development requirements if approved by the school in a professional development plan.

The person responsible for the educator's summative evaluation shall approve the allocation of professional development credit obtained through college credit. The focus of the course must specifically relate to the job assignment as approved by the person responsible for the educator's summative evaluation.

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

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

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

- Making and putting up bulletin boards;
- Clerical work associated with documents such as ACSIP, AIP, and IEPs; and
- Administrative faculty or team administrative meetings.

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

Minimum Annual Requirements

Each educator shall obtain thirty-six (36) hours of professional development annually to renew an educator's license. These professional development hours under this policy shall include, at a minimum, the professional development required in the educator's professional growth plan under the requirements of TESS or LEADS and professional development required by law or rule.

Scheduled Professional Development

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

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

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

School and District Professional Development Plans

The school shall develop and implement a professional development plan. Teachers, administrators, and paraprofessionals shall be involved in designing, implementing, and evaluating their respective professional development offerings under the school and school district professional development plan. The school's professional development plans shall be included in the school's Arkansas Comprehensive School Improvement Plan (ACSIP) and shall be reviewed annually by the school.

Reporting, Monitoring, and Evaluation

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

Legal References:

Ark. Code Ann. § 6-15-404(f)(2),

Ark. Code Ann. § 6-17-701 et seq.,

Ark. Code Ann. § 6-15-1004(c),

Ark. Code Ann. § 6-15-1703

Arkansas Department of Education Rules Governing Professional Development,

ADE Rules Governing Standards for Accreditation 15.04

Reimbursement of Travel Expenses

Employees must obtain prior approval for school and employment-related travel that may result in reimbursable expenses. Employees may be reimbursed for travel expenses arising from performing duties within the scope of their employment, conducting official school business, or attending school-related functions. Requests for reimbursement must be submitted to the Principal or their designee within thirty (30) calendar days and accompanied by clear and legible original receipts. Copies of receipts will not be accepted. The school does not reimburse alcohol and entertainment purchases.

Parent-Teacher Relations

The school understands and appreciates that a close working relationship with parents and guardians is pivotal to student growth and achievement. Recognizing this critical relationship, teachers and administrators will involve and engage parents and families in the education process. The school will assist parents and guardians by providing any necessary resources to communicate clearly and effectively, making every effort to eliminate all barriers to communication and understanding, including, but not limited to, language barriers.

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

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

Legal References:

Ark. Code Ann. § 6-15-1701;

ADE Rules Governing Standards for Accreditation § (ACSIP)

12.04

Cross References:

Arkansas Comprehensive School Improvement Plan

Employee Use of Technology

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

Terms and Conditions

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

- Employees agree to abide by state and federal laws regarding internet activity.
- Employees agree that internet and technology use will only be restricted to educational and instructional purposes.
- Employees agree that no personal use of school-owned devices or the Internet will be permitted unless the Executive Director states otherwise in writing.

Violation of the school's internet and technology use policy includes, but is not limited to:

- Using the internet for personal purposes not related to instruction.
- Accessing inappropriate or pornographic images.
- Using the login or password information of any other person without prior approval.
- Employing any program or device to thwart school detection or security.
- Using school internet or devices to access information that may be used to create, obtain, or inform about the creation of prohibited materials or devices, including information on the creation of illegal substances, weapons, or explosives.
- Seeking or gaining unauthorized access to programs or files.
- Conveying messages or information otherwise prohibited by this policy manual or the law, including messages threatening, lewd, inappropriate, or otherwise violating law or policy.
- Violations of school network security include the distribution of confidential information, logins, or passwords, hacking and other intrusions, and the intentional introduction of viruses or malware.
- Using the school's resources for personal profit or gain.
- Unauthorized uses of the school's logo, name, or other school-owned information.
- Violations of student and personnel privacy, including violations of FERPA.
- Violations of copyright law.
- Refusal to comply with additional school technology directives or procedures, as may be added by the Executive Director or technology staff.

Legal References:

Ark. Code Ann. § 6-21-107
Ark. Code Ann. § 6-21-111

Cross References:

FERPA Policy

Resources:

[Employee Technology Agreement](#)

Computer Privacy

The school owns and provides access to computers and the internet for work and instruction.

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

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

Legal References:

Ark. Code Ann. § 6-21-107

Ark. Code Ann. § 6-21-111

Employee Cell Phone Agreement

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

Resources:

[Employee Technology Use Agreement](#)

Use of Company Vehicles

A “**company vehicle**” is any vehicle leased, rented, or owned by KIPP Delta. Fleet vehicles may only be used by authorized individuals for official, authorized purposes.

Fleet Car Availability and Personal Mileage Reimbursement

It is policy that employees check the availability of a fleet car before using their vehicle for company business. If a fleet car is available and the employee chooses not to use an available vehicle, the employee may not be reimbursed for mileage. The employee may submit a mileage reimbursement if a fleet car is unavailable. Suppose a fleet car is available and the employee has a specific reason for not using the available vehicle. In that case, the employee must request an exemption to the availability policy from the Finance Director, Chief Operating Officer, or Executive Director before mileage reimbursement can be submitted and approved.

Eligibility to Drive a Fleet Car

The Chief Operating Officer and Transportation Director ensure that only properly qualified and authorized individuals can drive company vehicles.

Before vehicle assignment, eligible employees must provide evidence that they hold a valid driver’s license. The Human Resources Director should be notified immediately if an approved employee’s driver’s license is revoked, suspended, or restricted.

Allowable Use of Fleet Cars

Company vehicles should only be used for travel between communities, to and from campuses, and other work-related travel (e.g., professional development). The Operations Director, Chief Operating Officer, or Director of Finance must approve any other requests to use the fleet car. **Fleet vehicles cannot be loaned for personal use.**

Safety Guidelines

All occupants of a fleet car must use seat belts at all times without exception. Any malfunctioning seat belt should be reported immediately to the Operations Director for repair by the employee. KPDS expects all employees to drive professionally during business travel, obey all traffic laws, and not be under the influence of drugs and/or alcohol that would impair driving ability and/or judgment. Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials. Texting while driving is not allowed.

Withdrawal of Fleet Car Privilege

Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended or revoked, subject to disciplinary action. The privilege of driving a fleet car can be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle or failure to comply with the rules and procedures in the policy;
 - A driving record that becomes deficient while operating a fleet car; or
 - Conviction or a guilty plea to driving a fleet car under the influence of alcohol or an illegal controlled substance.
-

Operation of a School Vehicle While Using Cell Phones

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

This policy **does not** apply to the use of a cellular telephone to communicate with any of the following in an emergency:

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

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

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

Legal References:

Ark. Code Ann. § 6-19-120

Cross References:

[Employee Technology Use Agreement](#)

Reports and Records

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

Legal References:

Ark. Code Ann. § 6-17-104

Healthcare Employees

Nurses

School nurses are subject to the Arkansas Nurse Practice Act requirements and applicable rules and regulations promulgated by the Arkansas State Board of Nursing. School nurses are also subject to supervision by school administration.

Nurses are charged with strict compliance with all applicable privacy laws.

Legal References:

Ark. Code Ann. § 17-87-101 et seq.

Arkansas State Board of Nursing Rules: Chapter 5 –
Delegation

Cross References:

FERPA Policy

Glucagon and Insulin Administration

Insulin, glucagon, or both shall be administered only under a valid health or 504 plan that covers diabetes management and is based on a treating physician's orders.

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

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

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

Emergencies: A public school employee may volunteer to be trained to administer and may administer glucagon to a student with Type 1 diabetes in an emergency.

Legal References:

Ark. Code Ann. § 6-18-711

Ark. Code Ann. § 17-87-103 (11)

Cross References:

Student Medications

Resources:

[Medication Administration Consent Form](#)

Section VI:

Curriculum and Instruction

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School-Level Improvement Plan

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

The Executive Director shall approve the plan, submit it to the board of directors annually **by June 1** for approval, and post it on the school district's website under the state-required information **by August 1**.

In creating and maintaining the plan, the school will comply with all applicable federal and state laws, rules, regulations, and directives from the Arkansas Division of Elementary and Secondary Education.

Legal References:

Ark. Code Ann. § 6-15-1005

Ark. Code Ann. § 6-15-2914

Standards of Accreditation § 3-B.1

ADE Rules Governing the Arkansas Educational

Support and Accountability Act (AESAA)

Cross References:

Parent-Teacher Relations

Curriculum Development

The school administrators and teachers shall select, identify, develop, and support a local curriculum that meets all state requirements. The school board will review and approve the recommendations, as defined in Ark. Code Ann. § 6-13-620.

Legal References:

Ark. Code Ann. § 6-13-620(8)

Smart Core

To ensure that every child has access to a rigorous curriculum, the Smart Core and Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools.

All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such a case of a waiver, the student will be required to participate in the Core. The school will inform parents about the Smart Core curriculum and required course of study for graduation and will involve parents, staff, and students in formulating and reviewing the Smart Core curriculum and the course of study for the graduation policy.

Students and parents shall acknowledge that they have received the school's policy regarding Smart Core curriculum and the required course of study for graduation by a signed statement. The school shall document procedures and methods to inform parents and students of this policy. Parents shall sign an Informed Consent document provided by the Department of Education. Teachers, administrators, and counselors shall receive appropriate information on this policy.

Legal References:

ADE Rules Governing Standards for Accreditation of
Arkansas Public Schools and School Districts
§ 9.03.1 et seq.

Language of Instruction

The basic language of instruction in the school shall be English.

Communicating with a student in their native language (or any other language spoken fluently) to facilitate the student's ability to become proficient in and learn the English language is not a violation of Arkansas law. Further, the school encourages its educators to do so, as appropriate.

Legal References:

Ark. Code Ann. § 6-16-104

Instructional Materials

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

The school encourages parent involvement in the education process and reminds teachers that all instructional materials are subject to inspection upon request by any parent or guardian. Parents/guardians are not entitled to inspect assessment and testing materials. Parents/guardians requesting to inspect materials may do so in a meeting with the teacher, scheduled at a convenient time and place for all parties. Parent/guardian objections to instructional materials must be submitted in writing to the Executive Director in compliance with the “Objection to Instructional Materials” policy. Upon reaching eighteen (18), eligible students may exercise the rights outlined in this policy.

Legal References:
20 USC § 1232h
6-16-1005

Cross References:
*Challenge of Instructional Materials or Library
Materials*

Resources:
[Objection to Instructional Material Form](#)

Religion in Curriculum

The school does not discriminate based on religion. The school's policy is that employees will neither promote nor disparage any belief or non-belief nor promote any religion over another.

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

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

Any parent or student aged eighteen (18) years or older may submit a written objection to any assignment or activity that conflicts with their religious beliefs using the Objection to Instructional Materials policy. The school shall accommodate valid objections and may create or assign alternative work for the affected student. Upon approval of the valid objection by the Principal, no student affected by this policy shall be allowed to remain in the classroom for the portion of class devoted to the material to which they have objected. The student will be removed to another academic area under the supervision of a school employee to engage in their alternative assignment.

Cross References:
Anti-Discrimination Statement

Resources:
[Objection to Instructional Material Form](#)

Copyrighted Materials

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

Teachers will be notified of the availability of the resources listed at the bottom of this policy, and a copy will be provided upon request. At a minimum, teachers must consult the user and/or purchase agreements in computer software and other materials. Employees acting in policy violation are subject to disciplinary action, up to and including termination, and may be subject to other sanctions at law.

Legal References:

17 USC § 101-1010,
17 USC § 117

Resources:

[Agreement on Guidelines for Classroom Copying in Not-for-Profit Education Institutions with Respect to Books and Periodicals](#)
[Guidelines for Educational Uses of Music](#)

Pledge of Allegiance

The school shall allow students to participate in a daily recitation of the Pledge of Allegiance during the first class of each school day. At the designated time, students who wish to join in the recitation will stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or an appropriate salute if in uniform, followed by one (1) minute of silence.

No student shall be compelled to recite the Pledge of Allegiance if the student or the student's parent/guardian objects on religious, philosophical, or other grounds. Students who do not recite the Pledge of Allegiance shall remain quietly standing or sitting at their desks. In contrast, others recite the Pledge of Allegiance and may not cause distraction or disruption during the exercise. Students who choose not to recite the Pledge of Allegiance shall not be subject to punishment or retaliation in any form, and the school shall seek to ensure that other students do not bully, taunt, or otherwise stigmatize any student choosing not to participate.

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

The school shall lead or broadcast a recitation of the Pledge of Allegiance, followed by one (1) minute of silence at the commencement of each school-sanctioned after-school assembly and each school-sanctioned sporting event. Suppose two (2) or more school-sanctioned sporting events occur on the same day. In that case, the school may choose to lead or broadcast a recitation of the Pledge of Allegiance, followed by one (1) minute of silence at only one (1) of the school-sanctioned sporting events.

Legal References:

Ark. Code Ann. § 6-16-108

Concurrent Credit

The Board of Directors may permit students in grades nine through twelve (9-12) to take college courses for weighted credit equal to the numeric grade awarded in advanced placement courses, courses offered under the program, and honors classes.

Legal References:

Ark. Code Ann. § 6-15-902

Students with Disabilities

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

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

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

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

Legal References:

ADE Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts § 9.03.1 et seq.
ADE Rules Governing Special Education,
Ark. Code Ann. § 6-41-102 through 104,
Ark. Code Ann. § 6-41-201 et seq.

Resources:

[*Students with Disabilities Mini-Guidebook, ADE Eligibility Criteria, and Program Guidelines for Children with Disabilities*](#)
[*ADE Due Process Forms*](#)
[*ADE IEP Forms*](#)
[*ADE Procedural Safeguards Notice: Your Rights Under IDEA*](#)
[*ADE Special Education Forms*](#)

Challenge of Instructional or Library Materials

The school chooses instructional materials to provide resources that contribute to lifelong learning while accommodating a wide range of differences in instructional methods, interests, and capabilities. The Board approves the directors' instructional materials. If a parent, guardian, or eligible student objects to instructional material, they may challenge it by filing an Objection to Instructional Materials form with the school Principal.

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

If the objecting party remains unsatisfied with the justifications given by the school, s/he may request a meeting with the Executive Director. After the second meeting, if the objecting party is still unsatisfied, s/he may request a hearing before the school board within seven business days of the final meeting.

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

A parent or guardian of a student affected by the material to be challenged or an employee of the school may challenge the appropriateness of the material available in the school's media center. The school shall decide if the material being challenged shall remain available throughout the challenge process.

Before filing a challenge, the person shall request a conference with a licensed media center employee through the principal's office.

Before a conference occurs, the school shall provide a copy of the written policy adopted by the school and the form, or other method, by which a person may request a reconsideration of the appropriateness of the material being challenged to a person who requests a conference.

After the conference occurs, if the person who requested the conference wants to formally challenge the appropriateness of the material that was the subject of the conference, the person shall complete and submit the request for reconsideration using the form or other method provided to challenge the material that was the subject of the conference.

The school principal shall select a committee of licensed personnel to review the material being challenged. The principal or their designee shall be a committee member and may serve as its chair. At least one (1) committee member shall be a media specialist.

The committee members who are not the principal or a media specialist shall be licensed personnel with curriculum knowledge appropriate for the material being challenged and representing diverse viewpoints.

The committee shall determine if the material being challenged meets the selection criteria.

Material being challenged shall not be withdrawn solely for the viewpoints expressed within the material. It shall be reviewed in its entirety and shall not have selected portions taken out of context.

The school shall convene a meeting of the committee after allowing a reasonable time for the committee members to adequately review the material being challenged and the request submitted by the person challenging its appropriateness.

The committee shall allow the person who submitted the request to present their request to the committee. After hearing from the person who submitted the request, the committee shall meet to discuss the challenged material.

The committee shall vote to determine whether the material being challenged shall be relocated within the media center's collection to an area that is not accessible to minors under the age of eighteen (18) years.

A committee member who votes with the majority shall write a summary of the reasons for the majority's decision. The summary of the majority's decision and notice of the committee's decision shall be given by hand or certified mail to the person who submitted the request.

Suppose the committee decides not to relocate the material being challenged. In that case, the person who submitted the request may appeal the committee's decision to the school's board of directors by filing a written appeal to the Executive Director within five (5) working days of the committee's decision or written receipt of the committee's decision.

Suppose a person appeals the committee's decision. In that case, the Executive Director shall present the material being challenged, the request submitted by the person, the committee's decision, and the prepared summary to the board of directors within fifteen (15) days of the committee's decision. The executive director shall also include the administration's recommendation regarding the appeal.

The board of directors members shall review the information submitted to them and decide on the appeal within thirty (30) days of receiving the information.

The decision of the board of directors is final.

A meeting held regarding a challenge or an appeal submitted under a written policy adopted by the school shall be a public meeting, and the records submitted and considered at a meeting shall be public records under the Freedom of Information Act.

Legal References:

Ark. Code Ann. § 6-25-105

Cross References:

Instructional Materials

Resources:

[*Objection to Instructional Materials Form*](#)

Section VII:

Parent and Community Involvement

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Relations with School Support Organizations

The Board appreciates its boosters, PTA/PTO, and other school support organizations that work with the school to ensure the school's and its programs' success. School staff and personnel are strongly encouraged to join our school support organizations. Available staff and personnel shall strive to assist the organization whenever necessary. Parents and community members wishing to form a booster club, parent association, or other school support organization should contact the Executive Director to receive prior approval for creating a support organization. The Executive Director will grant approval based on the need for the support organization, approval of the organization's aims and bylaws, and an assurance that the organization will have an open membership policy.

Court Orders and Changes of Custody

The school understands that families come in many forms and strives to be sensitive to all family structures. It will cooperate with families to ensure students' continued health, safety, and success during transition or change.

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

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

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

Visitors

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

Legal References:

*Ark. Code Ann. § 6-21-606,
Ark. Code Ann. § 6-21-607;
Ark. Code Ann. § 12-12-913(g)(3)*

Cross References:

Sex Offenders

Volunteers

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

Cross References:

Registered Volunteers

Registered Volunteers

"Registered volunteer" means any volunteer who, subject to Arkansas Activities Association regulations and rules set by the school, is given written authorization by the school to lead extracurricular activities or to assist a staff member who is a licensed employee of the school in extracurricular activities or interscholastic activities.

Registered volunteers must be at least twenty-two (22) years of age and may not be a member of the school's Board of Directors or the spouse of a member of the Board of Directors. Registered volunteers will be required to complete a minimum of six (6) hours of training conducted under the direction of the school for nonathletic extracurricular or nonathletic interscholastic activities and a minimum of twelve (12) hours of training conducted under the direction of the school for athletic extracurricular activities or under the direction of the Arkansas Activities Association for athletic interscholastic activities. Volunteers and registered volunteers shall not receive payment for services rendered to the school as part of volunteer activities. Registered volunteers will be given written job descriptions clearly defining their duties and responsibilities. The school, at the discretion of the Principal, may utilize the services of volunteers who operate under the supervision of a licensed employee. All volunteers must complete criminal background and child maltreatment registry checks, and may be required to meet other school qualifications for volunteers.

The Executive Director or director of an educational entity or a third party vendor shall report to the state board the name of any person working as a registered volunteer in an athletic coaching capacity who: Has pleaded guilty or nolo contendere to or has been found guilty of any felony or misdemeanor listed in §6-17-410(b); Has been arrested or charged with any felony or misdemeanor listed in §6-17-410(b); Has intentionally compromised the validity or security of any student test or testing program administered or required by the Division of Elementary and Secondary Education; Has knowingly submitted falsified information or failed to submit information requested or required by law to the division, the State Board of Education, or Arkansas Legislative Audit; or Has an accurate report in the Child Maltreatment Central Registry.

The failure of an Executive Director or director of an educational entity to report information as required by this section may result in sanctions imposed by the state board.

Legal References:

Ark. Code Ann. § 6-22-101 et seq.

Cross References:

Volunteer Background Checks

Background Checks

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

Legal References:

Ark. Code Ann. § 6-22-101 et seq.

Ark. Code Ann. § 12-12-1603

Ark. Code Ann. § 12-18-909

Cross References:

Registered Volunteers

Section VIII:

Students

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Enrollment and Entrance

A prospective student whose parents, legal guardians, persons having legal lawful control of the student, persons having lawful control of the student under order of a court, persons standing in loco parentis, or the prospective student who is 18 years of age or older if they maintain a residence separate and apart from their parents or guardians and lives anywhere within the State of Arkansas, may apply for admission to the school, if the student will be entering into a grade level which the school offers. The school shall require appropriate proof of residency within the State of Arkansas from the person with legal responsibility for the prospective student, or the prospective student, before the application process begins.

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

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

Suppose a student enrolled by July 15 should no longer choose to attend the school or has not met its enrollment cap. In that case, the school may, at its sole discretion, enroll a number of replacement or additional students not to exceed its enrollment cap beyond the July 30 enrollment deadline.

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

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

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

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

The school will not use, display, release, or print a student's social security number or any part of the number on any report, identification card, identification badge, or any document that will be made available or released to the public, to a student, or a student's parent or guardian without the express written consent of the student's parent if the student is a minor or of the student if the student is eighteen (18) years of age or older; or read the magnetic strip or other encoded information on a student's identification card to make the student's social security number available.

Legal References:

Ark. Code Ann. § 6-18-202
Ark. Code Ann. § 6-18-208
Ark. Code Ann. § 6-23-103
Ark. Code Ann. § 6-23-306

Cross References:

Randomized Lottery Admission

Randomized Lottery Admission

Suppose more eligible students apply for first-time admission than the school can accept by the annual deadline to receive applications for the next school year. In that case, the school will use a random, anonymous student selection method established in the school's Charter and described in the Charter application.

Suppose there are still more applications for admission than the school can accept after completing the random, anonymous student selection method. In that case, the school will place the applicants on a waiting list.

The school will use a weighted lottery in the student selection process only when necessary to comply with a federal court or administrative order.

Legal References:

Ark. Code Ann. § 6-23-306

Cross References:

Enrollment and Entrance

Anti-Discrimination of Students

The school does not discriminate in the treatment of its applicants for enrollment or their parents/guardians, nor does it use any unlawful criteria such as race, color, sex, handicap, religion, or national origin, in determining eligibility and acceptance into its programs. The school Principal and Executive Director may handle inquiries regarding the nondiscrimination policies.

Cross References:

Anti-Discrimination Statement

Homeless Students

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

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

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

Legal References:

42 U.S.C. § 11431 et seq.
42 U.S.C. § 11432

Resources:

[McKinney-Vento Enrollment](#)

Military Students

The school will take steps to facilitate the timely enrollment of children of military families and ensure they are not disadvantaged due to difficulty transferring education records from previous schools or variations in entrance or age requirements.

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

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

The school shall accept official or unofficial education records from military students. Upon receipt of unofficial education records, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records as quickly as possible. Such placement shall include special education placement, if indicated, and any other placement continuing the student's academic program from the previous school. The school may perform subsequent evaluations to ensure appropriate placement and continued course enrollment. It may exercise flexibility in waiving course prerequisites or conditions for placement in courses offered under the school's jurisdiction.

To facilitate the on-time graduation of a student of a military family during their senior year, the school shall:

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

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

Legal References:

Ark. Code Ann. § 6-4-301 et seq.

Ark. Code Ann. § 6-28-101 et seq

ADE Rules Governing the Enrollment of Military Dependents

Transfers

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

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

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

After holding a hearing in front of the board of directors, the school may choose to enroll or not enroll an expelled student from a different school before the expulsion expires. If a student wishes to withdraw from the school, the student's parent/guardian must notify the school and complete the withdrawal form available in the school office.

Legal References:

*ADE Rules Governing Standards for Accreditation
12.05.1*

Cross References:

*Transferring Credits from Private Schools and
Placement*

Transfers Occurring During the Semester

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

Transferring Credits from Private Schools and Placement

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

Cross References:

Transfers

Student Records

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

- The student's birth certificate number, social security number, name, address, and telephone number;
- The parents'/guardians' name, address, telephone number (if different), occupation, workplace, and telephone number at their place of work;
- Siblings' names;
- Emergency contact person and telephone number;
- Health record including a record of immunization, indication of disability or chronic illness, allergies, regularly prescribed medication, hospital and doctor preference, and a copy of any written accident report for accidents occurring at school;
- Longitudinal record of standardized test scores;
- Permanent record of grades;
- Academic Skills Development Plan for students in grades 3, 6, and 8 who fail to achieve mastery on the basic competency tests;
- Enrollment information, including entry date, exit date, reason for leaving, and the following if they apply: transfer location, graduation date, age of student, and reason for dropping out
- Attendance record;
- Listing of extra-curricular activities; and
- All information concerning educational programming is provided to a student who fails to achieve mastery level performance on all administrations of the basic competency tests required under the Arkansas Comprehensive Testing, Assessment, and Accountability Program.

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

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

Legal References:

Ark. Code Ann. § 6-18-901

*Arkansas Department of Education Rules Governing
Student Permanent Records*

Electronic Transcripts

“Electronic transcript” means a student transcript formatted and transmitted electronically in the uniform method prescribed by the Department of Higher Education and the Department of Education for use by public schools and institutions of higher education in this state. The school shall use an electronic transcript in lieu of a paper transcript to:

- Provide to the Department of Higher Education as necessary to process state financial aid applications for students in grades nine through twelve (9-12);
- Transmit a transcript between public high schools to correctly enroll and place students in grades nine through twelve (9-12) transferring between public high schools and schools or districts; and
- Transmit a transcript to the Department of Education.

Electronic transcripts shall include a designation for students who have completed the core curriculum with a minimum grade point average of 2.75 on a 4.0 scale.

Legal References:

Ark. Code Ann. § 6-15-1101

Ark. Code Ann. § 6-80-107

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student’s education records maintained by the school.
- The right to request that a school correct records they believe to be inaccurate or misleading.
- The right to consent to releasing any information from records belonging to the student.

Student records are defined for this policy as student information in documents, video, photos, or any other format containing personally identifiable information. Besides those listed as directory information, all student records are protected under FERPA. These records include, but are not limited to, student grades, transcripts, GPA, attendance records, health records, financial information, and disciplinary records.

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

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

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

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

The school may disclose “directory” information without consent. The school shall notify parents annually of the information considered directory information and rights under FERPA. Parents or eligible students may request that the school not disclose directory information by submitting a written request to the school within the time stated in the notice.

Legal References:

20 U.S.C. § 1232g;
34 CFR §99.31

Cross References:

Parental Authorization for Surveys or
Questionnaires Act
Video Surveillance
Disciplinary Records
Nurses
Attendance Records

Resources:

[Objection to Publication of Directory Information](#)

Grading Scale

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

The school shall use the following grading scale for all courses, except advanced placement courses and courses which may be offered under the International Baccalaureate Diploma Program:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

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

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

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

Legal References:

Rules Governing Standards For Accreditation of Arkansas Public Schools and School Districts 12.02

Rules Governing ACTAAP and Academic Distress Program 7.03

Ark. Code Ann. § 6-15-902

Attendance Records

A basic record, showing the daily attendance and absence of each student for the school year, shall be kept by the teacher or other designee of each class, who will note the presence or absence of each student daily. The method for recording a student's daily attendance and absence attending virtual or remote learning programs shall be detailed if the technique differs from the basic attendance records. The basic attendance records of the school shall be kept on file in electronic form by the school for three (3) years. The official reporting period for attendance shall be quarterly, with the actual number of days counted in each period to be no less than forty (40) and no more than fifty (50).

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

The Chief Academic Officer or Principal is tasked with monitoring and enforcing this policy. A parent/guardian or eligible student wishing to dispute attendance records may do so using the method outlined in the school's FERPA policy.

Within ten (10) calendar days of the close of the fourth quarter of each school year, a public Charter school shall submit a written report to the Department of Education that contains the following information for the current school year:

- The number of students in each of the following categories and the dates of transfer for the following:
- Students who dropped out of the public Charter school during the school year;
- Students who were expelled during the school year by the public Charter school;
- Students who were enrolled in the public Charter school but for a reason other than dropping out or being expelled did not complete the school year at the public Charter school;
- Students identified in the above three categories who transferred to another open-enrollment public Charter school;
- A private school;
- A home school;
- Outside of Arkansas;
- To a traditional district within Arkansas.

No teacher shall be entitled to the last month's pay under their contract with a school until they have provided all the records and reports required by the school under this policy.

Legal References:

Ark. Code Ann. § 6-18-213
Ark. Code Ann. § 6-18-214
Ark. Code Ann. § 6-17-104

Cross References:

FERPA Policy

Absences

The school strives to promote good student attendance, which is essential for academic achievement and success. As part of its educational plan, the school shall annually develop strategies for fostering maximum student attendance, including, but not limited to, the use of alternative classrooms and in-school suspensions instead of school suspension. The Executive Director is tasked with maintaining the school's education plan.

Legal References:

Ark. Code Ann. § 6-18-209

Excused Absences

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

- Up to six (6) absences per year due to medical illness or medical appointment, and supported by a note from a parent or guardian. Absences beyond six (6) days require a doctor's note;
- Student absences due to participation in a school-sanctioned event or approved extracurricular activity, including FFA, FHA, or 4-H program activities;
- A student who joins the Arkansas National Guard at seventeen (17) years of age while in grade 11 shall be granted additional absences to complete basic combat training between grades 11 and 12 with prior permission of the Executive Director;
- Attendance at an appointment with a government agency, if supported by appropriate documentation;
- Attendance for jury duty, with supporting documentation;
- Attendance in court or at a hearing or deposition according to a subpoena, with supporting documentation;
- Students who act as legislative pages for a member of the General Assembly shall be granted one excused absence for the day that they serve as a page;
- Participation in the election poll workers program for high school students;
- Absences are granted to allow a student to visit their parent or legal guardian who is a military member and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Executive Director or designee;
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or immunizations are not current.

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

Legal References:

Ark. Code Ann. § 6-18-209

Ark. Code Ann. § 6-18-220

Ark. Code Ann. § 6-18-229

Ark. Code Ann. § 6-18-231

Unexcused Absences

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

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

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

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

Legal References:
Ark. Code Ann. § 6-18-222

Cross References:
Excused Absences

Tardiness

Students who arrive late to class may receive a tardy designation at the teacher's discretion. Tardy designations result in disciplinary action by the Principal, including loss of extracurricular activity privileges for the day or other appropriate penalties. Continuing or excessive tardiness may result in the permanent loss of extracurricular privileges for the remainder of the semester or school year, at the discretion of the Principal.

Attendance in Another School

A student in grades 9-12 may attend school at another school for no more than 50% of the daily classes. Such classes shall be limited to those not offered by the school that the student requires to meet their educational objectives. To qualify for such attendance, the student shall file a projected course of study with the school Principal or school counselor before enrolling in the other school, and subsequent enrollment may be entered only after the school has determined that the desired classes cannot be taken in at the school.

Students may be assigned to no more than one class period each day for a study hall period that the student shall be required to attend and participate in for a whole class period of self-study or organized tutoring in the school building. Students may take no more than one class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time. If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.

Legal References:

Ark. Code Ann. § 6-18-204

Make-Up Work

Absent students are responsible for asking their teachers for make-up work on the first day the student returns to class. Teachers will provide make-up assignments to students upon request.

The due date of any make-up assignment is at the teacher's discretion, but the teacher will provide a reasonable amount of time to complete it. Make-up work must be completed by the due date to receive credit.

Teachers will schedule make-up tests or quizzes promptly following the absent student's return.

Student Health

Student Illness or Injury

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

If a student becomes dangerously ill or injured at school or a school event, the school will make every effort to contact the student's parent(s)/guardian(s). If a parent/guardian cannot be reached or if an emergency exists, the school will transport the student to an appropriate medical facility. Nothing in this policy shall be construed to impute liability or responsibility to the school for treating student illnesses or injuries.

Student Medications

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

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

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

Legal References:
Ark. Code Ann. § 6-18-701

Cross References:
Administration of Glucagon

Resources:
[Medication Administration Consent Form](#)

Physical Examinations or Screenings

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

It shall be the duty of any physician or nurse so employed to make such examinations for contagious or infectious disease, including the teeth and mouth, whenever the examination may be deemed necessary, and to make examination for other defects at least one time in each school year, preferably at or near the beginning of the year. Suppose the city, town, or county health authorities are providing for the physical examination of public school children substantially as stated in this policy. In that case, the examination provided in this section need not be made by the school physician or nurse. Nothing in this policy shall prevent the Board from requiring teachers to make such tests of sight and hearing as may be prescribed by the Board.

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

Legal References:

Ark. Code Ann. § 6-18-701 (b)(c)(f)
20 USC § 1232h (c)

Resources:

[Objection to Physical Exams or Screenings Form](#)

Distribution of Materials by Students

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

The following types of publications by students are not authorized:

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

The Executive Director may make decisions regarding student publications in conjunction with student publications advisors, including, but not limited to, setting reasonable time, place, and manner guidelines for distributing student publications.

Legal References:

Ark. Code Ann. § 6-18-1202

Ark. Code Ann. § 6-18-1203

Ark. Code Ann. § 6-18-1204

Prohibited Conduct

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

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

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

The school shall annually publish a list of consequences for violations of this policy and distribute it to students and parents/guardians.

Legal References:

Ark. Code Ann. § 6-18-502
Ark. Code Ann. § 6-18-503
Ark. Code Ann. § 6-18-505
Ark. Code Ann. § 6-18-506
Ark. Code Ann. § 6-18-514
Ark. Code Ann. § 6-5-201

Cross Reference:

Prohibited Items on School Property

Possession of a Firearm

The school shall prescribe expulsion from school for not less than one (1) year for possession of any firearm or other weapon prohibited on the school campus by law. However, the Executive Director shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

The school administrators and the Board shall complete the expulsion process of any expelled student because the student possessed a firearm or other prohibited weapon on school property, regardless of the student's enrollment status.

The Principal of each school shall report to the Department within a week the name, current address, and social security number of any student expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence.

The expulsion shall be noted on the student's permanent school record.

Legal References:

Ark. Code Ann. § 6-18-502

Cross References:

Prohibited Items on School Property

Appropriate Student Dress

All students are expected to follow the established school uniform policy as outlined in the current Student and Family Handbook.

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

Students violating this policy must change or cover an exposed area. At the discretion of the Principal, a parent or guardian may be called to bring a change of clothing to the school.

This policy shall not be enforced in a manner that discriminates against a student based on race, color, religion, sex, disability, or national origin.

Legal References:

Ark. Code Ann. § 6-18-503

Resources:

Student and Family Handbook

Bullying

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

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

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

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

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

Bullying is prohibited in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, school-sponsored activities, and at school-sanctioned events. Any person who witnesses bullying or is a victim of bullying is encouraged to report the acts or behavior to a teacher or the school Principal. Reports may be made anonymously. School employees who witness or receive a bullying report must promptly report the incident to the Principal.

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

No party that reports bullying will be subjected to any form of retaliation or reprisal for reporting. The school principal is responsible for investigating reports of bullying and administering disciplinary consequences.

Legal References:

Ark. Code Ann. § 6-18-514`

Resources:

[Bullying/Cyberbullying Incident Report Form](#)

Cyberbullying

“Cyberbullying” is bullying, as defined in the school’s bullying policy, by electronic act.

“Electronic act” means any communication or image transmitted using an electronic device, including but not limited to text messages, online messaging, social media, and email. Cyberbullying is prohibited. Students in violation of this policy will be subject to appropriate discipline in light of the specific facts of the act reported, up to and including expulsion. The school shall work to educate students of the effects and consequences of engaging in cyberbullying.

This policy shall apply to acts of cyberbullying, whether or not the act originated on school property or with school equipment, if the act is directed specifically at students or school personnel and maliciously intended to disrupt school and has a high likelihood of succeeding in that purpose.

Legal References:

Ark. Code Ann. § 6-18-514

Cross References:

Bullying

Resources:

[Bullying/Cyberbullying Incident Report Form](#)

Computer Use

The school allows students to use school-owned computers and school-provided internet for educational and other school-related purposes. School computers and electronic devices will only be used for these approved purposes. Students must sign and return a computer-use agreement form before accessing the school’s computers.

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

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

Legal References:

47 USC § 254(h)

Ark. Code Ann. § 6-21-107

Ark. Code Ann. § 6-21-111

Cross References:

[Student Technology Agreement](#)

Cell Phones & Personal Electronic Devices

As used in this section, **“emergency”** means a serious, unexpected, and dangerous situation that requires immediate action, including, without limitation, an active fire, an active tornado or earthquake, an active shooter, an evacuation of the school grounds, or a medical emergency.

"Personal electronic device" means, without limitation, a mobile or cellular phone, a paging device, beeper, a digital media player, a portable game console, tablet, notebook, or laptop computer, a digital camera, video or audio recorder, a smart watch, and a device that can connect and transmit data through Bluetooth technology.

"School day" means students must be at school until dismissal.

Students are strictly prohibited from using personal electronic devices on school property and at school-related events. Students found violating this policy will be subject to disciplinary action, including confiscation of the student's device for the rest of the day or suspension. The student's parent/guardian may retrieve confiscated phones from the school office.

Legal References:

Bell to Bell, No Cell Act

Student Discipline Generally

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

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

Under Arkansas law, the school seeks to apply its discipline policy non-discriminately. It will not use out-of-school suspension or expulsion of students in kindergarten through grade five, except in cases where a student's behavior threatens their physical safety or the physical safety of others or causes a severe disruption that cannot be addressed through other means.

Legal References:

Ark. Code Ann. § 6-18-502

Ark. Code Ann. § 6-18-507

Ark. Code Ann. § 6-18-516

Cross References:

Administrative Structure

Violations

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

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

The school shall employ prevention, intervention, and conflict resolution techniques to reduce the occurrence of student disciplinary infractions. The school shall only administer discipline under its written disciplinary policies and other applicable state and federal laws.

Access to Students by Law Enforcement

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

Legal References:

Ark. Code Ann. § 6-18-513

Due Process

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

The due process afforded by the school includes:

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

Legal References:

Ark. Code Ann. § 6-18-502

Searches

The school shall respect the privacy of each student in their person and possessions by ensuring that any search of a student's person or property is necessary to achieve the safety and integrity of the school environment. Searches will be conducted with the approval of an administrator and in the presence of an administrator unless otherwise necessitated by dire, emergency circumstances threatening a student's or employee's life or safety. Nothing in this policy is intended to create a reasonable expectation of privacy in any school area other than areas where a right of privacy has traditionally been recognized, including bathrooms, occupied locker rooms, or other changing areas. The school reserves the right to search student lockers and other school-owned property or storage areas. The school may also search student vehicles upon probable cause or upon viewing contraband or other violations of law or school rules in plain sight.

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

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

Administrators should contact legal counsel before performing a search whenever possible.

Legal References:

Ark. Code Ann. § 6-18-513

New Jersey v. T.L.O., 469 U.S. 325 (1985)

Expulsion and Suspension

Upon the recommendation of the Executive Director, the Board may choose to suspend or expel a student for any violation of the school's policies that warrants suspension or expulsion.

"Expulsion" means dismissal from school for a period of time that exceeds ten (10) days.

"Suspension" means dismissal from school for a period of time that does not exceed ten (10) days. The school shall not use out-of-school suspension as a disciplinary measure for truancy.

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

Legal References:

Ark. Code Ann. § 6-18-503

Ark. Code Ann. § 6-18-507

Ark. Code Ann. § 6-18-1406

Cross References:

Administrative Structure

Disciplinary Records

Discipline records for students are confidential and are not available for release or inspection except upon the parent's or eligible student's prior written consent or as otherwise provided by law, as provided by the Family Education Rights and Privacy Act (FERPA).

The school will maintain records concerning disciplinary action that did not result in suspension or expulsion for one year following the date of the incident and will destroy them thereafter unless otherwise regulated by federal or state law.

Cross References:

FERPA Policy

Duty to Report Student Criminal Acts

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

Legal References:

Ark. Code Ann. § 6-17-113

Appendix



Board Resolution

Resolution Adopting the Policies and Procedures Manual 2025-26

WHEREAS, the Board of Directors of KIPP Delta Public Schools is committed to maintaining transparency, accountability, and compliance with all applicable federal, state, and local laws governing public charter schools in Arkansas;

WHEREAS, the Board recognizes the importance of establishing and maintaining a comprehensive Policies and Procedures Manual that guides all staff, promotes effective governance and operations, and ensures alignment with the school's mission and values;

WHEREAS, a revised and updated Policies and Procedures Manual has been prepared and presented to the Board for review and consideration;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of KIPP Delta Public Schools hereby:

1. Adopts the Policies and Procedures Manual presented on this 13th day of May, 2025;
2. Directs the Executive Director or their designee to ensure that the manual is made available to all employees and stakeholders as appropriate;
3. Authorizes the Executive Director to make non-substantive updates and modifications to the manual, as needed, to ensure compliance with changes in applicable laws and regulations, provided that any substantive changes shall be brought back to the Board for review and approval.

PASSED AND ADOPTED this 13th Day of May, 2025, by the KIPP Delta Board of Directors.

George Cotton Sr.

George Cotton Sr. (May 28, 2025 11:27 CDT)

Board Chairman

05/28/2025

Date

Vince Billingsley

Vince Billingsley (May 21, 2025 14:49 CDT)

Board Secretary/Treasurer

05/21/2025

Date

Kevia Smith

Executive Director (Attesting)

05/21/2025

Date



PUBLIC SCHOOL ACTIVE EMPLOYEE MONTHLY PREMIUMS

RATES EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025

PLAN	BASE MONTHLY PREMIUM	STATE, DISTRICT, & PLAN CONTRIBUTION	TOTAL MONTHLY COST
PREMIUM			
EMPLOYEE ONLY	\$500.33	\$298.37	\$201.96
EMPLOYEE & SPOUSE	\$1,175.79	\$468.87	\$706.92
EMPLOYEE & CHILD(REN)	\$975.65	\$518.37	\$457.28
EMPLOYEE & FAMILY	\$1,651.10	\$871.42	\$779.68
CLASSIC			
EMPLOYEE ONLY	\$434.98	\$346.60	\$88.38
EMPLOYEE & SPOUSE	\$1,022.19	\$674.43	\$347.76
EMPLOYEE & CHILD(REN)	\$848.20	\$638.90	\$209.30
EMPLOYEE & FAMILY	\$1,435.42	\$1,043.54	\$391.88
BASIC			
EMPLOYEE ONLY	\$383.91	\$340.67	\$43.24
EMPLOYEE & SPOUSE	\$902.19	\$660.61	\$241.58
EMPLOYEE & CHILD(REN)	\$748.62	\$608.60	\$140.02
EMPLOYEE & FAMILY	\$1,266.91	\$1,004.79	\$262.12
The Basic Plan meets the minimum essential coverage required under A.C.A.			

State Contribution is funded by legislation.

Plan Contribution is funded by PSE Trust Fund as Claims Reserve Allocation.



DENTAL INSURANCE

- Having dental insurance contributes to your over all well-being. Dental insurance provides coverage for preventative, basic, and major services.

DENTAL SERVICES

PREVENTATIVE SERVICES (No Deductible) <i>100%</i>	• Oral Exams • Bitewing X-rays • Cleanings • Fluoride Application (to age 19) • Sealants (to age 16)
BASIC SERVICES (Deductible Applies) <i>80%</i>	• Space Maintainers (to age 14) • Fillings (Amalgam and Composite) • Root Canals • Oral Surgery (Simple & Surgical Extractions) • Emergency Palliative Treatment
MAJOR SERVICES (Deductible Applies) <i>50%</i>	• Crowns • Inlays • Onlays • Relines, Rebases, and Repairs • Periodontal Surgery • Periodontal Scaling, Root Planning and Maintenance
ANNUAL MAXIMUM	<u>\$1,500 per person</u>
DEDUCTIBLE	\$50 per person

COVERAGE TIER	SEMI-MONTHLY RATES
Employee	\$14.75
Employee + Spouse	\$29.30
Employee + Child(ren)	\$29.71
Family	\$46.63



▶ Vision insurance is offered to help people see by providing affordable access to high-quality eye care and eyewear. An individual or family vision insurance plan saves you money on frames, lenses, contacts, eye exams and more.

VISION SERVICES	
Exam Copay	\$10
Materials Copay	\$15
Contact Lens Fitting Copay	\$35
CONTACTS	
Elective Allowance	\$150 retail allowance
Contact Lens Fitting (Standard)	Covered in full
Contact Lens Fitting (Specialty)	\$50 retail allowance
LENSES	
Frames	\$130 retail allowance
Single Vision Allowance	Covered in full after copay
Bifocal Allowance	Covered in full after copay
Trifocal Allowance	Covered in full after copay
Lenticular Allowance	Covered in full after copay
Progressive Allowance	Covered at Lined Trifocal Level

SERVICES	FREQUENCY
Exam	12 months
Frames	24 months
Lenses	12 months
Contact Lenses	12 months
Contact Lens Fitting	12 months

COVERAGE TIER	SEMI-MONTHLY RATES
Employee	\$2.87
Employee + Spouse	\$5.69
Employee + Child(ren)	\$5.57
Family	\$8.47



▶ Disability insurance provides income protection in the event that you miss work due to an accident or illness.

VOLUNTARY DISABILITY BENEFITS		
MAXIMUM BENEFIT	<u>LTD MONTHLY MAXIMUM:</u> 60% of salary up to \$6,000 per month	<u>STD WEEKLY MAXIMUM:</u> \$1,385 per week
MAXIMUM BENEFIT DURATION	Later of age 65, or Social Security Normal Retirement Age	
OWN OCCUPATION PERIOD	24 months	
ELIMINATION PERIOD	<u>STD BENEFITS BEGIN ON:</u> 1st day for an Accident 4th day for an Illness	<u>LTD BENEFITS BEGIN ON:</u> 91st day
PRE-EXISTING CONDITION EXCLUSION LIMITATION	<u>3/12:</u> Any condition you receive medical treatment for in the 3 months prior to the effective date will not be covered in the first 12 months of the policy.	
WAIVER OF PREMIUM	You will not be required to pay premiums during any time of approved total or partial disability	
SURVIVOR INCOME BENEFIT	A survivor benefit may be paid to your beneficiary if you should die while receiving qualifying disability payments	
EMPLOYEE CONNECT	Access to an employee assistance program for the employee or an immediate household family member who may be experiencing personal disability	
BENEFIT LIMITATIONS	• Mental Illness: 24 months • Substance Abuse: 24 months • Specified Illness: 24 months • Family Care Expense - If you have a qualified disability and incur Family Care Expenses, you will be reimbursed for expenses up to \$250 for a maximum of 12 months	



▶ This coverage provides permanent life insurance protection with a premium that never increases due to age or a specified term. Life Insurance is a promise to your family to help protect their future. The death benefit can be used any way you or your family sees fit.

WHY BUY UNIVERSAL LIFE AT WORK?

1. **Portability** - Take your coverage with you and pay the same premium if you change jobs or retire.
1. **Payroll deduction** - No bills to watch for. No checks to mail. A direct bill option is available when you change jobs or retire.
1. **One-on-one guidance** - You'll get personalized benefit advice and assistance with the application process.

FEATURES YOU'LL APPRECIATE

- **Accelerated Death Benefit** for Terminal Illness included
- **Family Coverage** - Apply for your spouse, children, and grandchildren even if you choose not to participate.
- **Guaranteed renewable** - Guaranteed coverage, as long as your premiums are paid. Your premium may change if the premium for all policies in your class changes.
- *Coverage up to \$500,000*
- *Guaranteed 3% Interest Rate*
- *Terminal Illness Benefit*
- *No Physicals or Blood Work*
- *Cash Values*
- *Accelerated Death Benefit*
- *Dependent Coverage Available*
- *Convenient Payroll Deduction*
- *Layoff Provision*

	Employee	Spouse	Dependent
Life Amount Max	\$500,000	-	-
Guarantee Issue	\$150,000	\$15,000	\$25,000
Accelerated Death Benefit for Terminal Illness	75% or \$100,000, whichever is less	-	-

ACCIDENT INSURANCE

▶ Accident insurance helps pay for unexpected healthcare expenses due to injuries that occur every day – from the soccer field to the ski slope and the highway in-between. Accident insurance provides benefits due to covered accidents for initial care, injuries, and follow-up care.

BENEFITS	PAYOUT AMOUNT
Emergency Room Treatment	\$200
Initial Doctor's Office Visit	\$100
Accident Follow-up Treatment	\$100
Burns - Flat amount for: Third-degree 35 or more sq in. Third-degree 9 to 34 sq. in. Second-degree for 36% or more of body	\$10,000 \$1,500 \$750
Dislocations Open reduction Closed reduction	Up to \$4,000 Up to \$2,000
Fractures Open reduction Closed reduction Chips	Up to \$7,500 Up to \$3,750 25% of closed reduction amount
Laceration	Up To \$800
Tendon/Ligament/Rotator Cuff Repair of more than one Repair of one Exploratory without repair	\$1,200 \$800 \$200
Concussion	\$100
Eye Injury	\$400
Emergency Dental Benefit Extraction Crown	\$50 \$150
Appliance	\$150
Ground Ambulance Air Ambulance	\$200 \$1,000
Hospital Admission	\$2,000 - once per year/per covered person
Hospital Confinement Hospital Confinement - ICU	\$400 per day \$600 per day
Surgery Open, abdominal, thoracic Exploratory	\$1,250 \$125



ACCIDENT INSURANCE CONT.

▶ Accident insurance helps pay for unexpected healthcare expenses due to injuries that occur every day – from the soccer field to the ski slope and the highway in-between. Accident insurance provides benefits due to covered accidents for initial care, injuries, and follow-up care.

BENEFITS	PAYOUT AMOUNT
Blood, Plasma, and Platelets	\$300
Loss of Finger, Toe, Hand, Foot, or Sight of an Eye	\$750 to \$15,000
Health Screening Benefit <i>Routine health screening tests/one per person per year</i>	\$100

COVERAGE TIER	SEMI-MONTHLY RATES
Employee	\$7.32
Employee + Spouse	\$11.30
Employee + Child(ren)	\$14.69
Family	\$18.67

HEALTH SCREENING BENEFIT	
<i>We will pay a total of \$100 per calendar year per person to undergo one of the covered tests or exams listed below.</i>	
• Low dose Mammography • Pap Smear for women over age 18 • Flexible Sigmoidoscopy • Hemocult Stool Sample • Colonoscopy • Chest X-ray	• Prostate Specific Antigen (for prostate cancer) • Stress Test on a Bicycle or Treadmill • Fasting Blood Glucose Test • Blood Test for Triglycerides

LESS THAN 5% of disabling accidents and illnesses are work related.

The other 95% are not, meaning

WORKERS' COMPENSATION DOESN'T COVER THEM.

(Council for Disability Awareness, Long-Term Disability Claim Review, 2012.)



► Cancer insurance helps those diagnosed with cancer to stay focused on recovery by alleviating some of the financial burden associated with the cost of cancer treatment.

Radiation & Chemotherapy	Low Plan	High Plan	Policy Says
Radiation & Chemotherapy	\$10,000	\$20,000	maximum benefit per 12-month period; pays actual charges
Blood, Plasma, Blood Components, Bone Marrow & Stem Cell Transplant	\$10,000	\$20,000	maximum benefit per 12-month period; pays actual charges
New or Experimental Treatment	\$10,000	\$20,000	actual charges,* up to selected amount, for experimental or investigational treatment defined as drugs or chemicals approved by the FDA or surgery or therapy approved by either the NCI or ACS for experimental studies
Wellness & Non-Medical Benefits	Low Plan	High Plan	Policy Pays
Wellness	\$100	\$100	per calendar year for cancer screening tests
Magnetic Resonance Imaging (MRI) Scans	\$100	\$100	per calendar year for MRI scan used as diagnostic tool for breast cancer, in addition to Wellness Benefit
Non-Local Transportation	√	√	Actual round-trip charges or private allowance, up to 750 miles at \$.40 per mile when required non-local hospital confinement is more than 50 miles from residence for covered person and an adult, immediate family member during confinement
Physical Therapy & Speech Therapy	\$50	\$50	per treatment; limit one per day
At Home Nursing	\$100	\$100	per day, up to the number of days of the prior hospital stay when admitted within 14 days of hospital discharge
Hospital Benefits	Low Plan	High Plan	Policy Pays
Hospital Confinement	\$100	\$100	per day; up to 90 days of covered confinement
Extended Benefits	\$200	\$200	per day of hospital confinement in lieu of all other benefits (except surgery & anesthesia); begins on day 91 of continuous confinement
Inpatient Drugs & Medicine	\$15	\$15	per day during hospital confinement
Private Duty Nurse	\$100	\$100	per day during hospital confinement
Ambulance	\$100	\$100	for service by a licensed professional ambulance service for transportation to a hospital to which the covered person is admitted
Hospice Care	\$100	\$100	per day when confined in a hospice center or hospice home care by a hospice team; 100-day lifetime maximum

Surgery Benefits	Low Plan	High Plan	Policy Says
Surgery <i>Inpatient</i> <i>Outpatient</i>	\$1,000 \$1,500	\$5,000 \$7,500	maximum benefit; actual benefit is determined by the surgery schedule in the contract; for multiple procedures in same incision only the highest benefit is paid for multiple procedures in separate incisions will pay highest benefit and then 50% for each lesser procedure
Anesthesia	25%	25%	of covered surgery benefit as scheduled in the certificate
Reconstructive Surgery <i>Breast Cancer (Total Mastectomy)</i> <i>Breast Cancer (Radical Mastectomy)</i> <i>Cancer of the male/female genitalia</i> <i>Cancer of the head, neck or oral cancer</i>	\$120 \$170 \$170 \$250	\$600 \$850 \$850 \$1,250	for reconstructive surgery within 2 years of the initial cancer removal; excluded skin cancer and malignant melanoma; benefit not payable if paid under any other provision of the policy.
Skin Cancer <i>One Removal</i> <i>Per Additional Removal</i>	\$75 \$35	\$375 \$175	up to selected amount per diagnosis

SEMI-MONTHLY RATES	LOW PLAN	HIGH PLAN
Employee	\$9.24	\$17.67
Employee + Child(ren)	\$10.69	\$19.96
Family	\$17.04	\$31.81

WELLNESS BENEFIT	
We will pay a total of \$100 per calendar year per person to undergo one of the covered tests or exams listed below.	
• Mammogram • Pap Smear • Flexible Sigmoidoscopy • Prostate Specific Antigen Test • Hemmocult Stool Specimen • Chest X-ray • Bone Marrow Testing • Blood Screening for Cancer	• Ultrasound • CEA test • CA125 test • Biopsy • Thermography • Colonoscopy • Serum Protein Electrophoresis

This is a brief summary of CancerSelect® Plus, Cancer Insurance underwritten by Transamerica Life Insurance Company, Cedar Rapids, Iowa. Policy form series CPCAN200 and CCCAN200. Forms and form numbers may vary. Coverage may not be available in all jurisdictions. Limitations and exclusions apply. Refer to the policy, certificate and riders for complete details.

DID YOU
KNOW

1.7 MILLION
new cases of cancer are
diagnosed annually.

(American Cancer Society, 2017)

13%
of all new cancer
diagnoses are for
“RARE FORMS”

(American Cancer Society, 2017)



- ▶ Critical Illness insurance pays a lump sum benefit directly to you and your covered dependents upon diagnosis of a covered critical illness.

BENEFITS	
LUMP SUM BENEFIT OPTIONS	<u>Employee</u>: \$5,000-\$50,000 <u>Spouse</u>: 50% of Employee Benefit <u>Children</u>: 50% of Employee Benefit
BENEFITS FOR 2ND OCCURRENCE	1 Consecutive Month Pays @ 100%
GUARANTEE ISSUE OFFERING (GI)	<u>Employee</u>: \$35,000 <u>Spouse/Child</u>: \$17,500
WELLNESS	\$100
COVERED CRITICAL ILLNESSES	Stroke, Heart Attack, Heart Transplant, Major Organ Transplant, Bone Marrow Transplant, Sudden Cardiac Arrest, Renal Failure, ALS, MS, Alzheimer's, Parkinson's- 100% Coronary Artery Bypass Surgery- 25%
COVERED CANCER ILLNESSES	Internal or Invasive- 100% , Non Invasive- 25% , Skin Cancer- \$250 Per Calendar Year
COVERED CHILDHOOD ILLNESSES	Child Cystic Fibrosis, Cerebral Palsy, Cleft Lip or Cleft Palate, Down Syndrome, Phenylalanine Hydroxylase Deficiency Disease (PKU), Spina Bifida, Type 1 Diabetes- 50% of Employee Amount Autism Spectrum Disorder- \$3000
PORTABLE	Yes
PRE-EXISTING CONDITION	None
BENEFITS REDUCTIONS	None



▶ The high cost of emergent and non-emergent transportation results in unexpected out of pocket expenses. MASA protects members from these expenses related to emergency air transportation and ground ambulance charges.

ANY GROUND. ANY AIR. ANYWHERE. TM

BENEFITS	EMERGENT PLUS	PLATINUM
Emergency Air Ambulance Coverage	Yes	Yes
Emergency Ground Ambulance Coverage	Yes	Yes
Hospital to Hospital Ambulance Coverage	Yes	Yes
Repatriation Near Home Coverage	Yes	Yes
Hospital to Rehab, Skilled Nursing, Long Term Care, or Home Coverage	No	No
Pandemic Quarantine Expense Protection	No	No
Minor Return Transportation Coverage	No	Yes
Pet Return Transportation Coverage	No	Yes
Companion Transportation Coverage	No	Yes
Hospital Visitor Transportation Coverage	No	Yes
Patient Return Transportation Coverage	No	Yes
Mortal Remains Transportation Coverage	No	Yes
Vehicle & RV Return Coverage	No	Yes



**Did You Know?
28M**

Emergency transports are dispatched by 911 annually

21,000

Licensed ground ambulance providers in the U.S.

300

Air medical providers in the U.S.

79%

All ground ambulance rides could result in and out-of-network bill

\$2,000

Average ground ambulance charge

MASA SOLUTION:

100%

U.S. ambulance provider coverage

50

Years industry pioneer

SEMI-MONTHLY RATES		
COVERAGE TIER	EMERGENT PLUS	PLATINUM
EMPLOYEE/FAMILY	\$7	\$19.50



60 million Americans
experienced identity fraud in 2018.
This has quadrupled since 2017.

With ProtectEd, you have the same protection as millions of American workers,
and the peace of mind from the devastation of identity theft.

ProtectEd features
Social Media and
Cyberbullying Monitoring

ProtectEd keeps tabs on social accounts for everyone in the family, watching for account takeover, vulgarity, threats, explicit content, violence, and cyberbullying

ProtectEd also covers:

- Dark Web Monitoring
- Financial Transactions
- Credit Monitoring
- Credit/Debit Cards Activity
- Monitoring Your IP Address
- Student Loan Activity
- An Annual Tri-Bureau Credit Report and Score/ Credit Monitoring
- Tax Fraud Refund Advances
- Sex Offender Alerts
- 24/7 Privacy Advocate Remediation

COVERAGE TIER	SEMI-MONTHLY RATES
Individuals	\$4.98
Family	\$8.98



USAbLe Life

HOSPITAL INDEMNITY

You are now offered a hospital confinement indemnity policy through USAbLe. This policy helps offer you financial protection in the event that you or your dependents are admitted to the hospital. Benefits provide you with assistance in paying your deductible and co-payments associated with inpatient expenses.

- Maternity Benefits Included - To add a newborn child, you must contact your HR within 30 days of birth
- No Medical Questions
- 12/12 Pre-ex - Waived for existing policy holders.
- Guaranteed Issue
- Plan pays hospitalization benefit for injuries or sickness (Minimum 18 hrs. of confinement at inpatient hospital facility)

LOW PLAN - BENEFIT DETAILS

First Day Hospital Admission	\$750 up to 10 confinements per year
Daily Hospital Confinement	\$150 per day (Max. up to 180 days per confinement)
Intensive Care Confinement	\$225 per day, up to 15 days
Ground Ambulance (3 per year)	\$120
Air Ambulance (3 per year)	\$750
Wellness (Once per person per calendar year)	\$60 payable once per calendar year per covered persons

HIGH PLAN - BENEFIT DETAILS

First Day Hospital Admission	\$1500 up to 10 confinements per year
Daily Hospital Confinement	\$300 per day (Max. up to 180 days per confinement)
Intensive Care Confinement	\$450 per day, up to 15 days
Ground Ambulance (3 per year)	\$240
Air Ambulance (3 per year)	\$1500
Wellness (Once per person per calendar year)	\$30 payable once per calendar year per covered persons

NOTE: THIS IS NOT MAJOR MEDICAL INSURANCE AND IS NOT A SUBSTITUTE FOR MAJOR MEDICAL INSURANCE. IT DOES NOT QUALIFY AS MINIMUM ESSENTIAL HEALTH COVERAGE UNDER THE FEDERAL AFFORDABLE CARE ACT.

***Please consult enrollment website for rates.**



▶ With LegalShield, you can have peace of mind with identity theft protection for as little as \$20/month.

Everyone deserves legal protection

At LegalShield, we’ve been offering legal plans to our members for over 40 years, creating a world where everyone can access legal protection—and everyone can afford it. Unexpected legal questions arise every day and with LegalShield on your side, you’ll have access to a quality law firm 24/7, for covered personal situations.

Why LegalShield?

For as little as \$20 a month, LegalShield gives you the ability to talk to an attorney on any personal legal matter without worrying about high hourly costs. That’s why, under the protection of LegalShield, you or your family can live your lives worry free.

Membership includes unlimited same-day access to our local network of attorneys for assistance with ANY legal issue, no matter how trivial or traumatic it may be.

Unlimited same-day access to our network of attorneys for an entire year for less than the average cost of one hour of legal representation by non-network attorneys. Would you rather pay \$300 an hour, or \$240 per year?

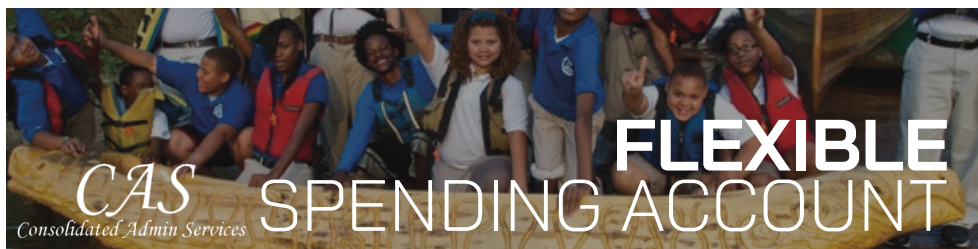
SEMI-MONTHLY RATES	EMPLOYEE PLAN	FAMILY PLAN
LegalShield	\$7.98	\$7.98
ID Shield	\$4.48	\$9.48
Combo	\$12.45	\$15.45

ANNUAL WELLNESS BENEFITS

Below is your annual wellness information. Please see a benefit counselor for a wellness form from each carrier.

Accident Policy 		
\$100 Health Screening		
To File:	By Mail	By Fax
	Attn: MAWORKSITE Trustmark Insurance Co. 100 N. Parkway, Ste. 200 Worcester, MA 01605	(508) 471-3208
Information Needed	Include Bill or Statement as proof of test. Bill/statement should include the following: • Full Name • Name and address of the facility where the test/procedure was performed • The specific test/procedure performed	
Covered Tests	Low dose mammography, pap smear for women over age 18, flexible sigmoidoscopy, hemmocult stool sample, colonoscopy, prostate specific antigen (for prostate cancer), stress test on a bicycle or treadmill, fasting blood glucose test, blood test for triglycerides, chest x-ray	

Cancer Policy 		
Low Plan: \$100 Wellness High Plan: \$100 Wellness		
To File:	By Phone	By Fax
	(800) 251-7254	(866) 586-6528
Information Needed	• Insured's name and Social Security Number • Covered person's name, date of birth, and relationship to insured • Name of test/procedure • Date of test/procedure • Provider's name, address, and phone number • Bill or statement as proof of test (fax only)	
Covered Tests	Mammogram, pap smear, flexible sigmoidoscopy, prostate-specific antigen tests, chest X-ray, hemmocult stool specimen, ultrasound, CEA, CA125, biopsy, thermography, colonoscopy, serum protein electrophoresis, bone marrow testing, and blood screening for cancer	



Features of an FSA	
Why an FSA?	Using a Flexible Spending Account (FSA) is great way to stretch your benefit dollars. You use before-tax dollars in your FSA to reimburse yourself for eligible out-of-pocket medical and dependent care expenses. That means you can enjoy tax savings and increased take-home pay—all with the convenience of a prepaid debit card.
Employee Benefits	• <u>Reduces your income taxes</u> (Federal, state, and FICA) because setting aside pre-tax FSA dollars results in a lower taxable salary. • Using pre-tax dollars to pay for eligible medical and/or dependent care expenses translates into <u>savings of as much as 30%</u>. • Offers <u>immediate access to elected healthcare FSA funds</u> via an FSA debit card. • Most common expenses such as <u>medical, dental, orthodontic, vision, prescription drug, and daycare expenses are eligible</u> for reimbursement with supporting documentation.
How it Works	• <u>Decide how much you will contribute to their FSA each year</u>, up to the maximum allowed by their employer's FSA plan. This election amount (divided equally by the number of payroll periods) is automatically deducted from the participant's paycheck by your employer. From a tax perspective, the more you elect to put into your FSA, the more you save! • <u>You can choose to be reimbursed for eligible medical expenses up to the amount of your annual election</u> by submitting a request to Consolidated Admin Services via your online FSA portal, by email/fax, or on your Consolidated Admin Services FSA phone app. Or you may choose to use your convenient FSA debit card to pay for the eligible expense at the point of purchase, eliminating the need to request reimbursement (<i>per IRS requirements, note that additional substantiating documentation may be requested by Consolidated Admin Services for debit card purchases</i>).

MAXIMUM CONTRIBUTION AMOUNTS
• \$3,200 - Medical Reimbursement • \$5,000 - Dependent Care (to age 12)

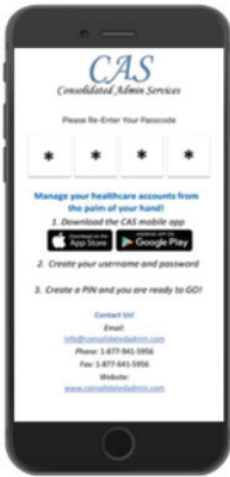
FOR EMPLOYEES/PARTICIPANTS
• Convenient Consolidated Admin Services Mobile Technology (mobile app and text messaging) • Multiple account management tools (web, phone, and fax) • Fast reimbursements • Toll-free Customer Care Center • Easy online enrollment or re-enrollment • Tax Savings Calculator



www.consolidatedadmin.com
(877) 941-5956



► Want to check your healthcare account balances and submit receipts from anywhere? There's an app for that! Consolidated Admin Services (CAS) mobile app lets you easily and securely access your health benefit accounts, submit claims and upload receipts at any time. You have quick access to common tasks with an easy-to-use design that helps make sense of your health and financial information.



- **VIEW ACCOUNT ACTIVITY AND CHECK BALANCE**
- **UPDATE YOUR INFORMATION**
- **ENTER AND TRACK EXPENSES**
- **MAKE A PAYMENT FROM YOUR ACCOUNT**
- **FILE CLAIMS WITH RECEIPT IMAGES**
- **SCAN OR VIEW ELIGIBLE EXPENSES, AND MOVE!**

GET REIMBURSED QUICKLY

Let's face it - no one really likes visiting the doctor, dentist, pharmacy or other healthcare provider. But sometimes you do and you may forget to use your health benefits card. So, when you pay for a qualified medical expense using your own money, you want to maximize your dollars and be reimbursed from your pre-tax account. File a claim with a receipt or request a distribution from you HAS soon after it happens. Right from your phone. Light from wherever you are. Get the payment process serrated.

TRACK RECEIPTS

Why is it that the one receipt you needs is always the one you can't find? With CAS' mobile app, you can record a health expense and capture the receipt the moment the transaction happens. That's peace f mind with a touch of a button.

CHECK BALANCES

Wondering whether you can pay for an elective procedure or a mounting bill? Do a quick account check to see your current balance. No need to wait for an answer - it's right at your fingertips.