



2026/27 Classified Personnel Policies

Mission Statement

Arkansas Virtual Academy exists to build relationships, instruct with relevance, and prepare students for the rigor of career and college success.

Vision Statement

ARVA is the most well-known and respected virtual school of choice in Arkansas.

Jess Askew, Chairman of the Board
Approved June 8, 2026

Welcome to ARVA

We are happy to welcome you to the school year 2026-27 at Arkansas Virtual Academy. It is our goal that ARVA staff and students cultivate into a family of learning and success. As you move throughout the year, please know that you are surrounded by a team of fellow educators and administrators who value you and are willing to do whatever it takes to help you feel confident and be successful in this endeavor.

You have accepted the challenge of virtual education. While it is not an easy task, it is one of the most rewarding tasks you will find in the education field. In the face of this challenge, be an advocate -not only for your students, but for yourself. Reach out with questions, push yourself to improve daily, and meet the challenges of each day with a positive attitude and a solutions mindset.

We hope that you will find this year to be your best year yet, and we commit to working diligently to make this a reality for you and your students.

Thank you for joining us on another adventurous year. We are excited about what is to come and look forward to your contributions.

Sincerely,
ARVA Administration

Amy Johnson
Head of School
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Rhonda Soule
Operations Manager
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Gina Moore
Parent and Family Engagement Coordinator

Who We Are



ARKANSAS VIRTUAL ACADEMY

Mission: To build relationships, instruct with relevance and prepare students for the rigor of career and college success

Vision: ARVA will be the most well-known and widely respected virtual school of choice in Arkansas

Belief

All students can achieve



CORE VALUES

Academic Excellence
Relationship Focused
Value of the Individual
Applicable Learning Experiences



WE ARE THIS... SO WE DO THIS...

Relational	Build community to promote success
Resilient	Embrace challenges and work for solutions
Innovative	Modify the norm
Accountable	Accept responsibility and reflect for positive change
Driven	Pursue success for all students
Team-Oriented	Collaborate effectively for a common goal
Personalized	Recognize and meet a variety of student needs



CODES

Student-Centered
Relationship Focused
Excellence
Legacy

717 W. 7th St. Little Rock, AR 72201

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General Employment Information

Equal Opportunity Employer

Arkansas Virtual Academy (ARVA) is an equal opportunity employer committed to a policy of equal employment opportunity for all applicants and employees.

It is the policy of the ARVA Board of Directors and ARVA administration to ensure that all employees comply with the spirit and intent of federal, state, and local law, government regulations, executive orders regulating affirmative action, and equal opportunity in employment. Arkansas Virtual Academy will hire, train, promote, compensate, and administer all employment practices and benefits without regard to race, sex, pregnancy, childbirth, religion, marital status, age, national origin, disability, veteran status, or any other category protected by federal, state, or local laws.

Arkansas Virtual Academy fully supports the Americans with Disabilities Act and will reasonably accommodate disabled employees and applicants who can perform the essential functions of a job for which they are qualified, with or without accommodation, unless undue hardship to ARVA exists.

Additionally, it is expected that ARVA employees dedicate the hours of 8 am to 4 pm solely to the work of Arkansas Virtual Academy. Any secondary employment should be voluntarily revealed to the grade-level administrator and should not interfere with these hours or the duties as outlined within the policies herein.

Employment Agreement Renewal, Non-Renewal or Suspension

Arkansas Virtual Academy is an open-enrollment charter school that utilizes at-will employment agreements. Employment agreements can be terminated at any time by either party

Additionally, all employees will maintain a physical address to work from each day.

Personnel Assignment

All Arkansas Virtual Academy employees are subject to assignment at the direction of the Head of School. Assignments will be made considering student needs, area of expertise, and the need for balance across employee caseloads. Reasonable efforts will be made to honor staff preferences in assignments.

Reduction in Workforce

The Arkansas Virtual Academy acknowledges its authority to reduce the workforce (employees) whenever such a reduction is deemed necessary or desirable. The reduction in force may also apply to the number of hours worked by an employee.

Background Check Policy

Arkansas Virtual Academy complies with the policy set forth by the Arkansas Department of Education. Completing the criminal background check and Child Maltreatment Central Registry check is a condition for initial employment or non-continuous reemployment of any applicant seeking a licensed, non-licensed, or recurring volunteer position. The background check must be completed and approved within 60 days of hire unless an extenuating circumstance is reported to the building-level principal, Support Administrator, Academic Administrator, Business Financial Analyst, or Head of School. Any applicant who is found to have a true report in the Child Maltreatment Central Registry and/or pled guilty or has been found guilty of any offense that will or may result in license revocation will not be considered for employment unless the Arkansas State Board of Education has granted a waiver. In addition to the background check upon initial employment, Arkansas Virtual Academy will rely on periodic educator license renewal for an updated background check on certified employees and will maintain classified employees' background checks for renewal every five years. For more information concerning background checks, please contact the Business Financial Analyst.

Retiree Accumulated Sick Leave Payout

The district shall compensate retiring employees for accumulated sick leave at the current standard daily substitute rate for the first 45 days accrued. The district will accommodate any days in surplus of 45 up to a total of 90 days at 50% of the current standard daily substitute rate.

Salary and Benefits

The Arkansas Virtual Academy has a waiver from the teacher salary schedule. However, ARVA's compensation package includes a complete benefits package. Benefits include the Arkansas Teacher Retirement program, Arkansas State Public School Employee Insurance with a district match per month. The district also provides long-term disability insurance, Basic Life and Accidental Death, and Dismemberment insurance coverages. Employees also have the option to purchase additional life insurance policies (Voluntary term life & AD&D, Spouse Term Life, Child Term Life). ARVA employees receive a dental package with Delta Dental which pays the employee cost of the dental plan.

The Arkansas Virtual Academy is proud to be an equal-opportunity employer.

Teacher Roles and Responsibilities

Teacher Job Description and Expectations

Arkansas Virtual Academy (ARVA) consists of highly qualified and motivated teachers who work in an innovative environment. Virtual academy teachers are part of a pioneering effort in public education.

Teachers are responsible for ensuring that students achieve mastery of learning objectives. Teachers provide guidance, instruction, and support

- be knowledgeable of the Atlas classroom tool, interims and summative assessments, assessment structure, IXL, DOK levels, and skills checklists
- participate in all PLC meetings, staff meetings with the school-level principal, and any other planned meetings. Non-attendance will result in the loss of an annual or sick leave day, whichever is applicable.
- participate in scheduled face-to-face or virtual professional development. Non-attendance will result in the loss of an annual or sick leave day, whichever is applicable. See the professional development leave policy for details and requirements.

Instruction and Student Achievement

Professionalism

- support parents with student placement, curriculum, and instructional issues.
- support parents with school set-up and logistics questions.
- support parents and students with basic computer set-up, navigation, and troubleshooting.
- assist with various projects throughout the year with colleagues and administration, as needed.
- Commit the hours of 8 am to 4 pm daily to provide the highest quality of service for families and students.
- travel to regularly scheduled meetings and participate in school activities, open houses, orientations, information sessions, etc.
- travel to and assist in state-wide school outings (ARVA Days) each semester.
- refrain from personal social media use during the school day.
- create class connect sessions for students by end of week for the following week
- monitor and maintain instructional levels for every student
- follow all grading policies and late work procedures while providing timely grading and feedback.
- maintain and build relationships with students utilizing the Capturing Kids Hearts model
- schedule and attend the expected number of class connect hours with students as directed by the grade

- hold no fewer than two parent/teacher conferences yearly

Academics

- balance flexibility of the K¹² curriculum with state compliance requirements. Individualize instruction to help each student achieve.
- study student data and build a plan for each student's success.
- create and monitor progress for any student scoring below proficient on state exams while meeting state-required plans and documents for said students. ☐
- maintain student data to meet the needs of all students appropriately.
- comply with ARVA procedures to meet Arkansas History state frameworks.
- provide corrective feedback on student work samples in a timely fashion as deemed appropriate by the building-level principal.
- adapt instruction to school-level instructional model

Special Programs

- participate in IEP/504 teams for students with special needs.
- ensure that all IEP/504 accommodations for students are followed and that curriculum is being modified to meet the individual needs of each student.

Testing

- work with the administration to prepare students for standardized tests, including the logistics of selecting and coordinating testing sites.
- serve as test site coordinators or proctors for site-based state-required tests.
- utilize and test new technologies before being implemented by families and students
- track the

- ☐ Think about your background. Maintain a clean and appropriate background that reflects a professional educational working environment.
- ☐ Remove all distractions from your surroundings, including children, pets, background noises, etc.
- ☐ Attending a video platform session of any kind is prohibited while driving.
- ☐ Prior approval must be granted from your administrator to attend a meeting from a parked vehicle or vehicle passenger seat

Microsoft Teams conferencing and chat must be downloaded to your desktop, open, and utilized throughout the day.

***Any deviations from the norms will need prior approval from your administrator.**

Computer Use

Staff and only staff should only use the computer provided by K12 at Stride Inc. Using personal computers is a breach of cyber security for K12 and Arkansas Virtual Academy. Personal computers and/or devices should only be utilized in emergency situations and must be cleared with administration before use.

Attendance and Punctuality Expectations

Employees are expected to be on time and prepared for all scheduled virtual and face-to-face meetings, trainings, professional development, and school-related events. Employees should log in or arrive prior to the scheduled start time to ensure readiness and minimize disruptions.

If an employee anticipates being late or absent, the employee must notify their administrator as soon as possible. Repeated tardiness, unexcused absences, or failure to attend required events

Teacher Sub Plans

Planned

1. Notify the school administrator of the upcoming date absent.
2. Submit leave and sub plans in the PowerSchool app prior to absent date.
3. Leave and sub plans must be approved by your administrator prior to leave
4. Update your calendar invite and send to your building level teams calendar. Set an out-of-office reply on your email.
5. Notify your students with the plan for class before the absence.

Unplanned

1. Notify the school administrator via text or teams as soon as possible.
2. Notify your students of the class cancellation and cancel sessions if able.
3. Update your calendar invite and send to your building level teams calendar. Set an out-of-office reply on your email.
4. Submit a Leave Request and Make Up Plan within 48 hours upon return.
 - a. If leave form is not submitted within 48 hours, it could be subject to a day without pay.
5. Schedule your make-up session with your students in the time frame provided.

Additionally, Class Connect schedules should be created no later than each Friday at close of business, so that students and learning coaches are aware of schedules. One-on-one sessions, or sessions requested by students may deem a less-timely notice, but every effort should be made to make students and learning coaches aware of the schedule well in advance.

Co-taught sessions should not be canceled if at least one teacher of the teaching team is available.

Communication with Families

Ongoing and consistent communication is required between the student, parent/legal guardian and teacher(s) for many reasons, including school engagement. A teacher or other staff member may need to address non-attendance, insufficient progress, or other engagement issues with a learning coach. To establish a record detailing the action plan made with a family, the use of the school's email account and the designated ARVA office phone or TalkingPoints should be the primary method to communicate official school concerns. Employees should use text only as a last resort to make contact when addressing concerns regarding student or school engagement. After successful contact has been made, communication should resume through email and phone as previously described.

Texting a learning coach during the school day should only be done when an immediate need arises, for example, the learning coach is to meet the teacher or staff member for a face-to-face meeting or testing and has not arrived, the learning coach sends a text for directions to an outing, a teacher is waiting on a student to begin a class connect session, etc. While texting does engage parents, it should not be involved in any engagement proceedings. Texting should be used for school business purposes only, not for casual exchange. In the event that texting is used, documentation of the exchange must be noted in the school's system. Providing timely reminders on a regular basis via the school's Facebook page, the learning management system, and the ARVA website should help reduce the number of miscellaneous text messaging that may occur.

All written documentation of communication regarding non-compliance or non-attendance must be saved as a note in the PowerSchool system.

No employee of ARVA should communicate with students via text messaging. Should any wrongdoing occur, or accidents happen while texting is in use, the school will be held harmless.

Corrective Action Steps

1. Verbal conference
2. Written warning
3. Formal write-up
4. Improvement plan
5. Further action and review in accordance with district policy

Documentation Requirements

All write-ups should include:

- Date and time of incident
- Description of the concern or violation
- Previous interventions or discussions, if applicable
- Expected corrective action
- Timeline for improvement, if necessary
- Make a form with all items included to have an easy way to pull report.

Teacher Mentoring

First year ARVA teachers will be assigned an ARVA mentor. This mentor will conduct weekly meetings during the first semester and as needed in semester two. New teachers will also be required to attend a biweekly new teacher meeting. Mentor teachers will submit a monthly contact log to their building-level administrator.

Mentor teachers must have at least one year of experience at ARVA and be in good standing with the school. Mentors will be selected by building-level admin.

Teacher Advisory Council

The advisory council exists to provide an important voice for

Application of Social-Networking Technology

Arkansas Virtual Academy teachers, administrators, and staff will follow the policies set forth by the Arkansas Professional Licensure Standards Board (PLSB) described below.

Recommendations and Guidelines Regarding the Educational Applications of Social-Networking Technology Issued by the Arkansas Professional Licensure Standards Board

Increasingly, educators are utilizing social-networking technology tools for professional educational purposes. The Professional Licensure Standards Board, in concert with the Arkansas Education Association, the Arkansas Association of Educational Administrators, and the Arkansas Association for Supervision and Curriculum Development, offers the following cautionary guidelines to assist educators in assuring that their usage of these tools is consistent with the spirit and intent of the Code of Ethics for Arkansas Educators.

- 1) Prior to establishing professional social media accounts, a written explanation of the purpose of the account should be provided to district level administrators for approval. Professional use of social media should be approved by a district-level administrator or their designee.
- 2) If districts approve the use of professional social media accounts, parents/guardians should be notified of the purpose and provided an opportunity to “opt out.”
- 3) E-mail and/or social media tools and accounts should be kept separate. Professional accounts should be created and maintained separately for student and/or parent interaction and communications. An authorized administrator or their designee should regularly monitor professional accounts and have full rights to modify the accounts.
- 4) Personal accounts should be for personal use only and should not be used during the school day. School personnel should not add students and/or parents as “friends” or “associates” to personal accounts.
- 5) Use of social media during business/school hours should be on professional accounts and for professional or educational use only.
- 6) Digital correspondence between school personnel, students, or parents should be limited to professional and educational purposes only and be conducted at appropriate times

may be reported to the Professional Licensure Standards Board utilizing the “Code of Ethics for Arkansas Educators Allegation of Violation” form.

- 9) Districts should orient, educate, and/or provide guidance to students, parents, and staff regarding legal, safe, and ethical use of social media.

Employee Leave Policy

In an effort to achieve a cohesive working environment between ARVA employees, central office staff, ARVA Board of Directors and K¹² Inc., the following policy regarding leave has been established.

Annual Leave

Arkansas Virtual Academy full-time employees receive four (4) paid annual leave days per school year, allotted as two annual leave days each semester. Part-time employees receive two (2) paid annual leave days per school year, allotted as one per semester. Annual leave time must be taken in half or full day increments. Annual leave will generally not be granted during periods of standardized testing or face-to-face professional development, as well the first and last week of school. Annual leave time does not include approved holidays such as:

Labor Day
Fall Break
Thanksgiving
Winter Break
New Year’s Day
Martin Luther King Day
President’s Day
Spring Break
Memorial Day

If an employee does not participate in scheduled weekly meetings with administrators as expected, one half (1/2) day of leave must be taken. For leave related to professional development, please see the professional development leave policy.

During the month of May, no consecutive annual leave days will be approved due to the importance of finishing the year in the strongest way possible.

Annual leave cannot be carried over from one year to the next. Employees will work with the Academic Administrator or school-level principal in scheduling annual leave to ensure that all ARVA students receive the best possible service during absence. Annual leave in June must be requested prior to May 15th.

Once a leave request has been approved by the employee's supervisor and submitted to Business/Operations Analyst that leave request will be entered and cannot be recalled by the employee or supervisor.

Please note that annual days may be used for bereavement.

Professional Development

Professional Development is one of the most important and integral parts of the ARVA environment. These opportunities to meet face-to-face, grow, and problem solve together are vital and should be considered mandatory. Professional Development days are released long in advance and should be prioritized in scheduling.

If annual leave must be taken, a two-week notice must be provided, or the leave will not be approved, and the day will be taken without pay. Only one annual leave day will be approved yearly for professional development.

If a sick day is requested, a doctor's note is required. If a doctor's note cannot be provided the day will be taken without pay.

As

Some school-levels may have the opportunity for stipend summer school teaching opportunities during this time.

Considering the above consecutive days/weeks of granted summer vacation, every effort should be made by ARVA employees to schedule vacations during the summer vacation time period. Requests for extended vacations throughout the year will be reviewed closely and rarely granted.

Sick Leave

Arkansas Virtual Academy full-time employees receive one (1) paid sick day for each month of the employment period. Part-time employees receive one half (1/2) paid sick day for each month of the employment period. In accordance with §6-17-1205 employees can accrue up to ninety (90) days of unused sick leave. Sick leave will be taken in half or full day increments. Sick leave will be prorated based on start dates. Upon departure or dismissal from ARVA, an employee's sick leave can be transferred to another public-school entity that participates in the state benefits program upon the employee's written request. If daily expectations cannot be completed due to the illness of an ARVA employee, their child or immediate family member(s), sick leave should be taken.

A "Request for Time Off" form should be submitted within 48 hours of the illness or use of sick leave. Prior approval, when possible, should be obtained for use of sick leave for extended illness, surgery, etc., to allow for arrangements to be made ensuring coverage of services to ARVA families. Documentation, including doctor's notes, may be required. Once a leave request has been approved by the employee's supervisor and submitted to Business/Operations Analyst that leave request will be entered and cannot be recalled by the employee or supervisor.

Please note that sick days

weeks of paid maternity leave after the initial foster placement of the same child in the employee's home.

If seeking maternity leave, please request the leave in writing to your grade level principal no earlier than 60 days prior to the leave in order for leave to be approved. If adequate notice is not possible, such as in the case of a foster placement, the employee must notify the grade level principal at the earliest possible time in order for leave to be approved.

It is highly advised that when seeking leave, the employee consults with the benefits company for the best use of prioritization of leave.

ARVA Adventure/Academic/Assist Days

When assigned, ARVA Days provide our employees and families the opportunity to interface and build relationships. Because of the isolated and rare nature of these opportunities, attendance is mandatory on your assigned day(s). Prior approval must be granted from your building-level administrator or Academic Administrator if sick leave must be taken. A doctor's note may be requested. Annual leave requests for ARVA Days will be closely reviewed and rarely granted.

If attendance to an ARVA Day is not required, sessions must be held for students who did not RSVP.

K-8 Celebration/Prom/Graduation

K-8 Teachers

K-8 Celebration attendance is required for all K-8 teachers. Annual leave may not be taken, and sick leave requests will be closely reviewed, and further documentation may be requested.

Kindergarten Graduation

Family and Medical Leave Act (FMLA)

Employees Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

The employee must return a completed Certification of Healthcare Provider form within fifteen (15) calendar days of the request. Failure to provide the required Certification of Healthcare Provider form within the 15 calendar days' notice may result in FMLA coverage being denied until the required certification is provided.

Specific dates (start date and estimated return date) MUST be provided in the Certification of Healthcare Provider form. Statements such as "until further notice," "undetermined," or "until next appointment," etc. will NOT be accepted.

Once FMLA has been exhausted, employee must appeal to the administrator for unpaid continuance and follow ADA accommodation processes.

- Your information will be reviewed by an FMLA specialist, Donna Todd contact at fmla@consolidatedadmin.com or 501-941-5956 ext.109. She can answer any questions you may have and notify the status of your FMLA claim once it has been processed.

Eligibility Requirements:

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Benefits and Protections:

During FMLA leave, the employer must maintain the employee's health coverage and other benefits. While on FMLA employee will be responsible to pay ALL premiums in full. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Reimbursable expenses should be filed within 30 days of incurred expense. Expenses provided 60 days after incurred expense shall not be reimbursed. Finance will review all expenses to determine they are reasonable and necessary. ARVA employees are eligible for the following reimbursable expenses:

In-State Travel

Meals and Incidentals Associated with Overnight Travel

Employees traveling overnight may be paid an amount designed to cover the cost of meals and incidentals (i.e., taxi fare, subway, parking), based on the number of meals per day for which the employee is eligible. For overnight trips, travelers will receive up to \$39 per day for meals and incidentals.

Meals and Incidentals Associated with Non-Overnight Travel

During times when employees are required to work outside of their home office at events such as outings, test administration, parent trainings and outside professional development, the employee will be reimbursed for meals and incidentals up to \$20 per day (i.e., taxi fare, subway, parking). For ARVA professional development where meals and snacks are provided, employees will be reimbursed up to \$10 per day. Alcoholic beverages and personal entertainment are not allowable expenses.

Itemized receipts are required for all reimbursements and ARVA purchases should be on a separate receipt from personal items. Mixed receipts are not acceptable.

Lodging

Tips, alcoholic beverages, and personal entertainment are not allowable expenses. Meal delivery fees may not be reimbursable with the exception or prior approval during the state testing period.

Itemized receipts are required for all reimbursements and ARVA purchases should be on a separate receipt from personal items. Mixed receipts are not acceptable

Lodging

Lodging will be fully reimbursed at the rate incurred plus tax. ARVA employees may be required to share lodging, unless approved by the building level principal. Out-of-state travel and lodging must be pre-approved by the Academic Administrator or Head of School.

Please make every effort possible to find the most economical lodging when traveling on ARVA business. **Receipts are required for all lodging reimbursements. The receipt must show a zero balance.**

Airfare

Airfare will be reimbursed for travel to a destination outside of Arkansas and with approval from the Academic Administrator or Head of School. Reservations should be made as far in advance as possible to take advantage of the best possible rates. Administration reserves the right to review flight information to determine if it falls outside the reasonable times and dates for the requested event.

Mileage

Mileage to attend professional development training, field trips, or other ARVA related events or business are eligible for reimbursement. Mileage **will be reimbursed**

ARVA Outing Expenses

Room rental, parking fees and employee admission fees are covered expenses for ARVA-sponsored outings. Room rental fees that are over \$25 and other miscellaneous expenses should be pre-approved, when possible, by the Parent and Family Engagement Administrator, Academic Administrator or Head of School, as applicable. Expenses for non-ARVA sponsored outings are not reimbursable. If an ARVA outing is attended voluntarily, you will only be eligible for reimbursement if pre-approved by the grade level administrator.

ARVA Testing Expenses

Expenses that are reimbursable during the event of virtual testing will be communicated prior to testing.

Expenses incurred that are associated with travel for face-to-face testing administration may be reimbursable expenses. Due to the length of testing, hotel expenses can be direct billed to ARVA for employees who live further than 100 miles from their assigned testing site.

Please follow the outlines steps below for ARVA direct billing.

1. Please keep in mind that our hotel policy allows up to \$115 plus tax. If no arrangements can be found for this amount, please let the Business Financial Analyst know the rate you have found and notify the building level administrator.
2. Three to four days prior you will need to request a Credit Card Authorization form and reservation confirmation. Once you have received that, please send it to Karen Montgomery via fax (501-664-4226) or email kamontgomery@arva.org and it will be filled out and sent back to the hotel.
3. Please reach out

file a grievance in accordance with the following procedure. A grievance should be filed within ninety days (90) of the incident(s) in the following manner:

1. Submit a letter to the Business/Operations Analyst to include the following:
 - a. A summary of the complaint, including nature of the complaint, relevant dates and incidents, and information on any informal discussion that may have occurred with the person(s) directly
 - b. Identify the person alleged to be responsible
 - c. Resolution sought
2. If the Business/Operations Analyst is the person the complaint is against, submit the letter to the Head of School.

Within two weeks (10 working days) the Academic Administrator or Head of School (when appropriate) will attempt to resolve the situation by discussion, investigation, or formal meeting(s) between the parties. The Academic Administrator or Head of School (when appropriate) will meet with both parties and offer a resolution. Within ten working days the Academic Administrator, or Head of School (when appropriate) will submit findings and proposed resolution to both parties, with a copy going to the Head of School and the Chair of the ARVA Board. The grievant has five (5) working days to respond to the proposed resolution in writing, either accepting the resolution or rejecting and requesting to move forward with the process. The written response from the grievant should be directed to the Business/Operations Analyst.

If the grievant rejects the proposed resolution and desires to appeal the decision, they must submit a written appeal to the Business/Operations Analyst or Head of School to be provided to the ARVA Board for a hearing at the next regularly scheduled school board meeting unless both parties have agreed to a different date. The hearing will be open or closed at the discretion of the employee. The employee will have no more than ninety (90) minutes to present their concerns and testimony. The ARVA Board will provide a written response within ten (10) working days from the date of the hearing.

Personal Harassment – could include:

- ☐ Behavior which makes direct or indirect reference to disability or impairment -and thus causes discomfort, patronizes, insults, or offends people with a physical, sensory, or mental disability
- ☐ Behavior which makes direct or indirect reference to religion or culture thereby causing discomfort or offence
- ☐ Repeated gibes in reference to personal traits, appearance, or sexual orientation
- ☐ Pressure to become involved in anti-social or criminal behavior
- ☐ Messages to or about a person, including electronic mail, which are offensive, insulting, or cause discomfort

Title IX

Title IX defines sexual harassment as unlawful discrimination, including sexual assault, domestic violence, dating violence, and stalking. Sexual harassment is conduct that:

1. **Is sexual in nature**
2. **Is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies or limits a student's ability to access and/or participate in or benefit from a school's educational program or activity.**
3. **"Sexual assault," "dating violence," "domestic violence," or "stalking"** as those terms are defined under other Federal laws called Clery Act and the Violence Against Women Act. Sexual harassment can be verbal, nonverbal, or physical.

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Whistleblower Protection Policy

Definition:

“Protected Disclosure” means an allegation, made in good faith, that the Arkansas Virtual Academy or one or more of its employees, contractors (acting in the course of its work for the Arkansas Virtual Academy) or members of the Board of Directors, has in the course of his, her or its duties to the Arkansas Virtual Academy acted unlawfully or in violation of published Board of Directors’ policies.

Preamble:

The Arkansas Virtual Academy has moral, ethical and legal responsibilities for the stewardship of its resources and the public and private support that enables it to pursue its mission. Although the Arkansas Virtual Academy internal controls and operating procedures are intended to deter, detect, and prevent improper activities, as at any institution, intentional and unintentional violations of laws, regulations, and policies may occur. This policy is intended to result in the internal identification and remediation of such violations.

Policy:

Reporting Protected Disclosures:

Any person may make a Protected Disclosure. It is the responsibility of all employees and board members to report Protected Disclosures. Protected Disclosures should be made in writing to assure a clear understanding of the issues but may be made orally. Reports should be factual and contain as much specific information as possible. Protected Disclosures shall be made

Investigations:

Supervisors to whom a Protected Disclosure is made are required to report them to the Head of School. The Head of School will undertake or cause to be undertaken an investigation and resolution of the alleged violations. The Head of School will advise the board chair and/or board vice chair, of all Protected Disclosures regarding accounting practices, internal fiscal controls, or auditing. All internal complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Certified Personnel Education Scholarships

The Arkansas Virtual Academy will make available to certified personnel a cash scholarship to be used for advanced studies. The following criteria apply:

1. Full-time certified personnel of the Arkansas Virtual Academy are eligible. Part-time employees may be eligible if they have created a record of service consisting of 3 years with ARVA.
2. Scholarships may be used for graduate studies, college courses taken to gain additional certification, cost of taking Praxis for additional certification or vocational courses that have a practical classroom application.
3. Interested certified personnel must complete and submit a scholarship application form each semester, which includes educational plans, application of studies, projected cost, and location of the school or program.
4. Certified personnel that are awarded a scholarship must use it within six months from the date that it is awarded.
5. Scholarship funds will not be distributed until the end of the academic semester/term.
6. Failure to complete the approved course work or scoring below a 2.0 GPA in the approved course work or failure of the Praxis certification exam will result in rescension of the scholarship.
7. An official transcript must be submitted within three months of the completion date of the course work to receive the scholarship.
8. Failure to submit an official transcript or a completion certificate or note any change in the educational plan could result in a rescension of the scholarship.
9. Accepting certified personnel must agree to remain an employee of ARVA for one academic year after the course is completed. If one full academic year has not been fulfilled, a portion of the total repayment may be deducted from the employee's final paycheck.
10. Applicants will be considered in order of application.

Decisions regarding the scholarship and its recipients rest solely with the Scholarship Committee. The Committee Chair should be notified of any changes in educational plans

outside of those outlined to the Committee on the application form. The Scholarship Committee consists of four members selected as follows in the event it does not cause a conflict of interest:

1. Academic Administrator – Committee Chair
2. Head of School
3. Business/Operations Analyst
4. Federal Programs Coordinator

The number of scholarships awarded each year will depend on funds allocated in the current year budgeted for that purpose. Scholarships may not exceed \$5,000 per fiscal year (\$2500 for part-time employees). No funds will be available or provided for reimbursement when this fund has been spent in full. The amount awarded up to the maximum of \$5000 (\$1250 for part-time employees) per fiscal year is at the discretion of the Scholarship Committee.

See Appendix A for the Scholarship Application Form.

Prohibiting the Aiding and Abetting of Sexual Abuse

Background/Purpose

Under section 8546 of the ESSA(20 U. S. C. § 7926), every state, state educational agency (SEA), and/or local educational agency (LEA) that receives ESSA funds must have in place laws, regulations, or policies that prohibit school, as well as any school employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the school, or the individual acting on behalf of the school knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. The school or individual acting on behalf of one

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act Sec. 8038 (20 U. S. C. 7926).

These exceptions are:

(1)(A) the matter has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct

(B) the matter has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and

(2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

(B) the school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or (C) the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

If you have questions regarding this policy or your responsibilities under it, please reach out to the HOS.

Appendix A

Certified Personnel Scholarship Application

Name: _____ Title: _____

Educational Plans: _____

Courses to be taken: _____

Professional goal for taking the courses: _____

Start and end date of course: _____

Praxis exam to be taken and date of exam: _____

Purpose: _____

Location of the school or program: _____

Projected Cost: _____

Note: The amount of the award cannot exceed \$2,500 per term. The number of scholarships awarded is based on available funds and merit of the request. Applicants will be considered in order of application. Recipient agrees to remain an ARVA teacher one year after completion of scholarship funded educational opportunity. See policy guidelines for full details.

I understand that I must use the scholarship within thirteen months from the date it is awarded,

Appendix B

Arkansas Virtual Academy

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide a means of obtaining additional sick leave days to avoid loss of compensation due to a catastrophic illness or injury of the employee sick leave bank member that requires intermittent or continuous absence from work. Catastrophic injury or illness is defined as a life-threatening condition or combination of conditions affecting the mental or physical health of the employee, and includes, but is not limited to, the following: lengthy hospitalizations, necessary surgery requiring a lengthy recovery, an ongoing treatment regimen requiring frequent time off work, or complicated pregnancy requiring bed rest or hospitalization. The catastrophic illness or injury must require the services of a health provider. This benefit is available to eligible, voluntarily participating faculty and staff who have legitimately exhausted all their accumulated sick and vacation leave.

1. Responsibility

The Office of Human Resources shall be responsible for managing and administering the Sick Leave Bank to include the procedural establishment, solicitation of contributions from faculty and staff, processing of applications and records management.

2. Membership

- a. Members should elect membership to the Sick Leave Bank by September 15th each year.
- b. All regular full-time and regular part-time employees who have a sick leave balance of eight or more days at the time of the initial contribution shall be eligible to participate in

- c. Participation is restricted to eligible employees who have contributed to the Bank.
- d. Sick Leave Bank usage is available to an employee with a documented medical catastrophe of a family member requiring the employee to provide care. Catastrophic events will be reviewed and approved by the Sick Leave Bank committee.
- f. Sick Leave Bank usage is not available to employees who:
 - (1) Are currently holding available sick or personal leave days.
 - (2) Are currently receiving long-term disability payments.
 - (3) Are currently receiving retirement system payments.
 - (4) Are currently receiving Social Security disability payments.
 - (5) Are currently receiving workers' compensation disability payments.

4. Contributions

- a. Each employee who is a member shall contribute 1 day of their annual sick days to the Bank each year.
- b. A sick day contributed to the Bank will be deducted from the sick leave days available to the contributing employee.
- c. The day, once contributed to the Bank, becomes the property of the Bank, and may not be reclaimed by the employee except as specified in this policy. Only employees who are active members of the Sick Leave Bank in any given year shall be eligible to draw on the Bank.

5. The criteria for Sick Leave Bank usage shall be as follows:

- a. Catastrophic accident by the employee requiring absences from work.
- b. Catastrophic illness of the employee.
- c. Extended hospitalization of the employee.
- d. Legitimacy of previously used employee earned sick leave may be considered.
- e. Any of the above experienced by an immediate family member, requiring the employee to care for said family member extensively and exclusively, as approved by

1. 1-5 years of membership - 5 days
2. 6-10 years of membership - 10 days
3. 11 plus years of membership - 15 days

c. Employees who have already exhausted all their accumulated sick leave in accordance with criteria for Sick Leave Bank usage will be exempt for the remainder of the current calendar year from the eligibility requirement of contributing sick days to the Bank.

d. Requests for Sick Leave Bank assistance must be in writing and be accompanied by a written statement from a licensed medical practitioner stating the beginning date of the condition, a description of the catastrophic illness or injury, and date the employee may be able to return to work. Progress reports may be required to continue sick leave payments to the employee.

7. Sick Leave Bank Application and Approval Process

a. The employee's application for Sick Leave Bank withdrawal shall be initially reviewed by the business office. The initial approval or rejection of the employee's application will be the responsibility of the Academic Administrator and Head of School.

b. Should the employee disagree with the initial decision made, the employee may submit an appeal and application to the Head of School within 10 business days of receiving notice of the denial. Any Sick Leave Bank member may enter into appeals process by submitting a signed statement to the Sick

8. Sick Leave Bank Committee

a. The Sick Leave Bank Committee shall be composed of one 1 faculty member from each building level