



**ARKANSAS**  
VIRTUAL ACADEMY<sup>SM</sup>

# **2011/2012** ***Certified Personnel*** ***Policies***

## **Mission Statement**

*The mission of the Arkansas Virtual Academy (ARVA) is to support, guide, and assist families and colleagues in a positive way through teamwork to promote academic growth that leads to high achievement for the entire ARVA community.*

*By embracing change through teamwork and good communication, we will keep sight of our mission to assure family commitment to accomplish our purpose.*

## **Arkansas Virtual Academy Personnel Assignment**

All Arkansas Virtual Academy employees are subject to assignment at the direction of the Head of School. Assignments will be made with the consideration of student needs, teachers' area of expertise and the need for balance across teacher case loads. Reasonable efforts will be made to honor staff preferences in assignments.

Adopted: August 27, 2007

Amended:

## **Arkansas Virtual Academy Teacher Job Description**

Arkansas Virtual Academy (ARVA) consists of highly qualified and motivated teachers to 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 to manage the learning process and focus on students' individual needs. Teachers monitor student progress through K12<sup>®</sup> interactive lessons, daily assessments and work actively with students and parents to advance each child's learning.

Teaching in a virtual academy requires a strong educational background and a firm understanding of how best practices from a regular classroom can be applied to this innovative model. Though the primary focus is on academics, all ARVA teachers must be comfortable using technology and supporting new users of technology. Teachers work primarily from their homes.

As part of their regular teaching responsibilities, teachers will:

### **Planning and Preparation**

- know the K12<sup>®</sup> curriculum in its entirety for assigned grade levels.
- be knowledgeable of the Arkansas Standards and Frameworks and how they align with the K12<sup>®</sup> curriculum.
- participate in a weekly teacher conference call with the Academic Administrator. Non-attendance will result in the loss of an annual or sick leave day, whichever is applicable.
- participate in scheduled professional development. Non-attendance will result in the loss of an annual or sick leave day, whichever is applicable.

## Instruction and Student Achievement

- 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.
- respond within 24-48 hours to parent inquiries via phone and/or e-mail during the regular work week.
- proactively track student academic progress and attendance and use the non-compliant process when necessary.
- track and verify that attendance hours are being logged and correlate with number of lessons completed.
- alert administrators of any concerns about student progress.
- balance flexibility of the K12<sup>®</sup> curriculum with state compliancy requirements.
- individualize instruction to help each student achieve.
- conduct scheduled conferences with parents/responsible adults to assess each student's progress, learning style, and any other academic, social or developmental issues.
- study student data and build a plan for each student's success. Create and monitor progress of an Academic Improvement Plan and/or Intensive Reading Inventory for any student scoring below proficient on state exams in NORMES.
- document all conferences and necessary information in TotalView School (TVS) by way of notes and template usage in a timely manner.
- use TVS exclusively to communicate with parents.
- complete tri-weekly attendance spreadsheets to be used for state attendance reporting.
- process student change in placement, as needed.
- comply with ARVA procedures to meet Arkansas History state frameworks.
- provide corrective feedback on student work samples.
- participate on IEP teams for students with special needs.
- work with the administration to prepare students for standardized tests, including the logistics of selecting testing sites.
- serve as test site coordinators or proctor for site-based state required tests.
- utilize and test new technologies prior to being implemented by families and students.
- fully engage the growth model developed for goal setting, performance, and evaluations.
- track the delivery, return of materials and computer equipment.

- assist with various projects throughout the year with colleagues and administration, as needed,
- travel to and assist with two school outings per semester.
- devote an average of 40 hours a week or whatever is necessary 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.

#### Leadership, Team and Building School Community

- create and maintain a class Facebook page.
- participate on three ACSIP committees on average.
- chair an ACSIP committee when needed.
- make contributions to the school newsletter.
- support school administrators with information sessions.
- lead parent orientations during late summer, early fall and for small groups, as needed.
- create, lead, and assist with student school club activities.

#### Requirements:

- Bachelor's degree
- current Arkansas Teaching License or appropriate state certification
- 3+ years of teaching experience
- shared view of the virtual academy's mission
- strong content and subject-matter knowledge
- ability to support and guide adults as well as students
- strong written and verbal communication skills
- organization and time-management skills
- proficiency in Microsoft Office applications, and experience using in a professional capacity
- flexible schedule

#### The ideal candidate will also have:

- experience working with the proposed age groups.
- experience in an innovative learning environment.
- special education training and experience (as enrollment dictates).
- experience using Internet search engines.
- experience using a student information system and/or other types of database.
- an ability to learn new technology tools quickly (e.g., database and web-based tools).
- an ability to support adults with basic computer set-up and navigation.

The Arkansas Virtual Academy has a waiver from teacher salary schedule. However, ARVA's compensation package includes a competitive salary commensurate with background and experience and complete benefits package. Benefits include the Arkansas State Public School Employee Insurance with a

\$150.00 district match. The district also provides a dental package with Delta Dental which pays the employee cost of the dental plan.

The company will only consider top candidates with relevant experience and a proven track record. Interested candidates should send a cover letter and resume to [jobs@ARVA.org](mailto:jobs@ARVA.org).

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

Adopted: August 28, 2007

Amended: June 21, 2011

## **ARVA Teacher Leave Policy**

ARVA teachers are employees of the Arkansas Virtual Academy an open enrollment charter school. In an effort to achieve a cohesive working environment between the ARVA teachers, central office staff, ARVA Board of Directors and K12 Inc., the following policy regarding leave has been established.

### **Annual Leave**

ARVA teachers receive 12 paid annual days within a 12-month per year or 12 paid annual days within a 12-month contract period. Annual leave time must be taken in half or full day increments. Annual leave time does not include approved holidays such as:

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

If a teacher does not participate in the Teacher Conference Call by Elluminate and phone call each week, one half (1/2) day of leave must be taken. Scheduled internal professional development days will be treated in this same manner. If the teacher does not attend the full day(s), leave must be taken. Leave for missed Teacher Conference Call or internal professional development will be taken from annual or sick leave, whichever is applicable at the time of absence.

If annual leave time is requested for more than two consecutive days, prior planning and approval must be obtained two weeks in advance in order to ensure that an extended gap in services to ARVA families does not occur. A "Request for Time Off" form must be submitted to the Academic Administrator (AA). If

annual leave time is requested for two consecutive days or less, the request must be submitted two days prior to the requested date. Extenuating circumstances may not allow for prior notice, however, as much notice as possible should be given for each request. The AA will work with each ARVA teacher in order to approve annual leave requests; however, adjustments may be necessary if multiple teachers submit leave requests for the same time frame.

Annual leave cannot be carried over from one year to the next. Teachers will work with the AA in scheduling annual leave to ensure that all ARVA students receive the best possible service during absence.

## **Sick Leave**

Due to the unique work environment of ARVA teachers, flexibility exists which allows teachers to catch-up missed work due to illness. For example, an ARVA teacher may have a doctor's appointment during the morning hours of the day and work into the evening answering emails from parents to ensure that a timely response is provided. In cases like this, ARVA teachers are not required to submit sick leave. However, if there is a noticeable interruption of service to families due to illness of an ARVA teacher, their child or immediate family member(s), sick leave time must be taken. As a general rule, sick leave should be requested if families, when asked, would indicate an interruption in service and the teacher was unable to provide alternate service within the calendar week.

ARVA teachers receive one paid sick day per month, for each month of the 12 month contract. In accordance with §6-17-1205 teachers can accrue up to ninety (90) days of unused sick leave. Sick leave will be taken in half or full day increments.

A "Request for Time Off" form should be submitted within one business day 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.

## **Maternity/Paternity/Adoption Leave**

ARVA teachers must utilize any unused sick leave when a leave of absence is for the purpose of maternity/paternity or adoption, prior to applying for unpaid leave under Family Medical Leave Act (if the employee qualifies for coverage). During such leave, the employee shall have the option to continue any/all benefits at the group rate, provided appropriate payment is made by the employee as indicated by selected insurance coverage.

Annual leave can be utilized for maternity/paternity or adoption leave, however, it is not required.

ARVA teachers should provide a sixty (60) day notice, if possible, when a leave of absence is for the purpose of maternity/paternity or adoption to allow for

arrangements to be made ensuring coverage of services to ARVA families.

## **Leave Without Pay**

Guidelines provided under the federal Family Medical Leave Act (FMLA) will be adhered to by the Arkansas Virtual Academy regarding leave without pay (LWOP) for specific reasons. Contact the Director of Operations for additional information on FMLA. Request for leave without pay outside of FMLA guidelines will be considered on an individual basis with the decision made jointly by the Academic Administrator and the Head of School. All LWOP requests should be submitted four weeks prior to the requested leave period, when possible. The Head of School will provide in writing a decision regarding the request within ten (10) days of the request. ARVA teachers on LWOP will not be reimbursed for home office expenses such as; internet connection, monthly phone bills, etc.

Adopted: August 27, 2007

Amended: June 21, 2011

## **Contract Renewal and Non-Renewal**

The Arkansas Virtual Academy is an open enrollment charter school and was granted a waiver from teacher contracts and teacher fair dismal act. ARVA utilizes at-will teacher contracts. Each teacher contract is for a 12-month period and can be terminated at any time by either party.

Teacher contracts are approved by the Board of Directors as needed based on student enrollment. All offers shall expire if not accepted in writing within two weeks from the date issued.

Adopted: August 27, 2007

Amended:

## **Equal Opportunity Employer**

The 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. ARVA 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.

ARVA 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.

Adopted: August 27, 2007  
Amended:

## **Grievance Procedure**

The grievance procedure is a process in which employees can bring workplace problems to supervisors. Before the grievance process begins, the employee needs to address the problem with their immediate supervisor. If the problem has not been resolved to the satisfaction of the complainant through informal discussion with their immediate supervisor, she/he has the right to 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 Director of Operations 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 Director of Operations is the person the complaint is against, submit the letter to the Head of School (HOS).

Within two weeks (10 working days) the Director of Operations (or HOS when appropriate) will attempt to resolve the situation by discussion, investigation, or formal meeting(s) between the parties. The Director of Operations will meet with both parties and offer a resolution. Within ten working days the Director of Operations 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 Director of Operations.

If the grievant rejects the proposed resolution and desires to appeal the decision, in addition to the written response to the Director of Operations the grievant

must submit an appeal in writing to the ARVA School 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.

This process is in accordance with §6-17-208.

Adopted: August 27, 2007

Amended: June 21, 2011

## **Harassment Policy**

### Policy and Definition

It is the policy of the Arkansas Virtual Academy that all decisions shall be made on the basis of merit and without unlawful discrimination because of race, sex, color, creed, age, national origin, sexual orientation, or disability status.

Sexual harassment is sex discrimination under Title IX and will not be tolerated. It is the policy of ARVA to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

### Sexual Harassment – could include:

- Any behavior which patronizes, intimidates or offends
- Any behavior which causes an individual to feel viewed as a sexual object and/or which causes offence
- Provocative suggestions, propositioning an individual
- The display of pornographic, semi-pornographic or suggestive material, electronic or paper
- Deliberate, potentially objectionable physical contact to which the individual has not consented or had the opportunity to reject
- Threats of negative evaluation, demotion, or promises of success or other rewards in exchange for sexual favors
- Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's job
- Submission to or rejection of such conduct by an individual is used as the basis for employment evaluation
- Such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive work environment.

## Racial Harassment – could include:

- Any behavior which causes discomfort, intimidates or offends or which incites others to do so
- The display or circulation of offensive material, including through electronic mail
- Verbal abuse and threats of physical attack

## 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, that are offensive, insulting or cause discomfort

## Resolution by Informal Discussion

Violations of this policy should be reported to the Director of Operations immediately and appropriate action will be taken. If after a fact finding process it is determined that behavior occurred that violates this policy, the employee in violation may be recommended to the ARVA Board for immediate termination.

The above referenced types of harassment are not intended to be a complete listing of all types/forms of harassment but to provide employees some general guidelines.

Adopted: August 28, 2007

Amended:

## **Reduction in Work Force**

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

Adopted: August 28, 2007

Amended:

## **Suspension, Termination and/or Non-Renewal**

All teachers are employed through an at-will contract and can be terminated or non-renewed at-will by the Board of Directors. When the Head of School has cause for suspension or termination, the Head of School will provide the teacher a written notice of the suspension or termination. At the next scheduled board meeting the notice of suspension/termination will be presented to the Board of Directors for review and action. The suspension or termination will be immediately effective upon the action of the board.

The Board of Directors will review all teacher contracts before the end of April. Teachers not receiving a contract renewal will be notified in writing within two days of the action of the board.

Adopted: August 28, 2007

Amended:

## Teacher Education Scholarships

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

1. Only full-time teachers of the Arkansas Virtual Academy are eligible (excluding administrators).
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 teachers must complete and submit a scholarship application form which includes educational plans, application of studies, projected cost, and location of the school or program.
4. Teachers that are awarded a scholarship must use it within thirteen months from the date that it is awarded.
5. Failure to complete the course work or unsatisfactory performance (below C grade) will result in the recipient teacher paying back the amount of the award within thirty days of the end of the course.
6. Any teacher that is awarded the scholarship must submit an official transcript or grade report within three months of the completion date to account for use of the scholarship.
7. Failure to submit grade reports, completion certificate, or changes in educational plans could also result in the recipient teacher paying back the award.
8. Accepting teacher must agree to teach at ARVA for one academic year after the course is completed.
9. 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 three members selected as follows:

1. Academic Administrator – Committee Chair
2. Head of School
3. Director of Operations

The number of scholarships awarded each year will depend on funds allocated in the current year budgeted for that purpose. The amount of each individual award will be up to \$2,000.

Adopted: August 28, 2007  
Amended: March 15, 2011

## Arkansas Virtual Academy Teacher Education Scholarship Application

Teacher 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 \$2,000. The number of scholarships awarded is based on available funds. 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, and that failure to complete the course work or professional exam with satisfactory performance (C average in course or higher and/or passing score on exam) will result in the entire amount of the award being revoked. If the scholarship is revoked, I agree to repay the entire amount within thirty days of the end of the course or receipt of scores.

I will submit an official transcript or grade/score report within three months of the completion date to account for the use of the scholarship. Failure to do so could result in revocation/repayment of the entire scholarship amount.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scholarship Committee Action: \_\_\_\_\_ Date: \_\_\_\_\_

## Teacher Evaluation

The primary purpose of the Arkansas Virtual Academy evaluation process is the improvement of instruction and job performance. The evaluation process will include an analysis of teacher performance, identification of specific competencies, diagnosis of specific needs for improvement and a professional development growth plan, as needed. All teachers will be evaluated annually by members of the administration staff.

Adopted: August 28, 2007

Amended:

## Teacher Reimbursement Policy

Reimbursable expenses should be filed within 30 days of incurred expense.

ARVA teachers are eligible for the following reimbursable expenses:

### Travel

- Mileage  
Mileage to attend professional development training, field trips, or other ARVA related events or business are eligible for reimbursement. Mileage will be reimbursed at the rate of \$.55.
- Miscellaneous Expense  
Expenses incurred for parking, taxi, subway, etc. will be reimbursed at the rate incurred. Receipts are required.
- Lodging  
**In-state** lodging: If the current state rate is not available, teacher will be fully reimbursed up to \$98, plus tax, per night if travel is over 100 miles from the ARVA teacher's home office, otherwise overnight stay must be pre-approved by the Academic Administrator.  
**Out-of-State** lodging will be fully reimbursed at the rate incurred plus tax. Out-of-state travel and lodging must be pre-approved by the Academic Administrator. Please make every effort possible to find the most economical lodging when traveling on ARVA business.  
**Receipts are required for all lodging reimbursements.**

- Meals  
**In-state** expenses for meals will be reimbursed up to \$39 per day **only** when overnight stay is required, unless otherwise approved by the Academic Administrator.
- **Out-of-State** expenses for meals will be reimbursed up to \$50 per day for pre-approved out-of-state travel. Expenses for meals that are provided by the conference will not be reimbursed.

**Receipts are required for all meal reimbursements.** Alcoholic beverages or personal entertainment are not reimbursable expenses.

#### Home Office Expenses

- High-Speed Internet Access  
Monthly internet connection will be reimbursed at the rate charged, up to \$50 plus tax. If Internet service cannot be obtained for less than \$50 per month prior approval must be obtained before any installation or service contract is entered into. New teachers will be reimbursed for the installation of a high-speed internet line for ARVA business. This fee will only be reimbursed once, therefore, if for some reason a teacher wishes to have the line moved, service provider switched, etc. the cost will be incurred at the teacher's expense, unless pre-approved by the Academic Administrator.
- Phone  
Installation & monthly phone bill associated with the ARVA phone will be fully reimbursed by ARVA up to \$50 per month, unless a greater need is established due to geographic location and its impact on service. New teachers will be reimbursed for the installation of a second phone line for ARVA business. This fee will only be reimbursed once, therefore, if for some reason a teacher wishes to have a phone line moved, the number changed, etc. the cost will be incurred at the teacher's expense, unless pre-approved by the Academic Administrator.
- Office Supplies/Expenses  
Receipts for purchases must be submitted along with the reimbursement form. Reimbursable expenses may include: ink cartridges, paper, folders, pens, binders, coping, etc. Student gifts are not a reimbursable expense. Each teacher should buy what is needed. If item is \$50 or greater, must get approval from Academic Administrator.
- ARVA Outing Expenses  
Room rental, parking fees and teacher 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 Academic Administrator. Expenses for non-ARVA sponsored outings are not reimbursable.

Adopted: August 28, 2007  
Amended: June 21, 2011

## **Termination of Employment**

When employment is terminated with the Arkansas Virtual Academy, either by ARVA administration or by an ARVA teacher, unused annual leave will be forfeited. Unused sick leave, in accordance with state law, can be rolled to the next employment position if it is with another public school entity.

Adopted: August 28, 2007  
Amended:

## **Tuberculosis Examinations**

When employed by the Arkansas Virtual Academy, professional personnel must submit a health certification attesting to the person's freedom from tuberculosis. New employees must submit a health certification prior to the start of school or 30 days from the date of hire, if hired during the school year. Payroll may be delayed until a certificate is on file.

Ark. Code Annotated, 6-17-101

Adopted: August 28, 2007  
Amended:

# **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 so as 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 1) by employees to their immediate supervisor or other person upwards in the supervisory chain, and 2) by other persons to the Head of School. However, when there is a potential conflict of interest, such reports may be made to another person in management who you may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the Arkansas Virtual Academy.

### **Protection from Retaliation:**

The Arkansas Virtual Academy and its employees and board members are prohibited from 1) retaliating or attempting to retaliate against any person who has made a Protected Disclosure or who has refused to obey an order that is illegal or in violation of published Board of Directors policies, and from 2) directly or indirectly using or attempting to use the authority or influence of his or her position for the purpose of interfering with the right of the person to make a Protected Disclosure. Anyone who retaliates against or interferes with someone who has made a Protected Disclosure is subject to discipline which, for employees, could be up to and including termination.

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.

Adopted: May 25, 2010

Amended: