



Challenge + Arts Infusion = Transformative Opportunities

Lighthouse Academies of Arkansas, Inc.

Lighthouse Academies of Pine Bluff, Inc.

Lighthouse Academies of Central AR, Inc.

Personnel Policies

2015-2016

Personnel Policies

This Handbook is effective July 1, 2015. This Handbook supersedes all prior handbooks and policies covered herein. This handbook will be provided in an alternative format such as Braille, large print or audio upon request. At any time I may obtain another copy of this handbook by requesting a paper copy from my office manager.

Overview of Lighthouse Academies

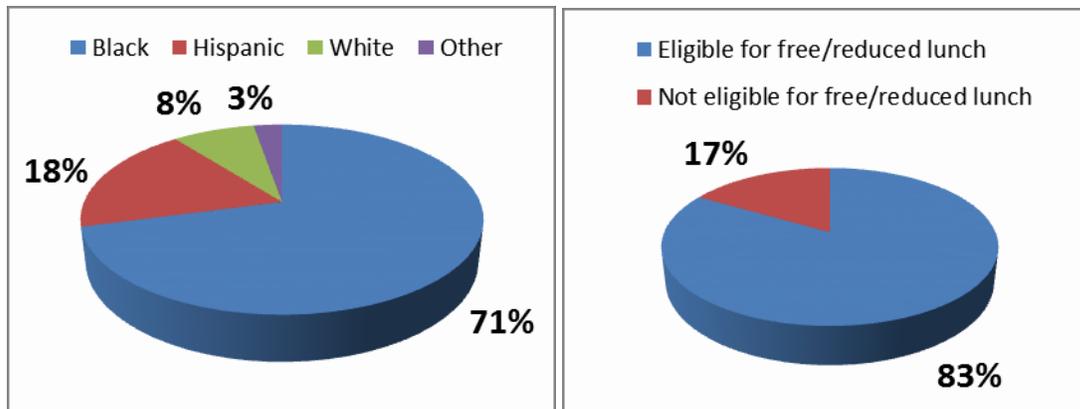
Who are we?

We are a national nonprofit network of charter schools. We are a growing community of approximately 7,000 students and families and approximately 735 teachers, principals and staff members. We are a community dedicated to ensuring a college education for a population of students who would otherwise face a future with limited opportunity. Our team will do whatever it takes to achieve our goal.

LHA set out to distinguish itself by forming a family of schools that use an arts-infused, K-12 college prep program to generate excellent results while using only the state and federal funding provided. Our unique approach allows us to achieve more with allocated resources.

We serve a predominantly low-income, minority population in 18 public charter schools across the country. As you can see in the data from fall 2013 in Figure 1 below, 89% of our students are African American or Hispanic/Latino, and 83% of our students participate in the free/reduced lunch program.

Figure 1. Fall 2013 Student Demographics



Why does Lighthouse Academies exist?

We exist because there is a staggering achievement gap in America today that results in lifetime income inequalities that significantly affect the quality of life for a disproportionate number of people of color. Only by breaking the cycle of poverty will we truly transform children's lives.

Consider the following facts:

- Every 34 seconds a child is born into poverty.¹ Approximately 15.5 million children are growing up in poverty and 31.9 million in low-income families in the United States. There is a disproportionate percentage of African American children (64% or 6.5 million) and Latino/Hispanic children (63% or 10.7 million) compared to 31% (12.2 million) of

¹ States of America's Children 2011, Children's Defense Fund, p.XV.

- white children. In addition, African American and Latino/Hispanic children are more than twice as likely to live in a low-income family.²
- Only 8% of students growing up in low-income families graduate from a four-year college by age 24 compared to 82% of those from high-income families.³
 - Nearly 80 percent or more of Black and Hispanic public school students in the 4th, 8th and 12th grades are unable to read or do math at grade level compared to 50 percent or more of White children.⁴
 - Every 8 seconds a high school student drops out of school.⁵ The Average Freshman Graduation Rate is 75.5% (AFGR), but only 63.5% for African Americans and 65.9% Latino/Hispanics compared to 83% for White children.⁶
 - Only 68.1% of high school seniors go on to college the following year with again a lower percentage of African Americans at 61.4% and Latino/Hispanics at 59.6% compared to 68.6% of Whites.⁷
 - Overall, 57% of those who attend four-year colleges and universities graduate within six years; however, again there is a gap, with 61% of White students graduating, but only 39% of African Americans and 49% of Latino/Hispanics.⁸

What this adds up to is a lifetime of income disparity based on education and race. Children born to families at the lower end of the income scale have a particularly hard time improving their economic position relative to their parents'.⁹ Children who grow up in low-income families are less likely to successfully navigate life's challenges and achieve future success. The younger they are and the longer they are exposed to economic hardship, the higher the risk of failure.¹⁰

Table 1 shows the impact of education on lifetime income by race.¹¹

Table 1. Total Earnings 2010

Race	High School Dropout	High School Graduate	College Graduate (BA)
White	22,441	33,279	60,119
Black	17,415	25,757	44,311
Hispanic	20,856	26,381	47,980

² National Center for Children in Poverty, Basic Facts About Low-income Children, 2010, February 2012, http://nccp.org/publications/pub_1049.html.

³ *Postsecondary Education Opportunity*, "Bachelor's Degree Attainment by Age 24 by Family Income, Quartiles" 1970 to 2009, <http://www.postsecondary.org>.

⁴ Children's Defense Fund, States of America's Children 2011

⁵ States of America's Children 2011, Children's Defense Fund, p.XV.

⁶ U.S. Department of Education, National Center for Education Statistics, Common Core of Data, <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2011312>.

⁷ United States Department of Labor, Bureau of Labor Statistics, College Enrollment and Work Activity of 2010 High School Graduates, USDL-11-0462, released April 8, 2011, <http://www.bls.gov/news.release/hsgec.nr0.htm>.

⁸ IPEDS First Look: Enrollment in Postsecondary Institutions, Fall 2009; Graduation Rates, 2003 and 2006 Cohorts; and Financial Statistics Fiscal Year 2009, http://nces.ed.gov/das/library/tables_listings/spring2010firstlook.asp.

⁹ 2011 Kids Count Data Book, The Annie E. Casey Foundation, p.8, credit to Isaacs, J., Sawhill, I., and Haskins,

R. (2008). Getting Ahead or Losing Ground: Economic Mobility in America. Economic Mobility Project, Pew Charitable Trusts. www.economicmobility.org/reports_and_research/mobility_in_america

¹⁰ 2011 Kids Count Data Book, The Annie E. Casey Foundation, p.8

¹¹ U.S. Census Bureau, PINC04: Educational Attainment--People 18 Years Old and Over, by Total Money Earnings in 2010, Work Experience in 2010, Age, Race, Hispanic Origin, and Sex, http://www.census.gov/hhes/www/cpstables/032011/perinc/new04_000.htm. Note that there are significant differences in income by sex as well.

Based on these facts, if we do not do something today, more than half of our scholars will not graduate from high school. We need to act now to change the future trajectory of our scholars' lives. This not only affects their lives, but it will also affect the lives of their children. In a market-based economy, a person's income determines many of their choices in life, and economic freedom is about being able to make choices. At LHA, we believe we can transform the future for our scholar's by preparing *all* – not some – of our students to graduate from college.

We can change their future by preparing our students for graduation from college.

How do we plan to overcome the Achievement Gap?

We will overcome the achievement gap by providing a rigorous and engaging arts-infused program, organizationally and financially viable schools, highly effective teachers, relentless school leaders, and a pervasive culture of achievement and respect amongst students and staff.

Our Mission

We prepare our students for college through a rigorous arts-infused program.

Our Vision

All students will be taught by highly effective teachers in a nurturing environment and will achieve at high levels¹. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Our Theory of Change

We will demonstrate that a nonprofit charter management organization (CMO), with a small amount of startup capital, can become a self-sustaining operator of high quality schools in a multi-state environment. The organization will serve as a model for increasing the number of CMO's that can reach sustainability quickly with a small amount of capital, thus increasing the capacity to start more high quality charter schools throughout the country. More high quality schools will prepare more children for college and improve public education.

Our Theory of Action

If we develop high-quality charter schools that have long-term financial viability, we will demonstrate that nonprofit charter management organizations can have a positive, lasting impact on public education. Our theory of action includes holding our scholars to college ready expectations, developing our scholars socially and emotionally, and engaging our scholars in creative expression. We also set common expectations for staff and develop/coach them towards these expectations as well as actively engage our families. In this way, we will continue to increase student achievement and reach our mission and vision.

Our Brand

The Lighthouse is a symbol of hope and security. Our mission gives hope to parents for a brighter future for their children. Lighthouse Academies is building a brand around the belief that an arts-infused education program that is designed to increase student engagement, along with a strong social curriculum and culture, will result in academic achievement and lifelong learning.

Each school in the network is required to implement the model and operational design including the curriculum, the Lighthouse name, web site, logo and e-mail address. These designations remain the property of Lighthouse Academies, Inc. Local schools are free to select their arts partner and align the LHA curriculum to meet state standards. Local schools may also incorporate additional cultural resources and methods of instruction to meet the needs of their students.

Our Core Values

Our programs, systems and procedures reflect these core values:

- Work hard. Get smart. Graduate from college.
- High expectations equal results.
- Nothing less than excellence.
- Today is the day we make it happen.

Our Core Beliefs

We share the following fundamental beliefs about our work:

- All children deserve access to excellent public schools.
- All children can achieve at high levels.
- The infusion of the arts into the core curriculum increases student engagement and helps develop a deeper understanding of core concepts, ultimately leading to increased student achievement.
- More family participation is better. Families have a lot to offer us.
- Every dollar we spend on overhead is a dollar unavailable to our schools.

What We Do

We are a team of social entrepreneurs dedicated to using our talents to transform children's lives.

- We offer a Pre K -12 college prep program
- We operate our schools solely of the per pupil money that follows the child. The range is \$4,500 to \$15,000 per student.
- We operate in a multi-state environment working with nine different authorizers in seven states and the District of Columbia.

¹ Highly effective teachers are those whose students make academic gains at a rate of 50% more a year than the average. These teachers receive additional compensation based on student outcomes.

- We open multiple schools in several locations simultaneously
- We develop school facilities for our schools.

Our History

Our current President and CEO, Michael Ronan founded Lighthouse Academies in November 2003 after working as an Entrepreneur in Residence at the Pisces Foundation. Our first school, Bronx Lighthouse Charter School, opened its doors in September 2004 to 128 students. In the first five years, LHA has developed, opened and is operating public charter schools in four states and the District of Columbia. Since our inception, Lighthouse Academies has been supported by generous grants from the Doris and Donald Fisher Fund, New Schools Venture Fund (NSVF) and the Walton Family Foundation. Lighthouse Academies is a member of the NSVF Community of Practice, sharing our experiences with other education entrepreneurs who share our passion and mission.

The Lighthouse Academies Model

The Lighthouse Academies' model is a three-pronged approach — Rigorous Academics, Student Development and Engagement and Arts Infusion. Each focus area is powerful on its own, but together they promote learning and comprehension on an extraordinary scale. The model depends on high quality teachers, relentless school leaders, and pervasive culture of achievement and respect amongst students and staff.

Professional Development

LHA teachers receive a minimum of 160 hours of professional development each year.

In addition to school wide professional development, each staff member is required to complete an Individual Professional Development Plan (IPDP) and/or Professional Growth Plan (PGP) each year. Staff members identify goals that reflect areas where they wish to increase their capacity to excel in their current position. Supervisors may allocate funds within the approved budget to support these plans. In addition supervisors may approve professional days a year for this work.

Staff members who are enrolled in the LHA Teacher Leader Fellow Program or who currently serve in a leadership capacity may request extended professional development release time and financial support to attend an external program approved by their supervisor and the Regional Vice President.

The purpose of extended professional leave is to increase the scholarship and professional development of members and thereby enhance their capacity for service to LHA. Leave of this type from duties is a privilege granted to provide the opportunity for study, investigation, and research.

The authority to grant leave for school staff has been delegated to the supervisor and the Regional Vice President. Corporate staff needs to receive approval from the supervisor and the CEO. Proposals will be judged on the basis of its application to teaching, leadership or research effectiveness. The applicant's ability to integrate new content into the LHA program is a critical factor in the review process.

Extended professional leave during academic breaks may be granted with salary or without salary subject to the availability of funds. If approved you will be required to enter into an agreement with LHA and your school to commit to remaining in the organization/school for an agreed upon period of time.

Alternative Paths of Professional Development

Licensed personnel may earn up to twelve (12) hours of professional development for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction provided the time is spent in accordance with the state law and current ADE rules that deal with professional development. The hours may be earned through online professional development approved by the ADE provided the professional development relates to the district's ASCIP and the teacher's professional growth plan.

Teachers are eligible to receive fifteen (15) professional development hours for a graduate level college course that meets the criteria identified in law and the applicable ADE rules. The Board shall determine if the hours earned apply toward the required sixty (60). A maximum of thirty (30) such hours may be applied toward the sixty (60) hours of professional development required annually.

Employees who do not receive or furnish documentation of the required annual professional development jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive sixty (60) hours of professional

development in any given year, unless due to illness as permitted by law, ADE Rules and this policy, shall be grounds for disciplinary action up to and including termination.

Approved professional development activities may include conferences, workshops, institutes, individual learning, mentoring, peer coaching, study groups, National Board for Professional Teaching Standards Certification, distance learning, internships, District/school programs, and approved college/university course work.

New Rules 2013-17

To the extent required by ADE Rules, employees will receive up to six (6) hours of educational technology professional development which is to be integrated within other professional development offerings.

Beginning in the 2013-14 school-year and every fourth year thereafter, all mandated reporters and licensed personnel shall receive the training related to child maltreatment required under A.C.A. § 6-61-133(d)(e)(2). For the purposes of this training, “mandated reporters” includes school social workers, psychologists, and nurses.

Beginning in school-year 2014-15 and every fourth year thereafter, teachers shall receive two (2) hours of professional development designed to enhance their understanding of effective parental involvement strategies.

Beginning in school-year 2014-15 and every fourth year thereafter, administrators shall receive two (2) hours of professional development designed to enhance their understanding of effective parental involvement strategies-and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Beginning in the 2015-16 school-year and every fourth year thereafter, all licensed personnel shall receive two (2) hours of professional development in teen suicide awareness and prevention which may be obtained by self-review of suitable suicide prevention materials approved by ADE.

Beginning in the 2016-17 school-year and every fourth year thereafter, teachers who provide instruction in Arkansas history shall receive at least two (2) hours of professional development in Arkansas history as part of the teacher’s sixty (60) hours annual requirement.

Legal References: § 6-10-122,123; 6-15-404(f) (2); 6-15-1004(c); 6-15-1703; 6-16-1203; 6-17-703/6-17-2808; 6-20-2204; 6-20-2303 (15); 6-61-133

Lighthouse Academies of Arkansas and Lighthouse Academies of Pine Bluff Employee Code of Conduct

All Lighthouse employees support the mission and the policies of the schools. The Principal hires the faculty and ensures that they fully understand and promote the mission and policies. The school firmly believes that faculty, in addition to maintaining classroom responsibilities, should be problem solvers and positive public relations agents of the school. Faculty members are expected to be passionate about their work, to be well versed in the disciplines they teach, and to embrace the virtues exemplified by the best independent schools. The code of professional conduct below describes the practices, behaviors, and attitudes that should define the interaction between all employees, including the faculty, trustees, families, students, and friends of the school.

We shall support the mission of the school, which is to prepare students for college through a rigorous, arts-infused program. We shall strive to create within our students a love of learning, an intellectual curiosity, and a sense of duty to the community that will enable them to make thoughtful and morally informed decisions throughout their lives. We believe in the potential of each child and in the concept that internal motivation can be developed and nurtured, while students also appreciate individual differences.

We shall be consistent and equitable in our interaction with students, fellow educators, and families. We shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation or sexual identity, marital status, age, political beliefs, socioeconomic status, disabling condition, or vocational interest. This list of bases of discrimination is not all-inclusive.

We shall exhibit an attitude of congeniality and a commitment to a team approach. This involves a spirit of teamwork and shared responsibility in word and in action.

We shall, as professional educators, exhibit the highest order of professional language and communication. Verbal and written communications with families, students, faculty, and friends of the school shall reflect sensitivity to the fundamental rights of dignity, privacy, confidentiality, and respect.

We shall exhibit the highest forms of emotional discipline, refraining from any inappropriate public displays of anger or rudeness. We shall be open-minded and knowledgeable and use appropriate judgment and communication when responding to any issue within the educational environment. This discipline calls for patience, understanding, tolerance, and the highest consideration for the welfare, dignity, and good name of the school's constituents.

Our conduct shall reflect due regard for possible conflicts of interest, ensuring that in one's capacity as a Lighthouse employee, outside interests, personal affiliations, or other activities do not influence, or appear to influence, decision-making or job performance, or result in personal gain.

We shall embrace a commitment to the responsible management of public funds.

Standard Employment Practices

Assignments

Our schools have a “looping” policy, which means that students will remain with the same teacher for two years when possible (See Looping Procedure). We ask that teachers prepare for this as the school will be unable to make exceptions for a staff member who does not want to loop with a group of students. The looping policy does not guarantee employment for any period of time. Teachers are assigned by the school leader based on qualifications, certification and experience. You are required to maintain appropriate licensure for your position as required by the State of Arkansas under the terms of the approved charter.

Equal Employment Opportunity

LAA, LACA, LACA and LAPB are committed to providing equal employment opportunities. LAA, LACA, LACA, or LAPB will not discriminate against applicants for employment or employees on the basis of race, color, religion or religious creed, gender or pregnancy, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, ancestry, veteran status or any other characteristic protected by law. Lighthouse Academies does not tolerate illegal discrimination in the workplace and abides by all applicable federal laws and state laws.

If you feel you are being discriminated against or you are aware of any discrimination, please contact Lenisha Broadway, Regional Vice President (lbroadway@lhacs.org). All reports will be kept confidential to the maximum extent possible and all complaints will be investigated.

Employees can raise concerns and make good faith reports without fear of retaliation. If you believe you are being retaliated against for raising a concern about discrimination, please contact Lenisha Broadway, Regional Vice President (lbroadway@lhacs.org). Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to corrective action, including discharge.

Reasonable Accommodation of Disability

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, LAA, LACA or LAPB will make reasonable accommodations for the *known* physical or mental disabilities of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship to LAA, LACA, LAC or LAPB would result.

Any applicant or employee who requires an accommodation in order to complete the application process or to perform the essential functions of the job should contact the Principal or Regional Vice President. It is the Employee’s responsibility to notify the Principal or Regional Vice President if a reasonable accommodation is needed.

Standard Employment Practices

At-Will Employment

Your employment with LHA is at-will, unless otherwise expressly agreed to in writing signed by both the President of LHA and you. This Handbook does not alter the at-will nature of your employment. “At-will employment” means that you have the right to terminate this employment relationship at any time; and LHA reserves this same right to terminate this employment relationship at any time, with or without cause, and with or without notice. Should there be a need to reduce the number of employees at your school due to financial reasons, we will consider your performance and certification in making layoffs and other personnel decisions.

Background Check Policy

The following expresses Lighthouse Academies, Inc. policy on Background Checks for all prospective employees and volunteers. For this policy LHA and its Schools are referred to as “Companies”. It is our intention to ensure the safety of all students, personnel and vendors associated with any of its schools, and, in furtherance of that intent, the Companies require background checks on all individuals performing services at the Companies, whether paid or unpaid.

1. **Guidelines:** The following guidelines are to be used relative to any **convictions** that are returned on a background check completed in accordance with Companies Procedures for Processing Background Checks:
 - A. **Individuals with Contact with Children.** As to persons who are likely to have ongoing contact with children while performing services at Companies:
 - i. Any conviction, at any time, for one of the following offenses can be grounds for refusal or termination of employment or other services, including unpaid, at Companies:
 1. Offenses against the person, including, but not limited to, murder, voluntary manslaughter, reckless homicide, aggravated battery, kidnapping, criminal confinement, rape and/or any sex crime; and
 2. Offenses against minors, including, but not limited to, statutory rape, incest, molestation, and/or any offense

involving a child victim.

- ii. Any conviction for one of the following offenses can be grounds for refusal of employment or other services, including unpaid, at Companies, unless ten (10) years have elapsed from the date of discharge from probation, imprisonment or parole, whichever is later:
 1. Battery;
 2. Contributing to the delinquency of a minor;
 3. Offenses involving weapons;

4. Offenses involving controlled substances; and
5. Offenses relating to material or performance that is harmful to minors or obscene.

B. Individuals with Access to Financial or Confidential Personal Information. As to persons who are likely to have contact with finances (whether the property of Companies or students) and/or confidential personal information while performing services at Companies:

- C. Any conviction for one of the following offenses can be grounds for refusal of employment or other serves, including unpaid, at Companies, unless ten (10) years have elapsed from the date of discharge from probation, imprisonment or parole, whichever is later:
- i. Felony conviction for crimes involving dishonesty, including, but not limited to, fraud, robbery, burglary, theft, perjury and/or embezzlement; and
 - ii. Two (2) or more misdemeanor convictions for crimes involving dishonesty, including, but not limited to, fraud, robbery, burglary, theft, perjury and/or embezzlement.

2. **Individualized Assessment:** The foregoing lists are not meant to be exhaustive. In every decision based on a conviction contained in a Background Check performed in accordance with Companies Policies and Procedures, the appropriate Companies personnel are to balance:

- A. The nature and gravity of the offense or offenses;
- B. The time that has passed since the conviction and/or completion of the sentence; and
- C. The nature of the job held or sought.

3. **Arrest Records:** This Policy is not intended to apply to arrest records not resulting in a conviction. If the Background Check reveals an arrest that may directly relate to the individual's employment or services with Companies, further investigation is required.

4. **Notifications:** Upon receipt of a background check that may lead to an adverse action the Companies will send a Pre-Adverse Action Notification to the prospective employee/volunteer. If within five (5) business days the prospective employee/ volunteer have not responded; or the response does not materially change the information obtained from the background check, then a Post Adverse Action Notification letter will be sent to prospective employee/volunteer

5. **Applicable Law:** To the extent that applicable state law may contain additional requirements regarding background checks and employment in school settings, Companies incorporates these requirements by reference.

Anti-Harassment Policy

LAA, LACA, LACA and LAPB are committed to maintaining a workplace free of harassment and intimidation based on race, color, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, ancestry or any other category protected by law.

Defining Harassment

Harassment is a form of employee misconduct that undermines the integrity of the employment relationship. All employees are entitled to work in an environment free from harassment. While it is difficult to define what constitutes illegal harassment under the law, LAA, LACA, LACA and LAPB realizes that any type of harassing or inappropriate behavior based on race, color, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, ancestry, or any other category protected by law is inappropriate in the workplace. Therefore, LAA, LACA, LACA and LAPB will not tolerate any behavior that creates an intimidating, offensive or hostile work environment or that interferes with work performance. Examples of harassing or inappropriate behavior include:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented e-mails, posters, photography, cartoons, drawings or gestures;

- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;

LAA, LACA, LACA and LAPB strongly disapprove of and will not tolerate harassment of employees by supervisors, co-workers or others in the workplace, such as customers or vendors. LAA, LACA, LACA and LAPB are committed to complying with all applicable local, state and federal laws prohibiting discrimination and harassment in the workplace.

Included in this policy is a prohibition of sexual harassment. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, unwanted physical contact, including touching, patting, pinching, etc., unwelcome comments of a sexual or demeaning nature, the display of sexually offensive posters, pictures or objects.
- Any use of an employee's submission to or rejection of the conduct described above as the basis for employment decisions affecting the employee (such as hiring, firing, promotions, compensation or working conditions).
- Any explicit or implicit implication that submission to such behavior is a term or condition of an individual's employment.

Reporting Harassment or Inappropriate Conduct

Any employee who believes that he or she has been a victim of some form of workplace harassment or inappropriate behavior or conduct from a fellow employee, including a Supervisor or from a non-employee (customer, parent, contractor, etc.), should report the incident immediately to the Principal of the school. Reports may also be made to the Regional Vice President, Lenisha Broadway, (lbroadway@lhacs.org)

Investigation of Complaint

Persons submitting complaints of harassment or inappropriate conduct are assured that a thorough investigation of the complaint will be conducted. The contents of the complaint will be kept confidential to the extent possible and consistent with the need to conduct a thorough investigation.

Sanctions

If, following a complaint of harassment or inappropriate conduct, an investigation reveals that inappropriate behavior has occurred, the person who has violated this policy will be subject to appropriate sanctions or penalties. The sanction or penalty administered under this policy will depend on all circumstances, including the offending employee's prior work record and the specifics regarding the nature of the violation and may include required training, disciplinary write ups, suspension or termination.

Retaliation Prohibited

LAA, LACA, LACA and LAPB do not tolerate retaliation against any employee for making a complaint under this policy or for cooperating in an investigation of any complaint under this policy. Any employee who believes that he/she is the subject of such retaliation should report this immediately to the Principal of the school or to Lenisha Broadway, Regional Vice President (lbroadway@lhacs.org).

Workplace Violence and Student Safety and Mandatory Reporting

Violence or threats of violence committed by or upon an employee or student will not be tolerated. If you receive or become aware of any threatening communications or acts, call 911 immediately if appropriate; and report this immediately to the Principal of the school, the Regional Vice President and to the Chief Executive Officer of LHA. Please do not engage in a physical or verbal confrontation with a potentially violent person. A Principal receiving any such report shall immediately inform the Regional Vice President of LHA. The Principal shall also immediately notify the local police department in regard to any allegation of a child having been physically injured, inappropriately touched or sexually molested by any individual.

All reports of work related violence or threats of violence will be thoroughly investigated and the results kept confidential to the extent we are legally able to keep such information confidential. However, we may report such actions or threats to the appropriate authorities if we feel such a report is necessary. Any person found to have committed a violent act or made a threat of a violent act will be subject to disciplinary action that may include immediate discharge.

All staff members, volunteers, parents and third party contractors are absolutely prohibited from causing any physical or emotional harm to any student. Corporal Punishment is never allowed by school employees, volunteers or contractors. Physical restraint may be

used only as necessary and in a reasonable manner. If you know or suspect that any student has been subjected to any neglect, physical

abuse, emotional abuse, or sexual abuse or molestation, you must report this immediately to the Principal. If the Principal is not available reports should be made to the Regional Vice President. You may also be required by state law to file a report with the appropriate government agency. *Any staff member causing any harm to a child, or who fails to report the harm, abuse or neglect of a child, will be disciplined up to and including immediate discharge, and the authorities will be notified if appropriate in the circumstances.*

Immigration Reform and Control Act (IRCA)

Federal law prohibits LAA, LACA, LACA and LAPB from employing any person not legally authorized to work in the United States. In accordance with the requirement of the Immigration Reform and Control Act (IRCA), all persons commencing or resuming work must submit documentation evidencing their right to work in the United States. Anyone submitting false documentation shall be immediately terminated and may be reported to the appropriate authorities. In fulfilling its obligations under IRCA, LAA, LACA, LACA and LAPB reaffirms its commitment to comply with both state and federal non-discrimination laws. Any questions concerning IRCA and the required documentation should be directed to the Human Resources Department.

Corrective Action

Employees will be disciplined for any violation of any LAA, LACA, LACA or LAPB policy. Such discipline shall be appropriate to the offense. Any offense, including the first offense, may warrant any degree or action, such as a verbal warning or discharge of employment.

Lighthouse reserves the right to determine the discipline warranted given the nature of the offense committed.

General Policies

Reporting Changes and Mistakes

You are responsible for promptly notifying your School Operations Manager in writing of any change in your name, address, telephone number, marital status, and work permit or visa status, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Lighthouse Academies files. Any delay in your receipt of your paycheck or tax forms will be your responsibility if such delay is a result of your failure to notify us of updated information. Please note that any changes to your insurance coverage are subject to the policies of the insurance plan. It may not be possible for changes to become immediately effective.

It is the employee's responsibility to verify the accuracy of the information included on each paycheck. The employee has one week from receipt of a paycheck or pay statement to report any errors in name, address, withholdings, paid time off or any other item shown on the pay stub. Such reports should be sent to the School Operations Manager of the school.

Employment Categories

All employees fall into each of the three categories below. For example, our Principal is a full time, administration, and exempt employee. A paraprofessional working in a school three days per week would be a part time, school, and non-exempt employee.

Category One:

- **Full-time employees:** All employees regularly scheduled to work at least 40 hours per week in a 12-month position or in a position at a school expected to last for the entire remainder of the school year are considered full-time employees for the purpose of benefits.
- **Part-time employees:** All employees regularly scheduled to work fewer than 40 hours a week are considered part-time employees. Part-time employees are eligible for benefits as specifically stated in this manual.
- **Temporary employees:** A temporary employee is a person who works any number of hours in a week, but the position the person holds is expected to be fewer than 12 months for a corporate position and fewer than 10 months for a school-based position in any calendar year. A temporary employee is not eligible for any fringe benefits unless required by state or federal law.

Category Two:

- **Administration employees:** Employees not directly involved in regular teaching are administration employees. These school positions specifically include the Principal, Assistant Principal, the Director of Teacher Leadership, program coordinators, parent coordinators, school office managers, secretaries, school aides-admin, and maintenance personnel and similar positions.
- **Academic Employees:** Employees who teach and otherwise work directly with the students and are not expected to work

during academic vacations and holidays, with the exception of mandated meeting and training days, are academic employees.

Academic employees specifically include teachers, teaching assistants, school aides, program coordinators, school guidance counselors and social workers.

Category Three: Under the Fair Labor Standards Act (FLSA), employees are also classified by two major categories: "Exempt" and "Non-exempt."

- **Exempt employees:** These employees are exempt from the applicable provisions of state and federal wage and hour laws and will not be eligible to receive overtime pay. Exempt employees are expected to work as many hours as necessary to fulfill the requirements of their jobs.
- **Non-exempt employees** are eligible to receive overtime pay in accordance with state and federal wage and hour laws. These employees are required to submit a time record for each week, approved by the appropriate Supervisor, for the purpose of tracking hours worked and calculating compensation. An employee will be subject to discipline for all intentional inaccuracies on a time record. Overtime is paid for any authorized hours worked over 40 hours in any workweek. Non-exempt employees are required to take a 30 minute unpaid meal break each working day, which consists of at least 6 hours. During this 30-minute break, the employee must not do LAA, LACA, LACA or LAPB-related work of *any kind*.

Academic Employee (Full-time - Academic – Exempt) Pay

Full-Time Academic Exempt Employees has his or her earned compensation paid evenly through to the end of the year. The employee's final pay is paid out as a lump sum on June 30th. This section pertains to employees who are exempt (non-hourly) only.

All Academic Exempt Employees need to file time records.

Full-Time Academic Exempt Employees are paid in accordance to a published pay schedule for the year which may be obtained from the School Operations Manager of the school. **All Academic Exempt Employees need to file time records.**

Academic Employee (Academic – Non-Exempt) Pay

Academic Non-Exempt Employees are paid on an hourly basis based on the days worked. **All Academic Non-Exempt Employees need to file time records.**

End of School Year

All academic employees are paid the balance of their school year compensation on June 30th. Employees who are not returning will have their benefits end on June 30th. Those who are not leaving will experience no interruption in benefits. Any Academic Employee, such as a teacher or teaching assistant, who is still a full-time employee on the last day of the school year will continue to receive benefits through the end of the school's twelve month period. The school's twelve month period shall end on the earlier of July 31st or twelve month's after the previous year's summer professional development began.

Pay Periods and Pay Checks

Lighthouse Academies of Arkansas and Lighthouse Academies of Pine Bluff employees are paid twice a month through APSCN, the Arkansas Public School Computer Network system. A payroll schedule will be distributed by the Business Manager. Lighthouse Academies provides direct deposit service for employees. Employees are strongly encouraged to enroll for direct deposit to minimize disruptions caused by slow mail, lost checks, etc. Please contact your Office Manager if you would like to arrange for direct deposit of your paycheck.

If a check must be re-issued, the bank fee and any other processing fee will be deducted from the employee's pay as allowed by applicable law. This is another reason that we encourage all employees to utilize direct deposit. Staff members who are terminated will have direct deposit cancelled and instead receive a pay check for their final pay that they can pick up from their Office Manager at the school.

Garnishments

Lighthouse Academies is required by law to honor any legal order for garnishment. We will make initial notification of any demand for garnishment with specification of the total amount and the amount of each planned deduction. We will make every effort to notify you in advance, if such notice is available to us, and as applicable by law.

Office and Work Hours

Lighthouse Academies' employees work in a variety of settings. Those who work within the corporate office are expected to report to work according to their individual schedules. Those working at a school site must adhere to the campus schedule. If you are a non-exempt employee, you may be asked from time to time to work more than forty hours in one week. If you would like to discuss your overtime hours or the pay for such hours, please contact Human Resources. Full time employees, regardless of their main place of business, are expected to dedicate all of their professional time to their Lighthouse Academies responsibilities.

Non-exempt employees may not work overtime without prior written approval from the Principal or Regional Vice President. Non-exempt employees who work overtime without prior approval will be subject to discipline up to and including termination.

Solicitation and Distribution

Working time is, of course, for work – preparing our students for college. We want to ensure that employees and students' learning time is not interrupted and that our schools and offices are not cluttered with litter by others who wish to solicit for their own or others' purposes (either business or charitable) or memberships in organizations. For these reasons, employees are expected to observe strictly the following rules:

- Do not solicit employees for any activity or purpose while either the employee(s) doing the soliciting or the employee(s) being solicited is on working time. "Working time" does not include approved break or meal periods.
- Do not distribute literature (that is, printed matter of any kind) on working time or in working areas at any time.
- Non-employees are prohibited from soliciting or distributing any written or printed material of any kind for any purpose on LAA, LACA, LACA or LAPB property at any time.
- Do not post on the premises, including bulletin boards and E-mail, any notices, signs or written materials. LAA, LACA, LACA and LAPB's bulletin boards are reserved for official LAA, LACA, LACA and LAPB's communications, such as job openings and LAA, LACA or LAPB's memoranda. Similarly, E-mail is for LAA, LACA or LAPB's business use only.

The only exception to the foregoing will be activities related to LAA, LACA or LAPB-sponsored charities and activities. Exceptions to this policy may be made at any time by the Chief Executive Officer of LHA.

Attendance

Unless your absence is permitted or excused under LAA, LACA or LAPB's paid time off policies, or you have been granted a leave in writing by your Principal, you are responsible for being at work, arriving on time and not leaving early. If you are going to be absent or late, it is your responsibility to call the office as soon as possible during each day of your absence, preferably in advance of lateness and no later than one hour after the start of the workday. If you are absent for more than three consecutive days, you may be required to provide written documentation from your physician.

An employee who is absent for reasons other than those permitted or excused by the Lighthouse Academies policies, or who fails to provide notice as required, will be subject to appropriate corrective action, up to and including discharge. In addition, an employee who is late or leaves early will face corrective action, up to and including discharge. An employee may not take an unpaid day off, and may not take a day off from work beyond accrued PTO time, without the prior approval of the Principal or Regional Vice President.

Administration employees, including those working at a school site, are expected and required to work normal business hours during academic holidays and vacations.

Snow Days

Jacksonville Lighthouse Charter Schools will follow the Pulaski County Special School District closing due to inclement weather. If PCSSD is closed, then JLCS will be closed as well, unless notified by your Supervisor. For Pine Bluff Lighthouse Schools, the school will follow the Pine Bluff School District. If the PBSO is closed for inclement weather, then PBLCS is also closed. Capital City will follow the school closing of North Little Rock School District. If NLRSD is closed for inclement weather, the Capital City is also closed.

Any missed days due to inclement weather or other reasons will be added to the end of the year, as Professional Development for staff.

General Complaint Procedure

Any employee may voice a complaint or concern to their supervisor. If the employee is not satisfied with the response, he/she may bring the concern or complaint to the Regional Vice President.

Business Conduct

In the event that you become aware of another employee's behavior or actions that you believe, are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the LAA, LACA or LAPB work environment, you should discuss such

behavior or actions first with your Supervisor, then the Regional Vice President. All reasonable concerns will be promptly, thoroughly and confidentially investigated by LAA, LACA or LAPB, and, where necessary, appropriate action will be taken.

Personal Conduct

LAA, LACA and LAPB respect the privacy interests of its employees and recognize their desire to conduct their personal lives free from interference from LAA, LACA or LAPB. Nonetheless, employees should keep in mind that, even while off-duty, they represent LAA, LACA or LAPB to the public and should strive to preserve LAA, LACA and LAPB's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a Lighthouse Academy employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by LAA, LACA or LAPB, including termination of employment, if such conduct is determined by management to be harmful to our corporate image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests. In addition to LAA, LACA and LAPB's policies, employees are also required to adhere to the Arkansas Code of Ethics for educators.

Standard 1

An educator maintains a professional relationship with each student, both in and outside the classroom.

Standard 2

An educator maintains competence regarding his or her professional practice inclusive of skills, knowledge, dispositions, and responsibilities relating to his or her organizational position.

Standard 3

An educator honestly fulfills reporting obligations associated with professional practices.

Standard 4

An educator entrusted with public funds and property, including school sponsored activity funds, honors that trust with honest, responsible stewardship.

Standard 5

An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.

Standard 6

An educator keeps in confidence secure standardized test materials and results, and maintains integrity regarding test administration procedures.

Standard 7

An educator maintains the confidentiality of information about students and colleagues obtained in the course of the educator's professional services that is protected under state law or regulations, federal law or regulations, or the written policies of the educator's school district, unless disclosure serves a professional purpose as allowed or required by law or regulations.

Standard 8

An educator refrains from using, possessing and/or being under the influence of alcohol or unauthorized drugs/substances and/or possessing items prohibited by law, or possessing or using tobacco or tobacco-related products while on school premises or at school-sponsored activities involving students.

Drugs and Alcohol

LAA, LACA and LAPB are a drug-free, alcohol-free, smoke-free workplace. LAA, LACA or LAPB will not tolerate alcohol or illegal drug use, or being under the influence of either, on the job at any site, whether a school, LAA, LACA or LAPB property, or visit to a third party.

Furthermore, employees may not distribute, possess, manufacture, use, dispense, or sell alcohol or illegal drugs at any time on LAA, LACA or LAPB property.

Employees who violate this policy will be subject to corrective action, up to and including discharge. Employees convicted on charges related to alcohol or drug use, must report the conviction to their Supervisor within five (5) days of the conviction date. Employees facing charges or arrest related to alcohol or drug use or distribution or other offense occurring on school property must report this to their Supervisor within five (5) days of the arrest or filing of charges. Failure to do so will result in disciplinary action up, to and including discharge.

An employee who is taking prescription drugs which may affect his/her ability to safely and effectively perform his/her job must report this to their Supervisor immediately. LAA, LACA and LAPB will attempt to make reasonable accommodations to allow the employee to continue working while taking medications.

Lighthouse Academies of Arkansas Inc. and Lighthouse Academies of Pine Bluff, Inc. employees may access information on programs and services by going to www.arbenefits.org and clicking on school employees.

Smoking

Smoking is not allowed in either LAA, LACA or LAPB's offices or at any school sites, outdoors or indoors.

Food and Beverages

All employees are personally responsible for keeping the area around their workstation clean and presentable to visitors, as well as protecting the computer equipment from damage. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Workplace Attire

LAA, LACA and LAPB have adopted a business casual dress environment. However, employees are expected to use good judgment and taste, to maintain personal hygiene and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate. All LAA, LACA and LAPB employees are expected to dress in a manner, and to present themselves in a manner, which presents a good example to each of our students. Examples of what employees should not wear include sweats or other athletic attire, halter or tank tops, no flip flops or similar types of shoes. Underclothing should never be exposed.

Clothing should not have holes or rips, should not be tie-dyed or otherwise discolored, such as by paint stains. All clothing must be tasteful, respectful and professional. Of course, a physical education teacher or an adult accompanying the students on a field trip may need to wear sneakers or similarly appropriate clothing.

LAA, LACA, LAPB and the school Principals reserve the right to notify any Employee if certain attire is not deemed appropriate for the workplace.

Telephone Use, Cell Phones and Other Personal Technology

Personal telephone calls should be kept to a minimum and personal toll calls should not be made at the expense of LAA, LACA or LAPB or of any school. Employees should not make personal calls at a time when they have any responsibility for supervising any children except in the event of an emergency.

Staff may not use cell phones or other technology devices when teaching or otherwise supervising children. These devices may not be used during any staff meeting or meeting with any third party (parent, vendor, consultant, funder, etc.). Prohibited uses during these times include making or receiving calls, sending or receiving text messages, taking pictures, or checking email. Staff members may not send any text messages to any student. All communication outside of class between a staff member and any student, including text messages, emails, photographs and phone calls, must go through the student's parent.

Staff may not use their own laptops in any LAA, LACA or LAPB site without the prior written consent of the Principal.

Parking

LAA, LACA and LAPB are not responsible for loss, theft, or damage to your vehicle or to any personal belongings left in your vehicle. Please park your vehicle at each site where indicated by signs or by personnel regularly working at that site.

Use of Your Auto for School Business

Staff who is required to use their personal vehicles for school or Lighthouse business must have a current license and insurance certificate on file with the school /corporate office. You should never transport a student without parental permission.

To use personal vehicles for school or Lighthouse business the following insurance coverage is required:

- \$100,000 bodily injury per person
- \$300,000 bodily injury per accident
- \$100,000 property damage

Personal Property

LAA, LACA and LAPB do not assume responsibility for any personal property brought by employees to its premises. Employees are to use their own discretion when choosing to bring personal property into the office, and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Office Security

It is each employee's responsibility to make sure the office is secure at the end of each business day. The last employee to leave the office at night is responsible for making certain that all filing cabinets, doors and windows are locked and the alarm is set. No more than \$50.00 in cash may be kept in a school office overnight. Please review school procedures for more details.

Privacy in the Workplace Policy

The working environment does not provide the same degree of privacy experienced at home. Offices, desks, telephones, lockers, and computers are furnished for business purposes, and remain the property of LAA, LACA or LAPB. Any content therein may require that they be opened to authorized management representatives. For that reason, an employee's use of an office, desk, telephone, locker, voicemail, email, or computer will not be considered private. In addition, to promote quality assurance, telephone calls made by all employees are periodically monitored by LAA, LACA or LAPB. Furthermore, electronic data transmissions, as well as computer data of any type, are subject to monitoring, and desks and offices may be opened as management deems appropriate. To avoid embarrassment or other difficulties, employees should not discuss private matters over business phones, voice mail or electronic mail, nor should employees bring personal property and materials (especially flammable articles, drugs, personal alcohol-containing products, firearms, weapons of any type, explosives, or any other illegal or inappropriate item) onto LAA, LACA or LAPB's premises.

If requested by management of LAA, LACA or LAPB, employees are required to submit to a search of any pocket, package, purse, gym bag, briefcase, tool box, lunch box, or other container brought onto LAA, LACA or LAPB's premises, and to submit to a search of a desk, file, locker, other stationary containers, data files, voicemail, or email provided by LAA, LACA or LAPB. Failure to cooperate in a requested search is cause for termination.

Confidential Information and Records

LAA, LACA and LAPB require that employees not disclose information considered to be confidential by LAA, LACA or LAPB, including employment records and trade secrets. All new employees are required to sign a non-disclosure agreement. Employees are also subject to any restrictions listed under their contract and offer letter. Any questions about this policy should be addressed to the Regional Vice President of LHA.

LAA, LACA and LAPB's employees may upon occasion obtain access to student records. Applicable state and Federal statutes govern such access. These records are confidential and may not be removed from the school and may be used by LAA, LACA or LAPB's employees only for the performance of their job duties. All employees must abide by applicable laws, including the Family Educational Rights and Privacy Act (FERPA), in regard to the confidentiality of student information. Employees may not use student pictures, student work or any information related to students for personal use either during the work day or outside the workplace.

Should any employee wish to receive a copy of his/her own personnel file, a request must be submitted in writing to the Principal. If the file is not provided, the request can go to the Regional Vice President. All such requests will be honored as required by law.

Intellectual Property and Assignment of Rights

All materials, reports, plans, analyses, designs, presentations, and writings or compilations of any kind that are produced by the employee in connection with his/her employment may be the sole and exclusive property of LAA, LACA or LAPB, unless derived from materials already owned by the employee. The employee agrees to promptly execute any documents necessary to verify LAA, LACA or LAPB's ownership of all such materials.

Employee Photographs

As part of our pursuit of our extraordinary mission of preparing students for college using our rigorous arts-infused program, we may use your photograph to market LAA, LACA or LAPB. Materials may include one or more of the following: print materials including folders, flyers, advertisements, billboards and signs, and our website. We may include your name and a short bio or quote depending on the purpose. We will not include any confidential personal contact information. By agreeing to allow us to use your picture, we may continue to do so even if you are no longer an employee of Lighthouse Academies, Lighthouse Academies of Arkansas, Lighthouse Academies of Pine Bluff, or your local board.

Competing Employment

Due to the nature of our business, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. You may not work for other competing businesses during the course of your employment with LAA, LACA or LAPB. All employees are also subject to any restrictions listed under their non-disclosure agreement. Employees may not engage in any other type of employment during hours when they are working for LAA, LACA or LAPB. You must notify LAA, LACA or LAPB of any other employment, which may present a conflict with your position at LAA, LACA or LAPB.

Agreement Limiting Certain Unfair Activities

LAA, LACA and LAPB employees must sign a non-compete confidentiality agreement with their offer letter. Employees should direct any questions they have on this agreement to their Supervisor.

Non-Solicitation

During the period of your employment and for a period of one year after the termination of your employment with LAA, LACA or LAPB, you shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by LAA, LACA or LAPB during your employment with LAA, LACA or LAPB; or (ii) call on, solicit, or take away for yourself or for any other person or entity any person, student or entity who or which was a customer of LAA, LACA or LAPB during your employment with LAA, LACA or LAPB. All employees are also subject to any restrictions listed under their employment letter.

Employment of Relatives and Others

No person can be hired or otherwise employed by LAA, LACA or LAPB if the person is a relative of a LAA, LACA or LAPB employee, unless the employee discloses the relationship to LAA, LACA or LAPB prior to the person being offered a position with LAA, LACA or LAPB. In such cases, the Regional Vice President of LHA will make the decision as to whether to hire the person. Employees should also notify Human Resources where a job applicant is a business associate or close friend of the employee. In cases where the relationship is not disclosed prior to an employment decision, both employees may be subject to discipline, including termination.

Visitors in the Workplace

In order to allow employees to perform their work free from unnecessary distractions, LAA, LACA and LAPB employees should generally refrain from having personal visitors at the workplace. On rare occasions, it may be necessary for a child to accompany a parent to work. In those situations, the employee must obtain approval from the Principal in advance.

All visitors must sign in at the office and obtain a visitor's badge and wait in the office until they can be escorted by an employee. No unescorted visitors are permitted in the school. While a visitor is under your care, it is your responsibility to ensure that they comply with all Lighthouse policies and applicable laws.

Contractors and Third Party Vendors

LAA, LACA or LAPB may authorize the use of contractors and consultants for various services, including but not limited to: physical therapy; speech professional development; maintenance and transportation. The school is responsible for ensuring that independent contractors comply with Lighthouse policies, this Handbook, and applicable laws. Employees are required to report to the school Principal immediately any violation of a Lighthouse policy.

Expense Reimbursement

LAA, LACA or LAPB will reimburse employees for reasonable business expenses, including travel, if approved in advance by your immediate Supervisor. Employees requiring assistance with travel in advance must contact their Supervisor. Employees must refer to the Travel and Reimbursement Policy for specifics about travel and reimbursement procedures. No expenses will be reimbursed which violate the Travel and Reimbursement Policy. Expenses which are submitted more than thirty (30) days after the expense was incurred will not be reimbursed to the employees, unless there are exigent circumstances.

Meals, Tickets, Food and Other “Gifts” from Third Parties to Employees

“Gift” shall include a meal, a drink(s), a ticket(s) to a sporting or other event, food, or any other item that a vendor, authorizer or individual, including parents, offers to a Lighthouse Academies, Inc, Lighthouse Academies of Arkansas or Lighthouse Academies of Pine Bluff employee.

Employees may accept meals and other items of a value less than \$50.00 from third parties, provided they do so within these guidelines and provided further that:

- A meal eaten while conducting business may be accepted provided a reasonable person would not consider it to be extravagant. Alcohol should be consumed at business functions only in moderation and only in the evening.
- No business, purchasing or other decision will be in any way based on the receipt of or value of the gift.
- All LAA, LACA and LAPB personnel will at all times conduct themselves with the utmost integrity and honesty.
- Upon accepting any gift valued at more than \$50.00, the Employee shall list the item, date and estimated value on a spreadsheet on the Extranet.

For other gifts, the Employee should send an email to the Regional Vice President detailing the third party, gift, date, estimated value, and any pending transaction with the third party. The Regional Vice President will then have sole discretion to approve or disapprove of the acceptance of the gift. If the gift is not approved and is already in possession of the employee, it shall be returned to the sender.

Corporate Credit Cards

Corporate credit cards, such as Visa or American Express, are for business use only and may not be used for personal items or services. Employees must review the Travel and Reimbursement Policy before accepting or using corporate credit cards. Credit cards are generally issued only to school Principals and corporate employees who travel on business.

Recruiting Referrals

LAA, LACA and LAPB have a policy of financially rewarding employees who refer to us other dedicated, qualified staff members for positions that have been specifically identified. Please see your school Principal for site details on this plan.

Absences: Time Off and Holidays

Paid Holidays

The following are paid holidays for full time administrative employees paid on an hourly basis. The following are the only paid holidays for corporate employees and administration employees paid on an hourly basis, as defined above:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

In addition, all school buildings will be closed for two days between December 24 and January 1. The two day closure time will be determined by the Regional Vice President. School based administrative personnel will not be required to work during this time and will not be charged PTO for these days.

An announcement by LAA, LACA or LAPB shall be made regarding days off should any of the above holidays fall on a Saturday or Sunday. The above holidays are the only holidays for administrative employees, including Principals, Director of Teacher Leadership, school office managers, all corporate staff, and others designated as administrative employees in their employment letters.

An employee must work the day before and after a holiday in order to be paid for the holiday, unless the employee receives prior written approval from his/her Supervisor.

An employee may convert one or more of the above-listed holidays to a floating personal day off, with prior written approval from the employee's Supervisor. This must be recorded in the ADP system.

Note: LAA, LACA or LAPB will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that do not fall on the holidays listed. The employee may use PTO or a floating holiday for such purposes. Employees should speak with the Regional Vice President to obtain approval for taking time off to observe such holidays.

Paid Time Off (PTO)

Full-time employees are eligible to use paid time off, which includes sick leave, as described in this policy. **Part-time, temporary and contracted employees are not eligible for paid time off.**

Academic employees are generally not expected to work during academic holidays and vacations. If a Principal schedules a required activity such as a meeting, training, professional development or planning day during an academic vacation, then the employee must work on that day. Academic employees should, as much as possible, schedule such appointments as medical and dental visits during non-school hours. Full-time, Administrative and Academic employees will accrue PTO at a rate of one (1) day per month for each month of their work year. PTO accruals will be prorated based on the days worked in each month. PTO accrues on last day of each pay period.

Employees may accrue a maximum of ninety (90) days of unused PTO at any time. Once an employee has accrued ninety (90) days of unused PTO, no more will accrue until the employee has used at least ½ day of PTO and thus reduced the accrual amount.

Upon leaving LHA for any reason, the employee may be eligible to transfer its unused PTO to its new Arkansas public school employer. No PTO will be paid out upon termination with LHA.

To schedule planned PTO not related to personal illness or the illness in his or her immediate family, employees must request advance approval in four (4) hour increments from the school Principal or Supervisor. Requests will be reviewed based on a number of factors, including business needs, staffing requirements, and scheduled time off of other employees. Planned absences of more than one week must be approved six weeks in advance by your manager. Due to the operational needs of LHA, planned absences in excess of two weeks are not regularly granted.

The following rules and guidelines are designed for the proper use of PTO in the event of personal illness or illness in an employee's immediate family:

- If you are not able to report to work, you must notify the office/school via telephone, PAL and DTL or have someone call for you as early as possible (by 6AM) and enter time in ADP by 6 AM. For each school site, notify the person responsible for securing substitutes. If time is not submitted within 24 hours, you may be subject to unpaid time off.
- If you must leave the office/school before closing time because of illness, you must inform your Supervisor prior to your departure. Children may never be left unsupervised.
- If you foresee the need to take PTO such as for non-emergency surgery, tell your Supervisor as soon as possible so that plans can be made to cover your absence. School employees must schedule physical check-ups, dental appointments and other such appointments outside of school hours.
- If you are absent because of sickness or disability for more than three consecutive days, and the medical information submitted is not, in the discretion of LHA, sufficient to establish inability to work, the employee may be required to submit to an examination by a doctor selected and paid by LHA. You may use PTO to care for your sick or injured children or family members living in your household on the same terms that apply to use for your own illnesses or injuries.
- In case of an extended absence, you should consult other sections of this Handbook and your insurance plan booklet to see whether you are eligible for short-term or long-term disability leave. Any accrued PTO may be required to be exhausted before payment of STD or LTD benefits.

At its discretion, LHA may grant an employee's request to use PTO in advance of its accrual. In such circumstances, the employee will be required to sign a form authorizing LHA to deduct appropriate amounts from the employee's paycheck for PTO taken in advance of its accrual. The Regional Vice President must approve all requests for PTO exceeding the amount of PTO accrual. Any PTO taken prior to its accrual will be treated as unpaid time if prior written approval is not obtained. Taking time off which has not accrued may be grounds for disciplinary action. In no event will an employee be allowed to take PTO in advance of accrual in an amount that exceeds the maximum amount he/she could accrue through the end of the academic year (in the case of school employees) or through the end of the employee's employment year (in the case of administrative employees).

If a recognized holiday occurs while an employee is using PTO, the day will count as a holiday and not as PTO.

On occasion, an employee may have to work on a Saturday for professional development, to attend a conference or other reason. This is considered to be part of the responsibilities of an exempt employee and "comp time" will not accrue.

If an employee is unable to get to school because of lack of transportation or snow or other similar reason, the day will be deducted from accrued PTO.

PTO does not accrue while an employee is on an unpaid leave of absence.

Reporting Time Off-All Leave must be entered into WorkForce Now (WFN)

Employees are responsible for keeping accurate records for the time that they work in accordance with current Lighthouse procedures. Any employee caught falsifying time records for themselves or for others will be disciplined, up to and including discharge. Request for leave must be entered into WorkForce Now for approval by the Manager.

Academic Employees Compensation (See General Policies)

Academic Employees are required to work at least 210 days annually, including the 190 days when school is in session and the 20 days when professional development is provided at the school. At the end of each school year all Academic Employees are paid the balance of their annual salary that was earned but not yet paid out on June 30th. These payments will have any applicable deductions taken out for the remaining scheduled pay dates in July.

Time Used Beyond Accrued Time

An employee who has taken off more leave than had been accrued will have this “negative balance” subtracted from their paycheck in accordance with applicable law. If any employee has accrued three days but has taken five days, the negative balance will be subtracted from their paycheck. Any balance due to Lighthouse for any deductions, including healthcare or other benefits may be billed to the employee at the discretion of Lighthouse Academies.

Family and Medical Leave

In compliance with the Family and Medical Leave Act of 1993 (FMLA), LAA, LACA or LAPB will grant up to 12 weeks of leave during a 12-month period to an “eligible employee” for one or more of the following reasons:

- The birth of a child and to care for such child or placement for adoption or foster care of a child;
- To care for an immediate family member (spouse, child, parent) with a serious health condition;
- Because of a serious health condition which renders you unable to work; or
- Because of any qualifying exigency (as defined by U.S. Department of Labor regulations) arising out of the fact that your spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- An eligible employee also may take Service Member Family Caregiver Leave to care for a spouse, son, daughter or next of kin who is a covered service member, defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Eligible employees are entitled to a total of 26 weeks of unpaid Service Member Family Caregiver Leave during a 12-month period. This leave shall be available only during a single 12-month period. If an employee takes other leave covered by the federal FMLA under numbers 1-4 above, the combined leave shall not exceed 26 weeks during that 12-month period.
- A husband and wife, when both are eligible for FMLA and both work at LAA, LACA or LAPB, are eligible for a combined 12 weeks unpaid leave during any rolling backward 12-month period if the leave is taken:
 - For the birth of the employee's son or daughter or to care for the child after birth;
 - For placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement;
 - To care for the employee's parent with a serious health condition; or
 - Because of any qualifying exigency (as defined by U.S. Department of Labor regulations) arising out of the fact that the employee's spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A husband and wife, when both are eligible for FMLA and both work at LAA, LACA or LAPB, are eligible for a combined 26 weeks unpaid leave of Service Member Family Caregiver Leave during the single 12-month period described earlier in this policy. If the husband or wife takes leave for one of the reasons described in items 1-4 above, that leave also may count toward the 26 weeks of combined leave during that single 12-month period.

If an employee who wishes to take family or medical leave has accrued paid leave (for example, PTO), LAA, LACA and LAPB requires that all available paid leave in excess of three days be taken and exhausted before any unpaid family or medical leave may be used. FMLA leave is used instead of, and not in addition to, any other leave.

For example, present LAA, LACA or LAPB policy allows employees to take paid leave when they have a serious health condition that prevents them from working. Therefore, employees with such a condition must exhaust all earned paid time off leave in excess of three days. Eligible employees may take unpaid leave for any balance of the 12-week family medical leave period or use their remaining paid time off leave. An employee who takes family leave in order to care for the employee's seriously ill parent, spouse, or child will likewise be required to substitute any earned paid sick leave available to the employee for that purpose, as well as accrued PTO in excess of three days, before taking unpaid leave for any balance of the 12-week leave period. In no case will FMLA be granted for more than 12 weeks unless governed by state or federal law. Additional unpaid time may be granted by the CEO, as defined in the section “Leaves of Absence”, below, and will no longer be protected by FMLA laws.

The phrase "serious health condition" means an illness, injury, impairment, or physical mental condition that involves:

In-patient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);

A period of incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (i) treatment two (2) or more times by a health care provider or under the supervision of a health care provider, or (ii) treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

- Any period of incapacity due to pregnancy, or for prenatal care;
- Any period of incapacity due to a chronic serious health condition;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

The definition of “incapacity” is defined by law but generally means the inability to work or perform other regular daily activities due to the serious health condition, treatment therefore or recovery there from.

An employee taking medical leave also may be entitled to benefits under a short-term disability policy for all or part of the unpaid leave period, if applicable. It is the employee’s responsibility to file a claim with the insurance provider.

Employees who are “Eligible”. Employees are eligible to take family or medical leave (FMLA) if they have worked for LAA, LACA or LAPB for at least 1250 hours in the preceding 12 months.

Meaning of the “12-Month period”. The 12-month period during which an eligible employee can take leave under this policy is measured backward on a “rolling” basis from the date when an employee uses any such leave. An employee’s leave entitlement consists of any balance of the 12-weeks, which has not been used during the immediately preceding 12-month period.

Advance Notice Requirement. Whenever the need for leave is foreseeable, an employee must give LAA, LACA or LAPB at least 30 days’ advance notice before leave will commence. Forms for leave requests are available from the school Office Manager.

When the leave is not foreseeable 30 days in advance, an employee must give LAA, LACA or LAPB notice within two working days of learning of the need for leave, absent extraordinary circumstances. If the need for leave was foreseeable, but the employee failed to give timely notice to LAA, LACA or LAPB, then LAA, LACA or LAPB may deny the taking of the leave until 30 days after the date of the employee’s request.

Mandatory Medical Certification. Any employee requesting leave because of a serious health condition of the employee or their parent, spouse or child must provide LAA, LACA or LAPB with appropriate medical certification. The certification must be signed by the appropriate health care provider and submitted to the School Principal or Chief Executive Officer of LHA. The employee should submit the medical certification form along with their leave request; LAA, LACA or LAPB may provisionally grant the leave until the required certification is provided. LAA, LACA or LAPB, at its discretion, may require an employee seeking leave because of a serious health condition to obtain a second opinion, at LAA, LACA or LAPB’s expense.

While an employee is on leave, subsequent recertification of a medical condition may be required in appropriate circumstances, such as when an employee seeks to extend the leave or there is a change in the serious health condition for which the leave is taken.

Intermittent or Reduced Leave. When medically necessary, an employee may take “intermittent” leave (two or more separate leave periods) or “reduced” leave (where an employee works fewer hours per day or per week than his/her regular schedule). In such cases, the total number of hours or days of leave taken by the employee is limited to the equivalent of 12 workweeks for that employee. An employee must make a reasonable effort to schedule the leave in a manner that will not unduly disrupt LAA, LACA or LAPB’s operations, including the students’ schedules. LAA, LACA or LAPB may transfer an employee to an available alternative position that has the equivalent pay and benefits and for which that employee is qualified, if that position can accommodate recurring periods of leave better than the employee’s regular job.

Benefits. An employee who takes leave will not lose employment benefits that were accrued prior to the date when leave commenced. However, an employee will not accrue paid time off leave during any unpaid leave period. Health, dental, life and disability insurance coverage will be continued by LAA, LACA or LAPB during FMLA leave, subject to the conditions stated below.

Health and Dental Insurance Coverage. An employee who is on an approved FMLA leave will be maintained on LAA, LACA or LAPB's group health insurance plan at the same level, with the same coverage, and under the same conditions as if they had not taken the leave. An employee on paid leave will have their share of the premium payments deducted from their pay in the usual manner. An employee on unpaid leave is responsible for making timely payments to LAA, LACA or LAPB for their share of the premium payments, in accordance with the schedule established by the school's Office Manager before unpaid leave commences, in order to avoid cancellation of their health and dental insurance.

If an employee fails to return to work at the end of the leave period, due to circumstances other than the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the employee's control, the employee must reimburse LAA, LACA or LAPB for health and dental insurance premiums paid by LAA, LACA or LAPB while the employee was on unpaid leave. LAA, LACA and LAPB requires sufficient medical certification of an employee's inability to return to work because of such a serious health condition before the employee will be released from the requirement to reimburse LAA, LACA or LAPB for health and dental insurance premiums paid during the employee's leave period. LAA, LACA or LAPB will deduct unreimbursed premiums from any amounts owed by LAA, LACA or LAPB to the employee.

Employee Reporting Requirements during Leave. An employee on leave must report to the School Principal every 30 calendar days on their status and intent to return to work. LAA, LACA or LAPB's obligations under the FMLA (including maintenance of health and dental insurance coverage and restoration to any equivalent position) cease when an employee gives LAA, LACA or LAPB notice of his or her intention not to return to work.

Medical Certification of Fitness to Return to Work. Prior to an employee's return to work, he/she must submit a certification of fitness for duty to LAA, LACA or LAPB.

Restoration to Position. Upon return from leave, an employee will generally be restored either to the same position he or she held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Because of the effect on students, there is a possibility that an employee may not return to a position with identical responsibilities. Pay and benefits will be maintained at the same level. However, an employee may have to finish the school year in a different position in order to minimize the disruption to students. In some circumstances, such as a reduction in force, an employee may not be reinstated from FMLA leave.

Leaves of Absence for Illness, Disability, or Pregnancy

An employee who is not eligible for FMLA leave may request an unpaid Leave of Absence for illness or disability of up to six (6) weeks by contacting the Principal in writing who will approve the leave. The School Operations Manager and Benefits Manager (Complete Consulting) will then guide the employee through the application process, which shall include providing medical documentation of the need for the leave of absence. Only the Regional Vice President of LHA may grant a Leave of Absence.

The decision of whether or not to approve the leave of absence shall be made on a case-by-case basis, primarily considering the medical need, but also factoring in the employee's discipline record, if any, length of employment, and business needs. Absent extraordinary circumstances, an employee will not be granted a leave of absence unless and until the employee has worked for Lighthouse for at least six consecutive months (which includes summer months for teaching staff).

Notification Requirements

Employees must give at least thirty (30) days' advance notice in writing to Regional Vice President before a requested leave is to begin if the need for the leave is foreseeable. If thirty (30) days' notice is not possible, the employee should make the request as soon as possible.

LAA, LACA or LAPB may ask the employee for re-certification at reasonable intervals, if (1) the employee requests an extension of his/her leave (6 weeks); (2) the circumstances described by the employee's original certification have changed

significantly; or (3) LAA, LACA or LAPB learns of information that casts doubt upon the continuing validity of the employee's original certification.

Reinstatement

The employee must notify their supervisor in writing at least three working days prior to the scheduled date of return, including providing medical certification the employee is able to return to work. If the length of the leave was not established, or if it differs from the employee's original agreement, the employee will be returned to work within five business days, where feasible, after written notification has been provided to LAA, LACA or LAPB's Payroll and Benefits Manager, including medical certification, of the employee's readiness to return.

A written release from the health care provider must certify that the employee is able to perform all of the essential duties of his/her job, with or without reasonable accommodation. You will not be able to return to work and your pay will not resume until this medical certification has been provided. *Failure to submit this medical certification in a timely manner may result in discharge from employment.*

LAA, LACA or LAPB will reinstate an employee to the job he/she held before the leave began, unless one of the following conditions exists:

- The employee would not otherwise have been employed in the same job at the time reinstatement is requested for legitimate business reasons related to the leave; or
- The job could not be kept open or filled by a temporary employee without substantially undermining the ability of LAA, LACA or LAPB to operate efficiently or a another change in personnel may harm the students' education; or
- The employee is a highly compensated employee, one who is among the highest paid 10% of all LAA, LACA or LAPB employees.

If LAA, LACA or LAPB cannot reinstate an employee to his/her exact job, it will offer the employee a comparable position consistent with the law provided that a comparable position exists and is available, except in the case of highly compensated employees. The employee may need to take an alternative job for the remainder of the school year in order to minimize disruption to the students.

Integration with Other Benefits

Leaves of Absence are unpaid, to the extent not covered by the employee's accrued PTO. To the extent an employee receives compensation under a disability insurance policy, PTO will not be deducted from the employee's accrued time.

Accruals of PTO and holiday benefits will be suspended during the unpaid portion of leave and will resume upon return to active employment. For the purpose of accrual rates for PTO, time taken will not count as "time worked" toward the next level of accrual.

Subject to the terms conditions and limitations of the applicable plans, LAA, LACA or LAPB shall continue to provide health insurance coverage for up to the duration of the leave. During the leave of absence, the employee will be responsible for the full costs of these benefits under COBRA, or similar state statues if the employee wishes to continue coverage. When the employee returns from leave, benefits will resume as an employee, according to all applicable plans. If the employee fails to return from leave or terminates his/her employment within six months of the return to work, LAA, LACA or LAPB shall recover any health premiums that may have been paid by LAA, LACA or LAPB on the employee's behalf during any unpaid periods of leave.

Personal Leave of Absence: Non-medical

Requests for personal leave without pay are considered individually and granted at the discretion of management. For school employees, the leave must be approved by both the Principal and the Regional Vice President. The reason for the request, the employee's length of service, the employee's work record, and the demands of the individual's job are examples of the types of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence may be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than two (2) months in a calendar year. The section "Integration of Benefits", above, applies during this type of leave.

Bereavement Leave

When a death occurs in an employee's "immediate family", an employee may take up to three (3) days with pay in order to attend the funeral or make funeral arrangements with documentation. In unusual circumstances, additional time off may be granted, with or

without pay, at the discretion of the Regional Vice President. For purposes of the funeral leave policy, “immediate family” means an employee's spouse or child, stepchildren, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse. Employees will also be granted one day to attend the funeral of a close relative. A close relative is considered to be an employee’s aunt, uncle, cousin, niece or nephew.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give LAA, LACA or LAPB as much notice as possible. LAA, LACA or LAPB will pay such employees the difference between their regular salary and any jury duty fees received for a maximum of three (3) days. Employees will be expected to report to work during all regular hours if their presence is not required at the courthouse. LAA, LACA and LAPB require employees to supply documentation from the court affirming the employee's jury duty service. Please notify the Principal or Regional Vice President as soon as you receive the jury summons.

Witness Leave

If you are summoned as a witness, you will be given the time off for that purpose. Please notify the Principal or Regional Vice President as soon as you receive a summons. You may elect to use PTO or take this time as unpaid.

Military Duty

A Military Leave of Absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military Leave is unpaid. Continuation of health insurance benefits is available as is required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plan for which the employee is otherwise eligible. Employees may continue their health insurance benefits but are responsible for paying the health insurance premiums. Vacation and holiday benefits will not accrue during the unpaid portion of a Military Leave of Absence.

Employees on Military Leave for up to thirty (30) days are required to return to work on the first regularly scheduled day of work after the end of service, allowing reasonable travel time. Employees on longer Military Leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from Military Leave within five (5) years will be placed in the position they would have attained had they remained continuously employed or in a comparable position depending upon the length of military service in accordance with USERRA. Employees will be treated as if they were continuously employed for purposes of determining benefits based on length of service.

Employees should send an e-mail to the Regional Vice President at lbroadway@lhacs.org for more information or questions about Military Leave or to notify LHA about such a leave.

Other Employee Benefits

Insurance coverage through Lighthouse Academies of Arkansas or Lighthouse Academies of Pine Bluff are in accordance with the provisions of the plan for active employees. A school employee who is not returning for the following school year is no longer considered “active” once the school year ends.

Insurance for Lighthouse Academies of Arkansas, Inc. & Lighthouse Academies of Pine Bluff, Inc Employee Only

Lighthouse Academies of Arkansas and Lighthouse Academies of Pine Bluff offer medical coverage and other benefits to certified and non-certified employees who are scheduled to work 30 hours or more per week and meet other plan requirements. The percentage paid by LAA, LACA or LAPB and the eligibility requirements for the specific coverage, eligibility periods and benefits payable under the plans offered are described in insurance brochures, which may be obtained from the Office Manager.

Premiums and coverage may change from time to time, at the sole discretion of Lighthouse Academies. Eligible employees are all full-time employees, as defined earlier in this handbook. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans’ documents controls the various plans. Benefits may be

modified, added or terminated at any time by the insurance or benefit provider, per the terms of the plan, or by LAA, LACA/LAPB, at its sole discretion. If there is a discrepancy between the benefit description in the employee handbook and the plan document, the plan document is controlling.

Lighthouse Academies of Arkansas employees will be enrolled in the Arkansas Teacher Retirement plan. Details of the plan, including enrollment and contribution requirements, may be obtained from the Business Manager.

Section 125 Plan

LAA, LACA/LAPB allows all full time employees the opportunity to make their health insurance payments on a pretax basis under Section 125 of the Internal Revenue Code.

Life Insurance

LAA, LACA/LAPB provides employees a flat \$10,000 in Life Insurance. Employees may choose to purchase additional coverage in \$10,000 increments for themselves, spouses or children. Please review the policy of the insurance company for specific details and eligibility.

Worker's Compensation

Injuries arising out of and occurring in the course of the employee's work for LAA, LACA or LAPB are covered by the LAA, LACA's or LAPB's worker's compensation insurance policy. If you are injured on the job, you must report it immediately to your supervisor. Failure to immediately report a work related injury may result in discipline and result in a denial of your claim. You must fill out any and all applicable paperwork provided to you, as well as any guidelines provided to you by our insurer.

Please be advised that LAA, LACA and LAPB abide by all of the requirements of state worker's compensation requirements and will not retaliate against any employee for filing a worker's compensation claim.

Please be aware that there may be a waiting period for your first payment. Accrued leave time may be used during this period. If none is available, then the days will be unpaid.

Decisions to grant worker's compensation benefits are made by the applicable worker's compensation insurance carrier and not by LAA, LACA or LAPB. After filing your claim, you will be given information on how to appeal any denial of benefits.

COBRA and Qualifying Events

The Consolidated Omnibus Budget Act of 1986 or "COBRA" refers to the continuation of group insurance benefits after a qualifying event. Employees and covered dependents will have the opportunity to continue insurance benefits at their own expense under COBRA for the following reasons:

- Termination of employment at LAA, LACA or LAPB, except for gross misconduct
- A reduction in hours terminating an employee's eligibility for insurance coverage
- Dependent ceases to be a dependent based on age, marriage, or completion of schooling
- Divorce or legal separation from spouse
- Loss of spousal insurance coverage
- Employee is deceased (covered dependents would be eligible)

Effective February 20, 2009, persons known as "assistance eligible individuals" will be considered to have paid the required COBRA premium if they pay 35 percent of the COBRA premium. The remaining 65 percent will be paid on their behalf generally by the former employer who will be reimbursed by the government in the form of a credit to payroll taxes owed by the employer to the Internal Revenue Service.

Any assistance eligible individual is a person who is eligible for and elects COBRA coverage and who was involuntarily terminated from employment on or after September 1, 2015 and on or before February 28, 2016.

In the event of a qualifying event, you or a family member must notify your office manager within thirty (30) days of the qualifying event. Failure to notify LAA, LACA or LAPB within thirty (30) days may result in loss of insurance coverage for yourself or a member of your family, including a newborn. You may be required to show written documentation of the qualified event. LAA, LACA or LAPB will then notify you or the individual who qualifies for continued coverage of their right to elect COBRA.

Teacher Communication Policy

Home Visits

All new students will receive a home visit prior to the start of the school year and additional visits may be scheduled throughout the year. The purpose of these visits is to help establish clear communication between home and school. A staff member will review the Family Student School Compact, share expectations of the school, answer parent questions, and confirm the student's plan to attend the school in the summer/fall.

Conference between Parents/Guardians, Student, And Teacher

Our goal is 100% parent participation in parent-student-teacher conferences! To provide more information to you about your student, teachers will schedule up to four conferences each year with you. At these conferences, parents/guardians will see work samples from each class and hear in greater detail about their student's successes and struggles. Students in the Upper Academy will be taught to lead these conferences (with the teacher there for support and to fill in any gaps). Together, teachers, parents/guardians, and students will create student learning plans. These plans will include clear statements about current progress levels and goals for improving problem areas. These learning plans may be modified as necessary during the school year. Parents/guardians may request a conference at any time and as often as they see a need. In addition to quarterly conferences, a parent/guardian may request a conference via phone, email or by sending a note to the teacher.²

Communication with Parents

The Principal will utilize the all school calling system to notify parents of key events and announcements. The Principal will provide a Weekly Newsletter to Parents about school events and opportunities for parental involvement. Teachers will provide parents with a weekly to bi-weekly newsletter informing parents of key assignments and grade level and class information. Other communication portals need to be approved by the Principal.

Communication with State Authorizer (ADE)

All school communication with the ADE is through the district administration unless granted permission otherwise.

Academic Integrity Administration and Staff Faculty Responsibilities

All members of the staff and administration are expected to model and nurture an atmosphere that fosters excellence in learning and prepare our scholars for graduation from college. At Lighthouse Academy schools:

- Academic dishonesty of any kind including the violation of state testing protocols is considered a violation of this policy and the code of conduct. At the beginning of each quarter / term home base teachers will review the policy on academic integrity.
- Prior to the administration of any external assessment, including but not limited to state assessments, formative assessments, Dibels, NWEA, the school administration shall review the guidelines for test administration with the staff who participate in the testing process and ensure that they have been trained on the required test protocols and security requirements.
- Staff and administration are required to report any violation of the testing protocols and security to their supervisor. The supervisor is responsible for conducting an inquiry into the matter, informing the appropriate authorities of any findings and taking the appropriate corrective action.
- Failure to report an incident of academic dishonesty to your supervisor or Regional Vice President is considered a violation of the policy. Any staff member or administrator who is found to have violated this policy will be subject to disciplinary action including termination.

Grades, Report Cards and Mid Term Reports

Teachers will report each student's progress at least four times during the school year. The grading system is included on the report card. Parents will also have access to student grades through the parent portal of e-School.

Report Cards will be delivered and reviewed at parent-teacher-student conferences. If a parent/guardian is unable to participate in a conference, the school will work with him or her to set up another time to meet. These reports inform you as to your child's mastery of the state required subject matter and where your student needs to improve. The report card must be signed by the parents/guardians. Kindergarten through fourth grade report cards give feedback based on a year-long skills continuum; 5th grade and up focus on mastery of specific skills each quarter which are averaged at the end of the school year.

Mid-Term Reports will be sent home during each quarter. These reports provide an indication of what the students are doing halfway through the term and what they need to improve upon. It also provides a brief statement of what is being studied and what will be covered in the last part of the marking period.

Professional Development

Teachers and Leaders are required to attain 160 hours of professional development each year. A Professional Development Transcript verifying the hours should be submitted to the Principal and Regional Vice President in June of each year.

Student Activities/Fundraising

Fundraising must be approved by the Principal and the Regional Vice President before beginning. Teachers and staff members must issue a receipt for collections from students and other payees and that money collected from students shall be kept in locked drawers until turned in to School Operations Manager or building Office Manager before the end of the day. Teachers must summarize funds received on a daily deposit form, note the purpose and turn money and copies of the receipts to SOM for depositing. The SOM/OM will verify the amount being deposited, initial and provide a copy of the deposit form to the staff member for their records. Teachers and staff members should maintain a copy of all receipts issued and daily deposit forms.

Check Requests

If payment is requested by a vendor/consultant for an advance deposit or requires immediate payment upon delivery of goods or services a check request form may be used. When necessary the SOM/OM completes the Check Request Form from an approved PO and due to the immediate need of a check, obtains the Principal's signature and copies the RVP. The RVP also must sign and approve the request. Allow 2 weeks processing time.

Technology Policies

Acceptable Use Policy: Computer, Technology, Internet and LHA Connect Use

This policy governs the access and use of all means and methods of communications including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, pagers, mobile phones, faxes and the use of the internet, LHA Connect, sent by or received by a member of community (staff, scholar, volunteer, family member and/or parents) using Lighthouse Academies communication and computer systems ("Systems"). This policy also applies to the electronic disclosure of student information, such as names, photos or videos.

The use of these systems is intended for business use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the School and/or Lighthouse Academies. Lighthouse Academies' management reserves the right to monitor its systems and the content, including all emails. You should not have an expectation that the information in the system, or in any system at Lighthouse or at all connected to Lighthouse, is confidential or private. You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to send derogatory, threatening, insulting or harassing remarks, sexually explicit messages, cartoon, jokes or other potentially offensive material; access pornography or other offensive sites; gain access to others computers; steal computer files, or to damage in any way Lighthouse Academies systems or any other system or computer; or write personal letters, resumes, junk mail, or other documents not related to business. You may not access any other social networking site while using Lighthouse Academies' equipment or while at the school. Additionally, Lighthouse Academies reserves the right to further restrict website access either through content filtering or written notice. You absolutely may not post anywhere online, particularly to any social networking site, any name or image or video of a Lighthouse student or former student. Photographs and videos may be posted to the LHA website, LHA official social media sites, approved school extension web pages and LHA Connect if a student's parent/guardian has signed the appropriate FERPA form. Computer software on Lighthouse Academies' systems may not be downloaded, copied, reproduced, altered or used by an employee without prior authorization. The violation of copyright laws may result in a fine and imprisonment, as well as termination of employment. Lighthouse and the School will cooperate with software vendors in prosecuting those who violate copyright. Lighthouse prohibits the use of any "pirated" or "bootleg" software on its systems. You may not store confidential information that includes scholar, staff, personal information on storage devices such as flash drives, external portable drives, thumb drives, or CDs, and the cloud or storage software service not approved by LHA. Access to LHA communication systems (LHA

Connect and Email) is permitted by using any LHA provided device or you can access these systems with your personal device. If at the school/s you may connect your personal device to the **GUEST** data network only to access the communication systems. Any equipment which is brought to school is done so at the risk of the individual. Neither the School nor Lighthouse Academies will be responsible for any lost, stolen or damaged personal property.

Wireless Communication Usage Guidelines

These guidelines are intended for employees who use an LHA, LAA, LACA or LAPB issued cellular phone.

Issuing of Phones

The Regional Vice President will approve the issuance of cellular phones, smart phones or tablets. LAA, LACA and LAPB reserves the right at any time to re-evaluate the need for an employee to have a LAA, LACA or LAPB issued wireless device.

Use

These technologies are leased primarily for use for LAA, LACA or LAPB's related business and remain the property of LAA, LACA or LAPB. Plans and usage will be reviewed by the Chief Information Officer of LHA to ensure that the monthly plan is set at a reasonable level to meet LAA, LACA or LAPB's business needs. While at work employees may use cell phones only while driving in a manner allowed for by state and local regulations.

Employees may use personal cell phones at work so long as these do not interfere with their assigned duties. An employee may not use their cell phone, or any other device to forward company email, student photos or any other image or data that would violate company policies.

Plan Administrator

The Chief Information Officer of LHA will manage contracts for the technologies. Employees who would like to obtain a cellular phone or another device should contact the Regional Vice President to arrange for ordering, billing, and plan assessment. Neither LHA nor LAA, LACA or LAPB will pay for any contracts entered into outside of this process.

Termination

When an employee leaves LAA, LACA or LAPB, any equipment issued to the employee, including all accessories must be returned to that employee's direct supervisor or designee. Staff must fill out a Staff Exit Checklist.

Loss or Damage of Equipment

Employees are personally responsible for the loss or damage to any equipment issued to them under this policy. Employees will be required to pay for the cost of any damages to the equipment or the loss of the equipment (consider payroll deduction). Any damage to equipment issued must be reported within 24 hours to the help desk, school administration and Technical Support Specialist.

Receipt of Technology/Equipment

You have received the following equipment from Jacksonville Lighthouse Charter School or Pine Bluff Lighthouse Charter School ("the school"). Ownership of this Equipment at all times remains with JLCS, or its lessor.

The equipment on the attached Technology Check in/out list is together referred herein as the "Equipment". The use of this equipment is intended for business use only. We recognize that on occasion you may use your equipment and Lighthouse e-mail for personal reasons. We expect you will minimize this use and will not let it interfere with your work. Please keep in mind that all information transmitted, received or stored using this equipment is the property of the school. All school and Lighthouse Academies, Inc. /Lighthouse Academies of Arkansas /Lighthouse Academies of Pine Bluff information, data and other property are to be treated by you as confidential.

The School and Lighthouse Academies reserve the right to monitor the Equipment and the content, including all e-mails. You should not have an expectation that the information on the equipment is confidential or private.

The Equipment belongs to the school and is provided to you as a courtesy and resource to assist you in the completion of your work and is your own responsibility at all times. You are expected to exercise due care over the Equipment and all accessories. It will be necessary to turn in equipment as determined by the school for regular maintenance. You are required to report any damage to the Equipment within 24 hours of incident to your Principal and complete a help ticket through WIRED. You will be held responsible for

any theft or damage to the Equipment caused by any willful act or negligence on your part, including financial loss. You will also be responsible for the loss of any documents or intellectual property, if such are lost or stolen with the Equipment as a result of any willful act or negligence on your part. You will be responsible for the replacement or the repair of the equipment and agree that the cost of such will be deducted from your salary in reasonable increments.

Lighthouse Academies reserves the right to take whatever legal action is necessary to recover any loss due to theft or damage of the Equipment caused by any willful act or negligence on your part or any financial penalty incurred because of illegal appropriation of intellectual property and legal costs incurred in enforcing this agreement to the extent permitted by state statute.

Failure to replace or repair damaged equipment can also result in a state ethics violation and may be reported to the Department of Education.

Employee Relations

As a vital part of the LAA, LACA or LAPB team, employees are expected to perform at a high professional standard in all aspects of their work activity. Occasionally, a LAA, LACA or LAPB supervisor may be required to work constructively with employee performance problems and difficult employee issues.

This process will be determined by LAA, LACA or LAPB in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the consequence applied may include, among other things, oral or written warnings, probation, suspension with or without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Employees will be treated fairly and in accordance with all discrimination statutes. LAA, LACA and LAPB will maintain confidentiality to the greatest extent possible.

**Lighthouse Academies of Arkansas, Inc. / Lighthouse Academies of Pine Bluff, Inc.
Payroll Schedule(Salary) 2015-2016**

Pay Dates	205/210 Days	220 Days	240 Days
7/15/2015			1
7/31/2015	1	1	2
8/15/2015	2	2	3
8/29/2015	3	3	4
9/15/2015	4	4	5
9/30/2015	5	5	6
10/15/2015	6	6	7
10/31/2015	7	7	8
11/14/2015	8	8	9
11/28/2015	9	9	10
12/15/2015	10	10	11
12/31/2015	11	11	12
1/15/2016	12	12	13
1/30/2016	13	13	14
2/13/2016	14	14	15
2/27/2016	15	15	16
3/13/2016	16	16	17
3/31/2016	17	17	18
4/15/2016	18	18	19
4/30/2016	19	19	20
5/15/2016	20	20	21
5/29/2016	21	21	22
6/15/2016	22	22	23
6/30/2016	23	23	24
6/30/2016	24	24	

All salaried employee's annual compensation is divided into 24 equal installments and paid according to the schedule above. Any prorated salaries (employees hired after the beginning of the year) will have their first paycheck adjusted such that all remaining paychecks will equal 1/24th of their annual compensation.

2015-16 School Calendar

Arkansas Lighthouse

Charter Schools

2015-16

July 2015						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015							Date	Event or Holiday
Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	7/21	New Staff Reports
							7/27	Returning Staff Reports
6	7	8	9	10	11	12	7/21-8/12	PDI/Home Visits
13	14	15	16	17	18	19	8/11	K-4 Parent Meeting/ UA and FL Parent Meetings
20	21	22	23	24	25	26	8/12	CPA - Grades 8-11 Parent Meeting
27	28	29	30				8/13	First Day of School (Thursday)
							9/7	No School: Holiday: Labor Day
							9/23	Professional Development/Early Dismissal
							10/12	No School: Columbus Day
							10/16	First Quarter Ends (48 Days)
		1	2	3	4	5	10/23	Parent/Teacher Conferences; Early Dismissal
6	7	8	9	10	11	12	11/5	Professional Development/Early Dismissal
13	14	15	16	17	18	19	11/11	No School: Holiday: Veterans Day Observed
20	21	22	23	24	25	26	11/25-11/27	No School: Holiday: Thanksgiving
27	28	29	30	31			12/18	Second Quarter Ends (41 Days)
							12/19-1/5/2015	No School: Winter Break
							1/1	New Year's Day
							1/4	No School: Professional Development
							1/5	Students Return
							1/8	Parent/Teacher Conferences; Early Dismissal
6	7	8	9	10	11	12	1/18	No School: MLK Birthday
13	14	15	16	17	18	19	2/15	No School: President's Day
20	21	22	23	24	25	26	2/24	Early Dismissal/ Professional Development
27	28	29	30	31			3/11	Thrid Quarter Ends
							3/18	Parent/Teacher Conferences; Early Dismissal
							3/21-3/25/14	No School: Spring Break
							4/27	Early Dismissal/ Professional Development
							5/26/	Graduation
							5/27	Early Dismissal/ Professional Development
5	6	7	8	9	10	11	5/30	No School: Memorial Day
12	13	14	15	16	17	18	6/08/	Last Day of School
19	20	21	22	23	24	25	6/9	Last Day Teachers
26	27	28	29	30				

October 2015						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Purpose of Field Experience:

Field Experience Information

School Name _____

Staff Member: _____

Grade Levels: _____

Destination: _____

DATEs: _____

In State or
Out of State
Approval _____



STEAM Focus:

- Science
- Technology
- Engineering
- Arts
- Math
- Other

How will this experience enhance scholar's learning

Enhance the Learning Environment-

Field Experience will:

Increase Academic Achievement-

Field Experience will:

College Readiness and Awareness

Field Experience will:

Career Awareness-

Field Experience will:

Operational Approvals

DTL and PAL APPROVAL Signature: _____

School Calendar Approval by SBMT Date: Signature: _____

Number of Parent Chaperones? _____ Background Checks Conducted? _____

Number of Staff Members? _____

Review of Collection of Funds Procedures: Sponsor: _____

Substitute Coverage Communicated to OM: OM Signature: _____

Permission Slips Submitted to OM: OM Signature _____

List of Students Projected to Attend to OM: OM Signature: _____

Lunches Ordered: CND/Meals manager Signature: _____

Bus approval _____

Budget Submitted to RVP/RVP Approval: Signature: _____

Board Approval Date for Out of State Experiences: _____

NOTE – Attach all supporting documentation.

Request to Attend Professional Development Conference

Name: _____ Conference Title: _____

Indicate Area of Focus Below:

5.02 Approved professional development activities shall relate to the following focus areas:

1. Content (K-12)
2. Instructional strategies
3. Assessment
4. Advocacy/leadership
5. Systemic change process
6. Standards, frameworks, and curriculum alignment
7. Supervision
8. Mentoring/Coaching
9. Education Technology
10. Principles of learning/developmental stages
11. Cognitive research
12. Parent involvement
13. Building a collaborative learning community

NOTE: 160 Hours per school year required: (6 hours of Ed. Technology and 3 hours of Parental Involvement must be included)

Dates: _____ Substitute needed? Y or N If yes, how many days _____

Registration Fee: _____ Estimated hotel costs: _____/night at _____ nights

Estimated transportation costs: _: Total Cost: _____

How does this conference address your IPDP/PGP?

What are the expected outcomes?

	Goals	Measures
School Academic Goal		
Class Academic Goal		
Professional Goal		

Approved: _____ Director of Teacher Leadership/Asst. PAL: Date: _____

Approved: _____ Principal: Date: _____

Approved: _____ Regional Vice President: Date: _____

We agree that:

1) We are a Mission Driven School and we will make student achievement our chief priority;

- We are responsible for fully implementing our Vision of Excellence and becoming competent doers of the work assigned.
- We are a team with a shared goal to decrease the student achievement gap
- We will let each other grow as leaders and individuals but we will each be committed to growing by knowing and being able to communicate all aspects of LHA documents, protocols and model;
- AND being committed to our professional growth by completing 160 hours of professional development each year and constantly reviewing relevant research.
- We will model relentlessness in the face of challenging circumstances
- We will not accept failure from a single student;
- We will not let a teacher condone or enable a student's failure;
- We will not create policy or practice that promotes students failure.
- We will speak candidly in all of our closed-door planning meetings;
- We will practice listening and observing as primary tools to our growth.
- We will honor the communications protocol.

2) We will maintain professional courtesy and decorum at all time in our actions and our communication.

- We will not discuss personal differences among the leadership team with students, faculty, parents, or other members of the school community.
 - Insist on two-way communication
 - We will not discuss issues pertaining to student behavior or achievement without consulting the teachers or administrators with an interest at stake;
- We will not confuse biases with facts or allow personal biases to impact the work that we have committed to do.

3) We will become a Highly Effective Team

- We will hold ourselves to a higher standard as school leaders and model the SHINE qualities in every interaction for all staff members, parents, and community members.
- We will establish trust within the team because:
 - We will not Shout-down, disparage, or personally attack the character of any member of the staff or leadership team;
 - We will not disrespect each other, the culture and community in which we serve, or the organization for which we work.
 - We will not make disparaging remarks about each other or LHA or criticize each other behind their backs.
- We will establish trust within the team because we will:
 - Support each other in public and private and never let outside forces break the trust that exists within the team
 - Promote unity by sharing victories and defeats equally.
 - Promote a sense of family, a sense of connectedness and a sense of belonging.
 - Highlight complimentary skills and insist on open communication
 - Eschew selfishness and promote selflessness.
 - Liberally give credit and praise where and when it is due.

Employee Receipt of Policies and Handbook

Acceptable Use Policy: Computer, Technology, Internet and PRISM Use

I understand and will abide by the LHA Acceptable Use Policy. Should I violate this agreement, my access privileges may be revoked and I will be subject to disciplinary action, including termination and/or appropriate legal action.

Academic Integrity Policy

I understand and will abide by LHA's Academic Integrity Policy. Should I violate this policy I will subject myself to disciplinary action including the termination of my employment

Wireless Communication Usage Guidelines

I understand and will abide by the LHA Wireless Communication Usage Guidelines Should I violate this agreement, my access privileges may be revoked and I will be subject to disciplinary action, including termination and/or appropriate legal action.

Receipt of Technology/Equipment

I understand and will abide by the LHA Technology and Equipment Policy. I will be handed a Receipt of Technology/Equipment policy with the exact equipment listed I am responsible for. Should I violate this agreement, my access privileges may be revoked and I will be subject to disciplinary action, including termination and/or appropriate legal action.

Receipt of Security Training Policy

I understand and will abide by LHA's Security Training Policy. Should I violate this agreement, I will be subject to disciplinary action that may include termination and/or appropriate legal action.

Receipt of Document Retention Policy

I understand and will abide by LHA's Document Retention Policy. Should I violate this agreement, I will be subject to disciplinary action that may include termination and/or appropriate legal action.

Receipt of Travel Policy

I understand and will abide by the LHA Travel Policy. Should I violate this agreement, I will not be reimbursed and I will be subject to disciplinary action that may include termination and/or appropriate legal action.

Receipt of Whistleblower Policy

I understand and will abide by the LAA, LACA or LAPB Whistleblower Policy. Should I violate this agreement, I will not be reimbursed and I will be subject to disciplinary action that may include termination and/or appropriate legal action.

Receipt of Personnel Handbook

I acknowledge that I have received a copy of the LAA, LACA/LAPB Personnel Handbook, and I understand that, I am responsible for reading and familiarizing myself with the policies and practices described within it. I understand that this Handbook replaces any and all prior handbooks, policies and practices of LAA, LACA and LAPB.

I agree to abide by the policies and practices contained therein. If I have any questions regarding the Handbook, I will contact my supervisor to seek clarification. I understand that the policies and benefits contained in this employee Handbook may be added to, deleted or changed by LAA, LACA or LAPB at any time. If there are discrepancies between the contract and the employee Handbook, the provisions of the contract are controlling.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Regional Vice President of LHA, (lbroadway@lhacs.org). In the event of a conflict of interpretation, the decision of LAA, LACA or LAPB is final.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Please sign this receipt page of this Handbook and return it to your Office Manager.