



Arkansas Lighthouse Academies 2019 – 2020 Personnel Policies Handbook

Approved By Board of Directors:

Board President Print Name

Date

Signature

JLCS 2019-2020 District Calendar

July						
Su	Mo	Tu	We	Th	Fr	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			

July 4th and 5th - Holiday Offices Closed

November						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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			

December						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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				

January						
Su	Mo	Tu	We	Th	Fr	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			

October						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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				

March						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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			

May						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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				

Grades 3-10:
ACT Aspire State Testing Window Opens in April.
Testing begins April 6-May 8th. Parents/Guardians please limit family vacations, doctors appointments, etc. during this time.

First Quarter (45 days) August 13 - October 17	Third Quarter (47 Days) January 7 - March 13
Second Quarter (40 days) October 15 - December 20	Fourth Quarter (58 Days) March 15 - June 12

Interim report card to be sent home:
 Interim 1 - September 27th
 Interim 2 - November 15th
 Interim 3 - February 21st
 Interim 4 - May 8th

Report Card Dates:
 October 26th
 January 10th
 March 20th
 June 17th

Date	Event or Holiday	Student Days
7/10/2019	New Staff Orientation English	Aug. 14 Days
7/25/2019	Returning Staff Reports	Sept. 20 Days
7/25-8/21	Prof. Dev./Parent Contact Visits	Oct. 21 Days
7/31-8/7	*New* Student Orientation (8:30-12:30)	Nov. 15 Days
13-Aug	First Day of School	Dec. 15 Days
8/28/2019	Early Dismissal-Prof. Dev.	Jan. 18 Days
9/2/2019	Holiday/No School- Labor Day	Feb. 19 Days
9/14/2019	Early Dismissal-Prof. Dev.	March 17 Days
10/1/2019	Prof. Dev.- No School	April 21 Days
10/24/2019	Holiday/No School- Columbus Day	May 20 Days
10/25/2019	Early Dismissal-Prof. Dev.	June 10 Days
10/27/2019	End of 1st Quarter	Total: 190 days
10/28/2019	Early Dismissal-P/T Conf.	Teacher Days
11/11/2019	Holiday/No School-Veteran's Day	July (RT) 10 Days
11/20/2019	Early Dismissal-Prof. Dev.	July (RT) 5 Days
11/25-11/29	Fall Break	Aug. 22 Days
12/16/2019	Early Dismissal-Prof. Dev.	Sept. 20 Days
12/20/2019	End of 2nd Quarter	Oct. 23 Days
12/25-1/3	Winter Break	Nov. 15 Days
1/9/2020	No School- Prof. Dev.	Dec. 15 Days
2/7/2020	Schools Reopens	Jan. 19 Days
1/17/2020	Early Dismissal-P/T Conf.	Feb. 19 Days
1/20/2020	Holiday/No School- MLK Day	March 17 Days
2/12/2020	Early Dismissal-Prof. Dev.	April 21 Days
2/17/2020	Holiday/No School- President's Day	May 20 Days
3/11/2020	Early Dismissal-Prof. Dev.	June 10 Days
3/13/2020	End of 3rd Quarter	Total: 210 New
3/20/2020	Early Dismissal-P/T Conf.	205 Returning
3/25-3/27	Spring Break	
4/10/2020	Holiday/No School- Good Friday	
4/13/2020	Early Dismissal- Prof. Dev.	
5/11/2020	Early Dismissal- Prof. Dev.	
5/21/2020	CPA Graduation	
5/25/2020	Holiday/No School- Memorial Day	
6/11/2020	Early Dismissal Prof. Dev.	
6/12/2020	Last Day of School -Early Dismissal Prof. Dev.	

***All Early dismissal days will begin at 1pm.
 ***Finals for Seniors: Week of May 11-15th (required)

Lighthouse Academies Inc.

EMPLOYEE HANDBOOK

GREETING FROM KHORI	
FOREWARD	
DIVERSITY	
• Equal Employment Opportunity Statement	
• Anti-harassment Policy and Complaint Procedure	
• Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)	
EMPLOYMENT	
• At-will employment	
• Employee Classification Categories	
• Background Checks and Reference Checks	
• Progressive Discipline	
• Separation of Employment	
WORKPLACE SAFETY	
• Drug-Free Workplace	
• Safety	
• Smoke-Free Workplace	
WORKPLACE EXPECTATIONS	
• Confidentiality	
• Employee Photographs	
• Intellectual Property and Assignment of Rights	
• Conflicts of Interest	
• Attendance and Punctuality	
• Attire and Grooming	
• Electronic Communication and Internet Use	
• Social Media-Acceptable Use	
• Solicitations, Distributions and Posting of Materials	
• Employee Personnel Files	
COMPENSATION	
• Payment of Wages	
• Overtime	
• Garnishments	
• Employee Travel and Reimbursement	
TIME OFF/LEAVES OF ABSENCE	
• Holiday Pay	
• Inclement Weather/School Closings	
• Paid Time Off/PTO	
• Family and Medical Leave (FMLA)	
• Integration with Other Benefits	
• Bereavement Leave	
• Jury Duty	
BENEFITS	
• Insurance	
• Civil Unions and Domestic Partners	
• Retirement Plans	
• Flexible Spending Accounts	
• Employee Assistance Program (EAP)	
• Other Benefits	
• Returning vs Non-Returning Staff	
Employee Handbook Acknowledgement and Receipt	

GREETING FROM KHORI

Dear Team Member:

Welcome to the Lighthouse Academies team! Lighthouse Academies, Inc. and its related entities are not for profit organizations leading a national network of charter schools. In this handbook, all entities are referred together as "Lighthouse Academies," unless specifically stated otherwise. The following pages contain information regarding the current policies of Lighthouse Academies.

We are excited to have you join us in our work to prepare scholars to maximize their God-given potential. We value the talents and abilities of our team members and seek to create a culture where we can work together to meet the needs of the communities and children we seek to serve. If you would like additional information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your supervisor.

SHINE On!

Khori Whittaker
President & Chief Executive Officer
khori.whittaker@lha.net

FOREWORD

Whether you have just joined our staff or have been at Lighthouse Academies (LHA) for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Lighthouse Academies to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

Keep several things in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the CEO) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Lighthouse Academies employees and others affiliated with Lighthouse Academies whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

DIVERSITY

Equal Employment Opportunity Statement

Lighthouse Academies, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. We comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Lighthouse Academies expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Lighthouse Academies employees to perform their expected job duties is absolutely not tolerated.

Anti-harassment Policy and Complaint Procedure

Lighthouse Academies is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Lighthouse Academies expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. Lighthouse Academies prohibits any such discrimination or harassment.

Lighthouse Academies encourages reporting of all perceived incidents of discrimination or harassment. It is our company policy to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Lighthouse Academies (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Human Resources or any member of management.

When possible, Lighthouse Academies encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Lighthouse Academies recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Lighthouse Academies encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to the Managing Director of Human Assets.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Lighthouse Academies to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Lighthouse Academies. Contact the Human Resource department with any questions or requests for accommodation.

EMPLOYMENT

At-will employment

All employees are at-will employees. 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 Lighthouse Academies reserves the 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 location due to financial reasons, we will consider your performance and certification in making layoffs and other personnel decisions.

Employee Classification Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Lighthouse Academies.

Non-exempt employees- These employees must submit a time sheet for each payroll period. Overtime is paid for all worked hours over 40 in a 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 break, the employee must not do any LHA related work **of any kind**.

Exempt employees- These employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Exempt employees are expected to work as many hours as necessary to fulfill the requirements of their jobs.

Lighthouse Academies has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. Regular, part-time employees may be eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Background and Reference Checks

To ensure that individuals who join Lighthouse Academies are well qualified and to ensure that Lighthouse Academies maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment or who volunteer at our schools. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Lighthouse Academies. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Lighthouse Academies to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Lighthouse Academies also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

For more information on background checks refer to the Lighthouse Academies Background Check Policy.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Lighthouse Academies supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. **Lighthouse Academies reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense.** The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Lighthouse Academies progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Lighthouse Academies reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Personal Conduct

LAA, LACA and LAPS 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.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. LHA has 24 hours to accept the employees' notice. LHA reserves the right to accept that notice either in full or may terminate the relationship sooner as dictated by business needs. If terminated sooner, the employee will only receive pay and benefits through the last day worked.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee.
- **Termination:** Employees of Lighthouse Academies are employed on an at-will basis, and the company retains the right to terminate an employee at any time for any reason.

Return of Company Property

The separating employee must return all company property at the time of separation, including but not limited to: **keys**, computers, phones and all company documents. **Failure to return some items may result in deductions from the final paycheck.**

Insurance Benefits

Insurance benefits terminate upon termination date. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be sent to the employee by ADP Cobra once they are termed in the HRIS system.

WORKPLACE SAFETY

Drug-Free Workplace

Lighthouse Academies has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Lighthouse Academies is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Lighthouse Academies. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

Lighthouse Academies will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
 - o Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - o Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- Lighthouse Academies will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Inspections

Lighthouse Academies reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Lighthouse Academies prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

Smoke-Free Workplace

Smoking is not allowed in LHA offices or at any school sites, outdoors or indoors.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

WORKPLACE EXPECTATIONS

Confidentiality

LHA requires that employees do not disclose information considered to be confidential by LHA including employment records, salaries and trade secrets. All new employees are required to sign a non-disclosure agreement. Employees are also subject to any restrictions listed in their offer letter. Any questions about this policy should be addressed to Human Resources.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

LHA's employees may have access to student records. These records are confidential, may not be removed from the school and may only be used by LHA employees 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 student information confidentiality.

Employees may not use student pictures, student work or any information related to students for personal use either during the workday or outside the workplace.

Mandatory Reporting

If you know or suspect that any student has been subjected to any neglect, physical abuse, emotional abuse, sexual abuse or molestation, you must notify the Child Abuse Hotline at 1-800-482-5964. This is your responsibility as a mandated reporter. 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.***

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 their employment shall be the sole and exclusive property of LHA, unless derived from materials already owned by the employee. The employee agrees to promptly execute any documents necessary to verify LHA's ownership of such materials.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Lighthouse Academies may conflict with the employee's own personal interests. Lighthouse property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside company or organization.
- Accepting gifts, discounts, favors or services from a supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

Attendance and Punctuality

PTO and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

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 Jacksonville North Pulaski School District closing due to inclement weather. If JNPSD 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 PBSB 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, then 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.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Lighthouse Academies' employees are expected to be neat, clean and well groomed, while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

Lighthouse Academies is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Lighthouse Academies or be contrary to Lighthouse Academies' best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cellphones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

Right to Monitor

All LHA-supplied technology and related work records belong to LHA and not to the employee. Lighthouse Academies routinely monitors use of LHA supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media-Acceptable Use

Below are guidelines for social media use. See full policy for details.

Post only appropriate and respectful content. The school administration will deem if any post are inappropriate.

- Maintain the confidentiality of Lighthouse Academies trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a LHA website without identifying yourself as a Lighthouse Academies employee associate.
- Do not post any disparaging remarks about the school, parents, scholars or other employees.
- Do not create work groups on Facebook to discuss Lighthouse Academies' employees, scholars, staff and parents. Only approved work groups can be created with permission from school administration or staff may use Workplace for school approved groups.
- Express only your personal opinions. Never represent yourself as a spokesperson for Lighthouse Academies. If Lighthouse Academies is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Lighthouse Academies, fellow associates, members, or people working on behalf of Lighthouse Academies. If you do publish a blog or post online related to the work you do or subjects associated with Lighthouse Academies, make it clear that you are not speaking on behalf of LHA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Lighthouse Academies."

Lighthouse Academies will monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Solicitations, Distributions and Posting of Materials

Lighthouse Academies prohibits the solicitation, distribution and posting of materials on or at LHA locations by any employee or nonemployee, except as may be permitted by this policy.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on LHA premises at any time.
- Employees may not distribute literature of any kind during work times or in any work area at any time.
- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violations of this policy should be reported to Human Resources.

Employee Personnel Files

Confidential employee files are maintained by the Manager of Operations at each school location or at LHA Headquarters for corporate employees. Managers and supervisors may only have access to personnel file information on a need-to-know basis. The contents are retained for 3 years after termination.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. You may request a copy of your personnel folder by submitting a written request.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

COMPENSATION

Payment of Wages

Lighthouse Academies of Arkansas (JLCS), Central Arkansas (CCLCS), and Lighthouse Academies of Pine Bluff (PBLCS) 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.

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 July 31st or twelve months after the previous year's summer professional development began.

Corporate Employees

Lighthouse Academies corporate employees are paid on a bi-weekly basis. Payrolls are paid on every other Friday for the 10 days through the previous Saturday. It is the employee's responsibility to ensure their time is reported accurately by the Monday of that payroll week.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

Employees may be paid by ADP Aline Card or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Employees are strongly encouraged to enroll for direct deposit.

No salary advances will be made.

Overtime (non-exempt employees) JLCS, CCLCS, PBLCS

Non-exempt employees who exceed 40 hours of **work time with prior approval** in a workweek will be paid time and one half.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. **Overtime must be approved in advance by the manager to whom the employee reports.**

Non-exempt employees who work overtime without prior approval will be subject to discipline up to and including termination.

Paid leave, such as holiday, PTO time, does not apply toward work time.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods employees may be required to work extended hours.

Garnishments

LHA is required by law to honor any legal order for garnishment. LHA will make initial notice of any demand for garnishment with specification of the total amount and the amount of each planned deduction. We will continue to deduct the garnishment until we receive a formal release of the garnishment from the court.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of LHA.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. **Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.** Upon completion of the trip, and within 30 days, the traveler must submit a Travel and Expense Reimbursement Form with supporting documentation to obtain reimbursement of expenses.

TIME OFF/LEAVES OF ABSENCE

Holiday Pay

The following are paid holidays for full time administrative employees (corporate employees and school-based full time administration).

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- ½ prior to Thanksgiving Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day

All school buildings will be closed for two days between December 24 and January 1. The specific days will be determined by the Executive Director. School-based administrative personnel will not be required to work during this time and will not be charged PTO for these days.

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Lighthouse Academies will make reasonable efforts to accommodate employees who desire to observe a religious holiday that is not recognized by the company.

An employee must work the day before and the day after a holiday to be paid for the holiday, unless the employee receives prior written approval from his/her Supervisor. If a doctor's note is provided for either or both absences, the holiday will be paid at the discretion of the Principal or Human Resources.

Inclement Weather/School Closings

In the event of inclement weather or school closings, exempt employees are encouraged to work from home, take a PTO day or take an unpaid day. Non-exempt employees will not be paid for the time since they are only paid when they work. The Executive Director has the ability to revise this policy based on their school budgets and the severity of the circumstances.

**Corporate Employees Paid Time Off/PTO (no separate Sick time policy)
(Sick and PTO leave time have been combined into 1 policy)**

Full-time employees are eligible for PTO (paid time off). Part-time, temporary and contracted employees are not eligible for paid time off.

Full-time employees are those working 40-plus hours on a regular basis per week. PTO accrual begins on the first day of full-time employment. PTO is accrued according to the schedule in this policy.

Academic employees-All full time academic employees accrue PTO at a rate of 7 days per year. Academic employees may accrue a maximum of 10 days of unused PTO days. Once an academic employee has reached the 10-day maximum, no additional time will accrue until the employee has used PTO time to bring their PTO balance below 10 days. PTO time may be used only after it is earned. PTO leave will not be earned during leaves of absence.
Terminated academic employees will be paid out a maximum of 10 days (2 weeks).

Corporate Administrative employees- All full time administrative employees accrue time off per the schedule below:

First year 15 days
Second and third years 20 days
Fourth year and beyond 25 days

Corporate Administrative employees may accrue a maximum of 25 days of unused PTO. Once an administrative employee has reached the 25 day maximum, no additional time will accrue until the employee has used PTO to bring their PTO balance below the maximum.

Employees must ensure that they have enough accrued leave available to cover any time off requests. Requests will be approved based on a number of factors, including department operating and staffing requirements.

PTO will be paid at the employee's base rate at the time the leave is taken. PTO is not included in overtime calculation. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to PTO pay.

Leave taken beyond an employee's available PTO balance may be unpaid unless otherwise required under state or federal law.

If employment is terminated with a corporate employee, accrued unused PTO leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination per the schedule below.

Corporate level employees terminated employees will be paid out at a maximum based on their consecutive tenure with Lighthouse Academies.

Corporate Employees PTO PAYOUT-Termination between 1-3 years-maximum of 15 days paid out.
-Termination after 3 full years-maximum of 20 days paid out.

Any terminated employee who has a negative PTO balance will have those hours deducted from their final wages.

School Based Employees/Arkansas

Full-time employees are eligible for PTO (paid time off). Part-time, temporary and contracted employees are not eligible for paid time off.

Full-time employees are those working 40-plus hours on a regular basis per week. PTO accrual begins on the first day of full-time employment. PTO is accrued according to the schedule in this policy.

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 Executive Director 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 to school based employees based upon termination and resignation 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 Executive Director 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.

Family and Medical Leave Act (FMLA)

General Provisions

Under this policy, Lighthouse Academies will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.

Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide their manager written notice of the need for the leave. Within five business days after the employee has provided this notice, the manager will provide the employee with their response to the leave request.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice.

When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

Intent to Return to Work from FMLA Leave

LHA may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Integration with Other Benefits

Leaves of absence are unpaid, to the extent not covered by the employee's accrued PTO time. Employees must exhaust all their PTO time before applying for disability insurance.

Leave time accruals are suspended while the employee is on leave.

Lighthouse Academies will continue to provide insurance benefits coverage for the duration of the leave. During the leave, the employee is responsible for the full costs of these benefits. When the employee returns from leave, benefits will resume for the employee. If the employee fails to return from leave or terminates their employment within six months of the return to work, LHA shall recover any insurance premiums paid by LHA on the employee's behalf during their leave.

Bereavement Leave

Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, grandparent.

Employees are allowed one day of paid leave in the event of death of the employee's aunt, uncle, cousin, niece or nephew.

Proof of death may be requested on a case by case basis.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. LHA will pay regular full-time employees for time off for jury duty up to one week of pay.

BENEFITS

For more information regarding LHA benefits programs, please refer to your Benefit Enrollment Guide, which is provided to employees upon hire or upon our annual open enrollment. Questions should be directed to the LHA Benefit Center at 877.551.0603.

Insurance for LHA Employees Only

Lighthouse Academies currently offers full-time employees who are regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental, vision and disability insurance coverage options

Employees have up to 30 days from their date of hire to make their insurance elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the LHA Benefit Center 877.551.0603 to determine if a life-event qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change insurance elections for the following benefit year. Premiums and coverage may change from time to time, at the sole discretion of LHA.

The LHA Benefit Center is available to answer benefits plan questions and assist in enrollment as needed. 877.551.0603.

End of the School Year

Full-time employees who are not leaving the school at the end of the year will experience no interruption in compensation or benefits.

Insurance for Arkansas Employees Only

LHA of Arkansas offers insurance coverage to employees based on Arkansas requirements. Please consult your Manager of Operations for details. Premiums and coverage may change from time to time, at the sole discretion of LHA.

Affordable Care Act

All benefit plans are compliant with the requirements of the Affordable Care Act.

Civil Unions and Domestic Partners

Civil Unions are persons who:

- Are at least 18 years of age and of the same biological gender.
- Have participated in a legally recognized civil union ceremony in a state which legally allows and recognizes same-sex civil unions.

Domestic partners are persons who:

- Are at least 18 years of age and of the same gender.
- Are not legally married to any person and are not related in any way that would prohibit marriage in the company's state of operation.
- Share permanent residence.

Registration of a domestic partnership will be required for coverage under company benefits.

- An employee who wishes to register a domestic partnership must contact the LHA Benefit Center 877.551.0603 for information and the registration form. Upon receipt of a properly completed form, the LHA Benefit Center will consider the partnership registered as of the date on the form's signature line.
- Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.
- Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group continuation health coverage through COBRA and/or individual conversion.
- An employee may terminate a domestic partnership by notifying the LHA Benefit Center within 30 days of its termination.

The tax consequences of a domestic partnership are the responsibility of the employee. The value of benefits provided to an employee's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

Retirement Plans LHA Employees (Corporate)

401(k) Plan

Lighthouse Academies offers a 401K plan for all employees who complete 1 month of service and who are at least 21 years of age. Lighthouse Academies will contribute a **4%** match per year, based on calendar year contributions proportionate to your 401K contributions up to the first **4%** of the pay contributed to the plan.

Further details about the Plan may be obtained from the Summary Plan Description or by contacting the LHA Benefit Center at 877.551.0603.

Retirement Plan for Arkansas Employees Only

LHA of Arkansas employees will be enrolled in the Arkansas state retirement plan. Please consult your School Operations Manager for details.

Flexible Spending Accounts

As part of the Lighthouse Academies Flexible Benefits Plan, we currently offer an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible dependent care expenses and health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

Employee Assistance Program (EAP) Corporate Employees

Through the employee assistance program (EAP), Lighthouse Academies provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to Lighthouse Academies only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Other Benefits

LHA also offers group life insurance, short term and long term disability benefits and workers compensation. Please refer to your Benefit Enrollment Guide for details.

Returning vs. Non-Returning Staff

Before the last 30 days of the academic year, school administrators will request each current staff member to communicate if they intend to return for the next school year. If the school administrator decides not to continue your employment in the next year, and you

are dismissed, not for cause, after the last day of school, you will continue to be paid through the end of the school year. Insurance benefits will be extended through the end of the school year calendar.

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

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 Executive Director.

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 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(i) (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

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.

Staff Communication

All staff should respond to any and all forms of communication within a 24 hour window. Staff is also expected to read emails and respond within the same day if it deems a response.

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 Executive Director 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 Executive Director in June of each year.

Student Activities/Fundraising

Fundraising must be approved by the Principal and the Executive Director 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,

initially 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 ED. The ED 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.

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, Lighthouse Academies of Central Arkansas 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.

**LHA
PAYROLL/AP
SCHEDULE
FY 2019-2020
Deadlines**

Pay Date	Hourly & Substitute Employees Pay Period	Salary Employees Pay Period	Due Date for Payroll Information from Client (all information is due by noon unless otherwise noted)	Due Date for Pre-Calc Report from Complete Consulting (all information is due by noon unless otherwise noted)	Due Date for Pre-Calc Approval from Client (all information is due by noon unless otherwise noted)	Direct Deposit Upload (2 days before the pay date)	Accounts Payable - will not process any invoices after this date for the current processing date (Any items after this date will automatically fall to the next processing date)	Process AP Checks
7/15/2019	6/16/19-6/30/19	7/1/19-7/15/19	Tuesday, July 2, 2019	Thursday, July 4, 2019	Monday, July 8, 2019	Friday, July 10, 2019	Wednesday, July 10, 2019	Monday, July 15, 2019
7/31/2019	7/1/19-7/15/19	7/16/19-7/31/19	Thursday, July 18, 2019	Monday, July 22, 2019	Thursday, July 25, 2019	Monday, July 27, 2019	Friday, July 26, 2019	Wednesday, July 31, 2019
8/15/2019	7/16/19-7/31/19	8/1/19-8/15/19	Friday, August 2, 2019	Tuesday, August 6, 2019	Thursday, August 8, 2019	Monday, August 12, 2019	Friday, August 9, 2019	Thursday, August 15, 2019
8/30/2019	8/1/19-8/15/19	8/16/19-8/31/19	Monday, August 19, 2019	Wednesday, August 21, 2019	Monday, August 26, 2019	Wednesday, August 27, 2019	Friday, August 23, 2019	Friday, August 30, 2019
9/13/2019	8/16/19-8/31/19	9/1/19-9/15/19	Monday, September 2, 2019	Wednesday, September 4, 2019	Friday, September 6, 2019	Wednesday, September 10, 2019	Friday, September 6, 2019	Friday, September 13, 2019
9/30/2019	9/1/19-9/15/19	9/16/19-9/30/19	Tuesday, September 17, 2019	Thursday, September 19, 2019	Monday, September 23, 2019	Friday, September 26, 2019	Monday, September 23, 2019	Monday, September 30, 2019
10/15/2019	9/16/19-9/30/19	10/1/19-10/15/19	Wednesday, October 2, 2019	Monday, October 7, 2019	Tuesday, October 8, 2019	Thursday, October 10, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019
10/31/2019	10/1/19-10/15/19	10/16/19-10/31/19	Thursday, October 17, 2019	Tuesday, October 22, 2019	Friday, October 25, 2019	Monday, October 28, 2019	Thursday, October 24, 2019	Thursday, October 31, 2019
11/15/2019	10/16/19-10/31/19	11/1/19-11/15/19	Monday, November 4, 2019	Wednesday, November 6, 2019	Friday, November 8, 2019	Tuesday, November 12, 2019	Friday, November 8, 2019	Friday, November 15, 2019
11/29/2019	11/1/19-11/15/19	11/16/19-11/30/19	Monday, November 18, 2019	Wednesday, November 20, 2019	Friday, November 22, 2019	Tuesday, November 26, 2019	Friday, November 22, 2019	Friday, November 29, 2019
12/13/2019	11/16/19-11/30/19	12/1/19-12/15/19	Monday, December 2, 2019	Wednesday, December 4, 2019	Friday, December 6, 2019	Tuesday, December 10, 2019	Friday, December 6, 2019	Friday, December 13, 2019
12/31/2019	12/1/19-12/15/19	12/16/19-12/31/19	Monday, December 16, 2019	Wednesday, December 18, 2019	Thursday, December 19, 2019	Thursday, December 26, 2019	Friday, December 20, 2019	Tuesday, December 31, 2019
1/15/2020	12/16/19-12/31/19	1/1/20-1/15/20	Friday, January 3, 2020	Monday, January 6, 2020	Wednesday, January 8, 2020	Friday, January 10, 2020	Wednesday, January 8, 2020	Wednesday, January 15, 2020
1/31/2020	1/1/20-1/15/20	1/16/20-1/31/20	Thursday, January 16, 2020	Wednesday, January 22, 2020	Friday, January 24, 2020	Tuesday, January 28, 2020	Friday, January 24, 2020	Friday, January 31, 2020
2/14/2020	1/16/20-1/31/20	2/1/20-2/15/20	Monday, February 3, 2020	Wednesday, February 5, 2020	Friday, February 7, 2020	Tuesday, February 11, 2020	Friday, February 7, 2020	Friday, February 14, 2020
2/28/2020	2/1/20-2/15/20	2/16/20-2/29/20	Monday, February 17, 2020	Thursday, February 20, 2020	Monday, February 24, 2020	Tuesday, February 25, 2020	Friday, February 21, 2020	Friday, February 28, 2020
3/13/2020	2/16/20-2/28/20	3/1/20-3/15/20	Monday, March 2, 2020	Thursday, March 5, 2020	Monday, March 9, 2020	Tuesday, March 10, 2020	Friday, March 6, 2020	Friday, March 13, 2020
3/31/2020	3/1/20-3/15/20	3/16/20-3/31/20	Wednesday, March 18, 2020	Monday, March 23, 2020	Wednesday, March 25, 2020	Thursday, March 26, 2020	Tuesday, March 24, 2020	Tuesday, March 31, 2020
4/15/2020	3/16/20-3/31/20	4/1/20-4/15/20	Thursday, April 2, 2020	Monday, April 6, 2020	Wednesday, April 8, 2020	Friday, April 10, 2020	Wednesday, April 8, 2020	Wednesday, April 15, 2020
4/30/2020	4/1/20-4/15/20	4/16/20-4/30/20	Friday, April 17, 2020	Wednesday, April 22, 2020	Friday, April 24, 2020	Monday, April 27, 2020	Thursday, April 23, 2020	Thursday, April 30, 2020
5/15/2020	4/16/20-4/30/20	5/1/20-5/15/20	Monday, May 4, 2020	Thursday, May 7, 2020	Monday, May 11, 2020	Tuesday, May 12, 2020	Friday, May 8, 2020	Friday, May 15, 2020
5/29/2020	5/1/20-5/15/20	5/16/20-5/31/20	Monday, May 18, 2020	Thursday, May 21, 2020	Friday, May 22, 2020	Tuesday, May 26, 2020	Friday, May 22, 2020	Friday, May 29, 2020
6/15/2020	5/16/20-5/31/20	6/1/20-6/15/20	Tuesday, June 2, 2020	Monday, June 8, 2020	Tuesday, June 9, 2020	Wednesday, June 10, 2020	Monday, June 8, 2020	Monday, June 15, 2020
6/30/2020	6/1/20-6/15/20	6/16/20-6/30/20	Wednesday, June 17, 2020	Monday, June 22, 2020	Wednesday, June 24, 2020	Thursday, June 25, 2020	Tuesday, June 23, 2020	Thursday, June 25, 2020

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Lighthouse Academies, and I understand that I

should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Lighthouse Academies voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Lighthouse Academies can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the CEO of the company, no manager, supervisor or representative of Lighthouse Academies has any authority to enter into any agreement for employment other than at will; only the president of the company has the authority to make any such agreement and then only in writing signed by the president of Lighthouse Academies.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Lighthouse Academies. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Lighthouse Academies, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the president of Lighthouse Academies has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Lighthouse Academies is employment at will, which may be terminated at the will of either Lighthouse Academies or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Lighthouse Academies or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

_____ 2019-2020
Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE