



HPA Board Policy - Contract Tracing Policy

Board Approved: 8.24.20

This policy implements the Kansas City Department of Health's guidance regarding contact tracing.

1. Designated HPA staff will receive training on contract tracing.
2. Once a staff member or student has been diagnosed with COVID-19 or has a suspected case of COVID-19, designated HPA staff shall be responsible for identifying any student or staff member that should be considered exposed to the staff member or student who has been diagnosed with COVID-19 or has a suspected case of COVID-19.
3. The staff member in charge of communication with the Department of Health shall notify the Department of Health with information about the individual who has been diagnosed or has a suspected case of COVID-19 and any staff member or student who has been exposed to that person.
4. The school shall notify any exposed staff member or student and inform them not to return to school until their quarantine is complete.
5. The school may notify other staff members and students that there has been a person who is suspected of having COVID-19 or diagnosed with COVID-19. This notification should include the notice that unless a staff member or student has received a notice that they were exposed, they were not exposed to COVID-19.



HPA Board Policy - COVID-19 Health Information Privacy Policy

Board Approved: 8.24.20

Health screenings and contact tracing are important aspects of the public health response to the COVID-19 pandemic, however, they require the District to collect personal health information. The District is committed to protecting the health information of its employees and students while engaging in health screenings and contact tracing.

1. Any health information received by the school shall be saved in a secure location and separated from any personnel or student files.
 - a. If the information is received electronically, the school shall store this information in a password protected electronic file. Only the school administrator and school health care provider shall have access to the password. If the information is received through non-electronic means, the school shall store this information in a locked file. Only the school administrator and school health care provider shall have access to the key to the file.
 - b. This information shall be securely discarded at the end of the school year.
2. If the school is made aware of a student or employee who has tested positive for COVID-19, the school shall only share student or employee's name or other personally identifiable information with the Department of Health.
 - a. The school shall notify students or employees who came in contact with the positive individual, however, the school is prohibited from sharing the individual's name or other personally identifiable information.
 - b. The school may notify students or employees who did not come in contact with the positive individual only to share the steps the school is taking to provide a safe and healthy school environment in light of a positive COVID-19 test.



HPA Board Policy - Emergency Family & Medical Leave Act (EFMLEA) Policy

Board Approved: 8.24.20

This policy summarizes the provisions of the Emergency Family and Medical Leave Act (EFMLEA) and is limited to any rights or benefits contained in the EFMLEA.

1. Eligible Employees

- a. Employees employed for at least 30 days are eligible for paid emergency family and medical leave.
- b. Employees who have utilized 12 weeks of leave under the Family and Medical Leave Act (FMLA) in the last twelve months are not eligible for leave under EFMLEA.

2. Reason for Leave

- a. An employee may request leave for a qualifying need related to a public health emergency.
 - i. A qualifying need related to a public health emergency occurs when an employee is unable to work (or telework) because they must care for their minor son or daughter because their school or place of care has been closed or their child care provider is unavailable due to a government-declared public health emergency related to COVID-19.

3. Amount of Leave

- a. An eligible full-time employee is entitled to a total of twelve weeks of leave. Two weeks of unpaid leave and ten weeks of paid leave.
- b. A part-time employee is entitled to leave for the number of hours that employee is normally scheduled to work over the period of requested leave.
- c. An employee may not utilize EFMLEA leave in addition to leave under the Emergency Paid Sick Leave Act.

4. Notification of Leave

- a. If the need for EFMLEA leave is foreseeable, the employee requesting leave must provide at least 30 days advance notice to their manager and

HPA's Human Resources Officer. If such advance notice is not possible, the employee must give notice as soon as practicable.

- b. The employee requesting leave shall utilize the emergency family and medical leave request form.



HPA Board Policy - Emergency Family & Medical Leave Act (EFMLEA) Policy

5. Rate of Pay
 - a. An employee is entitled to pay at two-thirds their regular rate of pay, not to exceed \$200 per day and \$10,000 in the aggregate.
 - b. An employee may choose to use accrued paid leave, or if they qualify, paid sick leave under the Emergency Paid Sick Leave Act, during the two weeks of unpaid leave.

6. Sunset
 - a. This policy shall sunset on December 31, 2020 unless further extended by a vote of the Board.



HPA Board Policy - E-Learning Policy

Board Approved: 8.24.20

The purpose of e-learning is to ensure that students continue to build conceptual understanding and skill development even though they are not able to attend school in person. Students will receive course expectations, class announcements, and learning objectives in a digital format. Students will participate in a variety of activities, but not all will be digital in nature. The purpose of this policy is to outline procedures and expectations for e-learning.

Delivery of Instructional Materials

Instructional materials, including course expectations, class announcements, learning objectives, and class assignments, will be delivered to students on a regular basis. Materials will be delivered via the Seesaw learning platform in kindergarten to first grades and the Google classroom learning platform from 2nd to 12th grades.

Attendance

Attendance will be recorded based on work completed each week. In order to be considered present, a student must complete at least one required assignment each week per course. A week for the purposes of this policy begins Sunday and ends Saturday. (This is correct. Each week a weekly proficiency check has to be completed.)

Live Classroom Sessions

E-learning platforms will be used to host live and recorded class sessions. If your child is unable to attend a live session, the teacher will provide a recorded version of the video conference.

Teacher Office Hours

Teachers will have office hours which make them available by email or phone (via voicemail). Teachers will respond to all communication requests within 24 hours during office hours via phone or email. Teachers will provide their email and phone number to all parents/guardians.

Accommodation Support

Teachers or school administrators will hold a telephone conference with the parent(s)/guardian(s) of each student who has accommodations to discuss how the school will provide instruction to that student.

Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English learners will receive accommodations according to the Individual Learning Plan



HPA Board Policy - E-Learning Policy

(ILP). Students with Section 504 Plans will receive appropriate accommodations outlined in their 504 Plan.



HPA Board Policy - Emergency Paid Sick Leave Act

Board Approved: 8.24.20

This policy summarizes the provisions of the Emergency Paid Sick Leave Act (EPSLA) and is limited to any rights or benefits contained in the EPSLA.

1. Eligible Employees
 - a. All employees are eligible for up to two weeks of paid sick time.
2. Reason for Leave
 - a. An employee may request leave if they are unable to work for any of the following reasons:
 - i. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - ii. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
 - iii. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - iv. The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine related to COVID-19;
 - v. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
 - vi. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
3. Amount of Leave
 - a. An eligible full-time employee is entitled to two weeks of paid sick leave.
 - b. An employee may not utilize paid sick leave in addition to EFMLEA leave.
4. Notification of Leave
 - a. If the need for EPSLA leave is foreseeable, the employee requesting leave must provide at least 30 days advance notice to the manager and HPA HR officer. If such advance notice is not possible, the employee must give said notice as soon as practicable.



HPA Board Policy - Emergency Paid Sick Leave Act

- b. The employee requesting leave shall utilize the emergency paid family leave request form.

5. Rate of Pay
 - a. An employee is entitled to paid leave at 100 percent of their regular pay, not to exceed \$511 per day and \$5,110 in aggregate if they request leaves for reasons 2.a.i, 2.a.ii, or 2.a.iii.
 - b. An employee is entitled to pat at two-thirds of their regular rate pay, not to exceed \$200 per day and \$2,000 in aggregate if they request leave for reasons 2.a.iv, 2.a.v, or 2.a.vi.

6. Sunset
 - a. This policy shall sunset on December 31, 2020 unless otherwise extended by a vote of the Board.



HPA Board Policy - Health Screening Policy

Board Approved: 8.24.20

This policy implements the Kansas City Department of Health's guidance that health screening should occur for staff members and students.

Health Screenings

- There shall be daily reporting of self-health screenings for staff and students that include an assessment of symptoms and exposure to persons with a known or suspected COVID-19 diagnosis.
- Any visitor to the school shall complete a self-health screening report for COVID-19 symptoms.

Staff Member Screenings

- Prior to arrival to school, staff members shall screen themselves for COVID-19 related symptoms and report the outcome of that screening. HPA shall maintain records of staff self-screening.
- The building administrator or designee shall perform a temperature check on each staff member upon arrival to school.
- If a staff member screens positive for COVID-19, the staff member should not report to work and should contact the building administrator.

Student Screenings

- Prior to arrival at school, students with parental assistance, shall screen themselves for COVID-19 related symptoms and report the outcome of that screening to the building administrator or designee. The school shall maintain records of student self-screening.
- The school shall perform a temperature check on each student upon arrival to school.
- If a student member screens positive for COVID-19, the student should not report to school and should contact the building administrator.

Visitor Screening

- Prior to a visitor entering the school, the building administrator or designee should screen the visitor for COVID-19 symptoms and perform a temperature check.
- Visitors should sign-in and sign-out, recording times of entry and exit.



HPA Board Policy - Mask Policy

Board Approved: 8.24.20

This policy implements the Kansas City Department of Health's guidance that all employees, students, and visitors wear masks in any charter school building.

Mask Requirement

- All employees shall wear a mask covering their mouth and nose while in the school building.
- All students shall wear a mask covering their mouth and nose while in the school building.
- All visitors shall wear a mask covering their mouth and nose while in the school building.

Mask Safety

- The school will provide training as needed to employees and students on how to safely wear their mask.
- Parents will be provided with materials as needed describing proper mask care, including instructions for washing their student's mask.

Exemptions to Mask Requirement

- An individual is not required to wear a mask while eating, drinking, or engaging in active outdoor recess, outdoor physical education activities, or indoor physical education while maintaining physical distancing of 6 feet.
- Any student who is unable to wear a mask for medical reasons must provide a note from their doctor to the building principal's office describing the reason for requiring an alternative face covering or an exception to the mask requirement.
- Any employee who is unable to wear a mask for medical reasons must provide a note from their doctor to District HR describing the reason for requiring an alternative face covering or exception to the mask requirement. The employee shall request an accommodation and work through an interactive process with the District's HR department to identify any accommodations that permit the employee to work.

Failure to Bring Mask to School

- The first time an employee or a student forgets to bring their mask, the building will provide a mask. However, on subsequent occasions, the employee or student may be asked to return home to retrieve their mask.
- Any visitor who does not have a mask will be provided one.



HPA Board Policy - Mask Policy

Refusal to Wear a Mask

- Any employee without a medical exemption as set out above, who refuses to wear a mask, shall notify the school at least two weeks prior to students returning to school. The school may reassign or terminate such employee.
- No student may refuse to wear a mask without a signed note from their parent or guardian. Any student who refuses to wear a mask will be provided with learning materials and required to utilize virtual learning options.



HPA Board Policy - Telework Policy

Board Approved: 8.24.20

Approved telework is provided to assure the goals and mission of Hogan Preparatory Academy are accomplished in a productive, thoughtful, and economical manner. Teleworking can increase employee productivity when there is a beneficial match between the needs of HPA and the employee.

Definitions

1. *Approved alternate location* is a work location approved by HPA that is not the employee's designated office or residence.
2. An *approved telework position* is an existing position that has been approved for teleworking by the District HR officer. The duties and responsibilities of eligible positions shall be suitable for telework. Individual telework schedules must fit the needs of HPA and employees.
3. *Designated office* is the employee's usual and customary HPA work address.
4. A home-based office is an area in an employee's residence used for work during teleworking hours.
5. *Teleworking or telecommuting* is the practice of working from a remote work location such as a home-based office or an approved alternate location.
6. *Teleworking schedule* is a flexible deployment of staff to meet HPA and employee needs. Telework may occur on either a regular schedule or episodic schedule. Teleworking may be less than full-time, supplemented by working at the designated office.

Procedures

A. *Telework Agreement*

1. Teleworking at HPA is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. Instead, it is an option that management uses whenever there is agreement between the employee and the appropriate administrator that telework is most appropriate for the situation and circumstances.
2. This is a voluntary program for both HPA and the employee, and the arrangement can be terminated by either party.
3. The employee shall complete a Telework Agreement form and return it to the HR administrator at HPA's District office. Employees shall complete a new Telework Agreement form each year.
4. In the event of a mandatory school shutdown, it is a management option to allow employees to telework. In that circumstance, any employee who teleworks is still subject to this policy.



HPA Board Policy - Telework Policy

B. Employee Duties and Responsibilities

1. All applicable federal, state, and local laws, and HPA policies apply to teleworkers.

C. Training

1. Teleworkers will participate in specialized telework training, including strategies, expectations, commitment, and logistics.
2. In the event of an emergency school shutdown, HPA may waive any and all training requirements.

D. Authorized Expenses

1. HPA may authorize expenditures using established procedures and based on available funding for office equipment, software, communication devices and office supplies needed by teleworkers at their remote workplace. Any expenditures must be approved in advance by building or District leadership.

E. User Responsibilities for Computer Systems and Network Security

1. HPA retains ownership of all equipment provided for telework. When HPA equipment is used at a remote work location, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse. The use of any personal equipment by an employee for purposes of telework is done solely at the employee's risk.
2. Teleworkers must protect information and resources against theft, unauthorized access, tampering, and loss.
3. Teleworkers must comply with any and all school policies relating to computer and network use.



HPA Board Policy - Virtual Education Observation Policy

Board Approved: 8.24.20

Virtual education allows students to build conceptual understanding and skill development without being physically present at school. The purpose of this policy is to outline expectations for virtual education.

Observation of Virtual Classroom Sessions

- Non-students are allowed to observe virtual classroom sessions.
- An individual wishing to observe a virtual classroom session must email the teacher in advance of the lesson with a request to observe the classroom session.
- An observer shall not participate in the lesson or interrupt the teacher to ask a question.
- The school administrator shall send a communication to parents or guardians at the beginning of the year sharing the virtual observation policy.

Protecting Student Privacy

- In order to protect the privacy of students participating in virtual classrooms, the school shall send a communication to parents/guardians and students requesting that no personally identifiable information that may be disclosed in the virtual classroom be shared or recorded.
- If a parent/guardian and/or student wishes to record or share personally identifiable information from a virtual classroom session, they must request prior written consent in order to share such information.