



Employee Handbook 2023-2024

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Handbook Overview

This Staff Handbook is intended to help each staff member understand policies and procedures at KIPP Kansas City (KIPP KC). As an employee of KIPP KC, you are expected to read this handbook thoroughly and to know and abide by the policies outlined herein throughout your employment. Our goal is for this handbook to serve as a useful reference throughout your employment at KIPP KC. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Where appropriate and necessary, the School Leader and/or Executive Director will explain additional procedures and policies.

KIPP KC reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever KIPP KC determines that such action is warranted. This handbook supersedes and replaces all previous staff policies, practices and procedures.

If you have any questions about any policies or procedures, whether or not they are referred to in this handbook, please contact your Executive Director.

At-Will Employment

All employment at KIPP KC is "at-will." This means that employment is for no definite period and both you and KIPP KC have the right to terminate employment at any time, with or without advance notice and with or without cause. KIPP KC also has the right to demote or discipline an employee, or alter the terms of employment, at any time, with or without cause and with or without advance notice, in KIPP KC's sole discretion. No one other than the Executive Director or their designee of KIPP KC has the authority to alter this at-will policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. To be effective, any such agreement must be in writing, must be signed by the Executive Director of KIPP KC and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Equal Employment Opportunity Policy

It is KIPP KC's policy to provide equal employment opportunity for all applicants and employees. KIPP KC does not unlawfully discriminate on the basis of race, color, gender (including pregnancy, childbirth, or related medical conditions), religious creed, marital status, age, national origin, disability, veteran status, sexual orientation, or on any other basis made unlawful by federal, state or local laws.

KIPP KC also makes reasonable accommodations required by law, including accommodations for disabled employees and accommodations for women with pregnancy-related disabilities who request an accommodation for pregnancy, childbirth, or related medical conditions.

KIPP KC also prohibits the harassment of any individual on any of the bases listed above.

This policy governs all aspects of employment, including hiring, job assignment, compensation, promotion, discipline, termination, and access to employee benefits and training. It is the responsibility of every supervisor and employee to conscientiously follow this policy.

If you have any questions or concerns about any type of discrimination in the workplace you are encouraged to bring these issues to the attention of your School Leader. If the concern is about the School Leader or is not resolved by the School Leader you should reach out to the Executive Director. KIPP KC will not tolerate retaliation against any employee for making a good faith complaint regarding discrimination, harassment or retaliation, or cooperating in an investigation of such complaints.

In the event the complaint is about the Executive Director, the team member should bring the concern(s) to the KIPP KC Board Chair.

Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) prohibits KIPP KC from employing any person not legally authorized to work in the United States. In accordance with the requirement of IRCA, all persons commencing or resuming work after November 6, 1986, must submit to KIPP KC documentation evidencing their right to work in the United States. Anyone submitting false documentation shall be immediately terminated. In fulfilling its obligations under IRCA, KIPP KC reaffirms its commitment to comply with both state and federal non-discrimination laws. KIPP KC does not discriminate on the basis

of citizenship. Any questions concerning IRCA and the required documentation should be directed to the School Leader or KIPP KC's Executive Director.

Policy Against Harassment

KIPP KC is committed to providing a workplace free of harassment based on race, color, gender (including pregnancy, childbirth, or related medical conditions), religious creed, marital status, age, national origin, disability, veteran status, sexual orientation, or any other basis protected by law.

KIPP KC strongly disapproves of and will not tolerate harassing conduct by managers, supervisors, co-workers, board members or officers. Similarly, KIPP KC will not tolerate harassing conduct by its employees or non-employees with whom KIPP KC employees have a business, service, or professional relationship. KIPP KC also will attempt to protect employees from harassing conduct by non-employees in the workplace.

Prohibited conduct can take many forms and may include, but is not limited to, the following: offensive slurs, jokes, statements, and/or gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, offensive drawings, cartoons, and other statements, actions, writings and pictures based on an employees' race, color, sex, religious creed, national origin, disability, or any other basis protected by federal, state or local laws.

Any incidents of prohibited conduct, including work-related harassing conduct by any KIPP KC personnel or any other person, must be reported to your School Leader or to the Executive Director. You are not required to report to any of these people if that person is the individual who is engaging in the conduct, but may instead report the conduct to another member of management. Supervisors who receive complaints or who observe prohibited conduct must immediately inform the Executive Director so that an investigation may be initiated.

In the event the complaint is about the Executive Director, the team member should bring the concern(s) to the KIPP KC Board Chair.

Every complaint reported under this policy will be investigated thoroughly and promptly. KIPP KC will attempt to keep complaints made under this policy and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law.

KIPP KC will not tolerate retaliation against any employee for making a good faith complaint under this policy or for cooperating in an investigation. Employees should report any such retaliation immediately to management.

If a violation of this policy is established, KIPP KC will take appropriate corrective action. Corrective action may include, for example, training, referral to counseling, or disciplinary action ranging from a written warning to termination of employment, depending on the circumstances.

Personal Vehicle Student Transportation Policy

KIPP KC encourages students to participate in before and after school activities. As a result of these activities and other potential unforeseen situations, teachers may be asked to help transport students. For events involving groups of students, our first support mechanism should be our transportation company or our staff members approved to use the KIPP KC owned van.

KIPP KC strictly and directly does not allow staff to transport students in personal vehicles. This includes transportation by friends or family members of the staff member. While staff can help students arrange transportation, they are not allowed to provide this transportation for the student.

From time to time, it is understood that an emergency will arise. For example, a parent is scheduled to pick up a student at the school at 6PM after study hall. However, the parent calls and says that something has happened and can not pick up the student and does not have other options. In this case, we fully understand the situation the staff member is in and do not expect to ask the staff member to leave the student at school by themselves, or ask them to walk inordinate distances home.

In an emergency situation such as described, the staff member must get express email permission from the Executive Director, Principal, or Head of Talent to take the student home on a one off basis. The staff member must also get written permission via text or email from the parent, allowing the staff member to bring the student home. It is the staff member's responsibility to keep record of the written documents and should be able to provide upon request.

Confidentiality of Information

During employment, you as an employee of KIPP KC may have access to and/or become aware of information of a confidential, proprietary, or private nature, including but not limited to information and data relating to KIPP KC students; non-public information data relating to donors, donor prospects, and donations; non-public KIPP KC budget or financial information; and payroll and personnel information relating to current or former employees. As a condition of their employment, all KIPP KC employees must sign a Confidentiality Agreement. This Agreement describes what information KIPP KC considers confidential information and what measures KIPP KC employees are expected to take to protect confidential information. This Agreement can be found on the last page of this Handbook.

Direct any questions about your confidentiality obligations to the Executive Director.

Staff Information

It is important that your personal data such as your address, telephone number, number of dependents, beneficiaries, and tax withholding information be accurate and up-to-date. It is your responsibility to report any changes to KIPP KC through the online HR system Bamboo.

Employee Classifications

Each KIPP KC employee is either exempt or non-exempt. An employee's duties, responsibilities, and salary determine whether his or her position is exempt or non-exempt.

In addition, staff will fall within one of the following categories:

Full-Time Staff

Full-time employees are those who are regularly scheduled to work at least 40 hours per week. Generally, full-time employees are eligible for the benefits and leaves of absences described in this handbook, subject to the terms, conditions, and limitations of each benefit and leave program.

Part-Time Staff

Part-time employees are those employed who are regularly scheduled to work 39 hours or less per week. Generally, part-time staff regularly scheduled to work 30 or more hours per week are eligible for the benefits and leaves of absences described in this handbook, subject to the terms, conditions, and limitations of each benefit and leave program. Staff regularly scheduled to work less than 30 hours per week receive legally mandated benefits and leaves, but are ineligible for all of KIPP KC's other employment benefit and leave programs. A change from part-time to full-time status will be effective only if the employee has been advised of the change through a written change of position agreement.

Temporary Employees

Temporary employees are those employed for specific assignments of limited duration. Temporary employees are eligible to receive legally mandated benefits and leaves as determined by status and hours worked, but are ineligible for all of KIPP KC's other employment benefit and leave programs.

Work Hours and Overtime for Non-Exempt Staff

Employees classified as non-exempt are eligible for overtime pay according to applicable State and Federal guidelines. Employees in exempt positions are not eligible for overtime pay. Overtime will be computed based on actual time worked. Only those hours that are actually worked are added together to determine an employee's overtime pay. These hours are to be recorded through the Time Tracker System/process.

Non-exempt employees must receive express, prior approval of his or her direct supervisor to work overtime. Unauthorized overtime is against KIPP KC policy and may result in disciplinary action up to and including termination.

KIPP KC provides employees with meal and rest breaks according to applicable laws.

Pay Periods

Employee paychecks are direct deposited twice a month on the 15th and 30th except when those days fall on a holiday or a weekend, in which case checks are deposited on the prior workday. Staff are paid via automatic payroll deposit. If you believe an error has been made in your pay amount, please contact the Head of Talent as soon as possible. An employee's pay stub will not be released to another person without the written authorization of the employee in question.

Teacher Certification

All instructional personnel are expected to obtain proper certification within the first year of employment with KIPP KC. Application to the Missouri Department of Elementary and Secondary Education Teacher Certification should be made before or immediately upon employment at KIPP KC in an instructional position. Alternatively, instructional personnel may agree to a written plan to obtain certification over a longer period of time as outlined by KIPP KC. Failure to acquire proper certification may result in termination of employment.

Separation from Employment

Job Performance Guidelines

Employees are expected to observe certain standards of job performance and good conduct. The rules set forth below are intended to provide employees with some guidelines regarding expected conduct and performance. The following list is intended to set out limited examples and is not intended to be exhaustive. Employees should be aware that conduct not specifically listed below also might result in disciplinary action up to and including termination.

Employees may be disciplined (including but not limited to receipt of verbal warnings, receipt of written warnings, or suspensions without pay) and/or terminated for poor job performance or misconduct, including but not limited to the following:

1. Failure to meet performance standards;
2. Inability or failure to appropriately instruct or associate with students;
3. Dishonesty;
4. Falsifying, tampering, or concealing information on an employment record (including a resume or time sheet) or other KIPP KC record;
5. Willfully, maliciously or negligently making false statements regarding any co-worker or KIPP KC, making threats or using abusive or otherwise inappropriate language toward fellow employees, students, parents, or visitors;
6. Theft or the deliberate or careless damage or destruction of KIPP KC property, or the property of KIPP KC's employees, students or anyone on KIPP KC property; or unauthorized removal of KIPP KC property, records, or documents;
7. Unauthorized use, possession, alteration or transfer of KIPP KC supplies or resources;
8. Refusal/failure to comply with any Federal or State regulation or law; refusal/failure to comply with any KIPP KC rule, policy or procedure, including but not limited to safety, health, and security

policies and rules, KIPP KC's Policy Against Harassment, KIPP KC's Policy Concerning Violence In The Workplace and KIPP KC's Substance-Free Workplace Policy;

9. Failure to obtain or adequately maintain proper certifications and/or licenses;
10. Behavior, conduct or inaction leading to the endangerment or harm of a child or children, whether physical, emotional, or mental; behavior, conduct or inaction which could have led to the endangerment or harm of a child or children, whether physical, emotional, or mental;
11. Excessive absenteeism or tardiness, unreliable attendance or punctuality;
12. Misrepresentation of information in connection with any leave of absence from work or application for or use of KIPP KC's benefit;
13. Knowingly permitting unauthorized persons to be in school facilities or on school property;
14. Failure to return to work upon expiration of authorized leave;
15. Engaging in any type of criminal conduct;
16. Any act or acts that cause KIPP KC to be unable to invest the amount of trust or confidence required to continue employment.

Performance Improvement/Discipline Guidelines

In general, supervisors will follow a standard protocol for disciplining employees by providing verbal feedback or warnings, then issuing a written warning (which may include the creation of a Corrective Action Plan or Performance Improvement Plan) and then issuing a suspension without pay. Please note that this general process applies to all aspects of discipline and that the entire protocol need not be followed to correct each area of performance. For example, a teacher may receive a verbal warning for being late to a meeting. However, if that teacher then failed to submit his or her lesson plans, he/she may then receive a written warning. It is not necessary for the supervisor to follow the entire protocol described above with every aspect of poor job performance, but rather with the employee's performance as a whole.

In addition, based on the severity of the situation or other factors, including but not limited to past precedent, the supervisor may use his or her discretion to not follow these consequences in order.

Nothing in this Handbook is intended to alter the employee's at-will status of employment with KIPP KC. In addition, no disciplinary procedure or process change implemented during the year by KIPP KC is intended to alter the at-will status of employment with KIPP KC. Please refer to the At-Will Employment policy in this Handbook for more information.

Voluntary Termination

KIPP KC will consider employees to have voluntarily terminated employment if they take any of the following actions:

- Resign from KIPP KC verbally or in writing
- Indicate via email or in writing that they do not intend to return for the following school year and/or do not subsequently notify their Supervisor the intent has changed
- Fail to return from an approved leave of absence on a specified date
- Fail to report to work or notify supervisor of an absence for three or more consecutive workdays.

Advance Notice of Resignation

Employees planning to resign from their positions are requested to provide written notice of resignation to their direct supervisors at least two (2) weeks in advance of their anticipated departure date.

Teachers and school staff should notify their School Leader as soon as possible, ideally at least eight (8) weeks before departure. Supervisors must notify the **Head of Talent** immediately if any employee resigns.

Resignation of Full-Time, Exempt School-Based Staff

KIPP KC encourages employees to notify their direct supervisors as soon as they decide not to return or not to accept a renewal of employment with KIPP. Resignations become effective at the end of the school year in which they are submitted unless KIPP is notified otherwise. Unless otherwise specified, the end of each school year is identified in the published, board-approved calendar.

Once an employee has signed an offer letter from KIPP, only the Executive Director, or his or her designee, has the authority to accept the employee's resignation. If an employee elects to leave his or her position before the end of the school year for which the employee was hired, the Executive Director, or his or her designee, may refer charges with the State Board of Education for the revocation of the teacher's license.

The effective last day of employment for a resigning employee will be the last day actually worked. Paid leave cannot be used to end employment.

The employee authorizes KIPP to withhold any amounts owed to KIPP, including but not limited to payment for unreturned property, from the employee's paycheck or any other type of payment provided the employee by KIPP.

KIPP reserves the right to pursue all available legal remedies when an employee resigns before the end of the school year for which the employee was hired. Nothing in this section shall be construed to create a contract of employment.

Evaluation

The development of a strong, competent staff and the maintenance of high morale among the staff are major objectives of KIPP KC. The selection of qualified employees to fill vacancies, the determination of assignments and equitable workloads, the establishment of wage and salary rates, and the evaluation of employee achievements are some of the major responsibilities of KIPP KC. The School Leader or his or her designee, Regional Administrator, or Executive Director (or designee) will complete a written evaluation of all staff under their supervision at least once each year. Depending on the situation, additional evaluations may be made, such as for employees evaluated as needing improvement in one or more areas.

Background Checks

KIPP KC strives to recruit individuals committed to providing the highest quality service for KIPP. Prior to starting work an employee must submit a clear background check and pass the Family Care Registry. If at any time an employee can no longer obtain clear safety screenings they will be terminated.

Employment of Relatives

Members of the immediate family of a KIPP KC employee shall not be permanently employed or contracted by KIPP KC for positions supervised/overseen by that employee. For this purpose, immediate family includes spouse, parents, brothers, sisters, children, grandchildren and grandparents.

Nepotism

KIPP:KC will gladly accept and consider employment applications from relatives of its employees in compliance with state law. Such applicants will receive neither an advantage nor deterrent to appointment with KIPP:KC. However, relationships in the workplace can be problematic, either real or perceived, for both the people involved in the relationship as well as others in the organization. To avoid these problems, KIPP:KC Public Schools prohibits anyone from directly reporting to another, or being placed in a position where one has direct influence over the other's discipline, promotions, or compensation, if they hold the following relationships:

- The two people are related by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree; or
- The two people are in a relationship, either dating or committed.
- Though not prohibited, it is highly discouraged that two people who reside at the same residence have a direct reporting relationship or that one has influence over the other's discipline, promotions, or compensation.

Consanguinity: Two people are related to each other by consanguinity (blood) if one is a descendant of the other or if they share a common ancestor. An adopted child is considered to be a child of the adoptive parent for this purpose. An individual's relatives within the third degree by consanguinity include:

- Parent or child (first degree);
- Brother, sister, grandparent, or grandchild (second degree); and
- Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).
- There is no distinction under the nepotism prohibitions between half-blood and full-blood relations.

Affinity: Two people are related to each other by affinity (marriage) if they are married to each other or if the spouse of one of the persons is related by consanguinity to the other person. A marriage which ends by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of the marriage is still living, in which case the marriage is considered to continue as long as that child lives. This provision applies to a KIPP Board member or officer of the District only until the youngest child of the marriage reaches the age of 21 years. A husband and wife are related to each other in the first degree by affinity. For any other relationships, the degree of affinity is the same as the degree of the underlying relationship by consanguinity. For example, if two persons are related to each other in the

second degree by consanguinity, the spouse of one of the persons is related to the other person in the second degree by affinity.

- A person's relatives within the second degree by affinity are:
- The person's spouse;
- Anyone related by consanguinity to the person's spouse within the first or second degree; and
- The spouse of anyone related to the person by consanguinity within the first or second degree.

Employee Fraternization Policy

KIPP:KC permits the employment of qualified family members, domestic partners, significant others as long as such employment does not create a conflict of interest or undermine KIPP:KC operations. In accordance with KIPP KC's employment policies, employee hiring or promotion shall be based on an employee's job qualifications and performance. Relationships by family, marriage, domestic partnership, or romantic involvement shall neither advantage nor disadvantage an employee's selection, promotion, salary, or other conditions of employment.

To safeguard against personal relationships interfering with, or appearing to interfere with, workplace operations, KIPP:KC will not knowingly place family members, domestic partners, significant others, or individuals who are engaged in a romantic relationship in a supervisor-supervisee relationship. Further, KIPP:KC discourages supervisors from hiring family members. KIPP:KC also discourages KIPP:KC staff from engaging in romantic relations with parents and other family members of students. Individuals who are related to, or engaged in a romantic relationship with, a supervisee, supervisor, or a student's family member, are required to report their relationship to Human Resources. Upon receiving such a report, KIPP:KC will take appropriate action to address the situation, while causing the least possible disruption to workplace operations. For purposes of this policy, a supervisor is someone who has the ability to hire, fire, promote, demote, discipline, evaluate, or determine the compensation of their supervisee.

Notice of Vacant positions

Vacancies for all full-time permanent positions within KIPP KC will normally be announced and posted¹; however, KIPP KC reserves the right not to post positions based on our discretion. KIPP KC site employees will have the opportunity to apply for these positions, and will be considered on an equal basis with other applicants. Employees will be required to meet the requirements for the positions. KIPP KC's management and Board retain the sole authority to select the individual, which, in KIPP KC's sole discretion, is the best-qualified person for the position.

Protocol for Talent Sharing (internal candidates)

The region will proactively post open positions and will share those openings internally.

In the interest of transparency, hiring managers should interact with internal candidates and their respective current managers as follows:

¹ Emergency circumstance, time constraints and/or pre-identification of a candidate could preclude job posting, as determined by a School Leader or the Executive Director.

1. Any KIPP KC employee who is formally applying to be considered for another position within the network must inform his or her current manager before moving forward in the application process for the new position.
2. Any manager should not be approaching internal candidates from other departments or schools.
3. Any manager approached by an internal candidate should confirm with the candidate that they have notified their current manager and that this is required before the application process can move forward.
4. For more detailed information about how to hire and onboard an internal candidate, please refer to the Internal Transfer Policy from the Head of Talent.

If clarity is needed on how to proceed in various scenarios, the Head of Talent team can provide additional guidance.

Certification Test Reimbursement

KIPP may ask you to take a test to become certified for a new role. In this case, employees will be reimbursed for a passing score on the test, up to \$250. If you wish to move to a new role outside of your certification area, you can request reimbursement for obtaining new certification. However, KIPP KC cannot guarantee that your request will be approved.

School and Office Hours

The Kansas City Regional Office Hours are 8am-5pm Monday through Friday. Regional team members should be working on campus unless approved by their director supervisor. Amendments to these hours should be approved by the regional team members direct supervisor.

School-based staff members are expected to be at school for the following times, unless otherwise instructed:

- Elementary and Middle School Staff: 7:45 - 4:45 Monday through Friday
- High School Staff: 6:30-3:30 Monday through Friday
- School Leaders will set the report time and end time to school each day. It is within their authority to require the hours listed above.

Inclement Weather

KIPP KC sometimes has to cancel school due to inclement weather. Staff are not expected to report to work when school is canceled due to road conditions. If school is canceled due to temperatures only, whether staff have to report is at their manager's discretion. When possible we communicate cancellations the night prior.

Punctuality and Attendance

School-based staff members are expected to arrive promptly each day. Any time a staff member is late it is disturbing to school routines and the start to the school day. If you intend to arrive to work after the

start of the scheduled workday, you should inform your School Leader or Assistant School Leader prior to your regular start time unless an emergency prevents you from doing so. If you must be absent for any reason during work hours you should inform your School Leader or Assistant School Leader no later than 6:00 a.m. Please refer to the “Paid Time Off” section of this handbook for more detail.

Please keep in mind that tardiness is considered unprofessional behavior that can result in disciplinary action up to, and including, termination. This includes, but is not limited to, tardiness to class or to pick up your class, being unprepared for the start of class, arriving late to meetings of any kind or arriving at school late. Although there are emergency situations that cannot be prepared for and could cause a staff member to be tardy, these should be extremely rare. As a result, please be prepared to discuss any instance of being tardy with your direct supervisor.

In addition, please note that employees who fail to report the possibility that they will be tardy to work in advance of the start of the school day may already have had coverage arranged for their classes and may be suspended without pay for that day—even if it is the first offense of this nature.

KIPP KC will consider employees who fail to report for work without notifying their supervisor for a period of three consecutive days to have abandoned their job and voluntarily terminated their employment with KIPP KC.

Staff Benefits

In addition to providing the benefits described in this handbook, KIPP KC provides other benefits required by law. KIPP KC reserves the right to eliminate or modify its benefits policies at any time to the full extent legally permissible. If you have any questions regarding these policies and/or eligibility, please contact KIPP KC’s Head of Talent.

Paid Time Off

School-based staff members’ vacation days are set by KIPP KC as indicated on the school calendar. Please plan your vacations accordingly. Paid Time Off resets yearly on July 1, and is prorated based off of your hire date.

	School (Teachers, Leadership Team, Paraprofessionals, Culture Team)	Non-School Based (KIPP Forward, Directors, Executive Leadership, Operations, Managers)
Hours	See pg. 14	
Start and end date	School Calendar	12 months July 1 - June 30
Paid Time Off	6 days	15 days

Work during school breaks	<ul style="list-style-type: none"> • Instructional Staff-0 days • Mid-Level Leaders -at least 1 week of work throughout the summer • Leadership Team-4 weeks of work during summer and at least 2 additional days during the school year 	<p>Must use PTO except for the following:</p> <ul style="list-style-type: none"> • Federal holidays that are also days off from school • Wed-Friday of Thanksgiving week • Christmas Eve through New Year's Day • July 4th week (<i>Does not apply to operations team</i>) <ul style="list-style-type: none"> ◦ MDSO will determine additional 5 days off to replace July 4th week.
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Critical Attendance Dates - will not be paid if work is missed

The following dates have been identified alongside our school calendar as dates that staff may not request off due to the dates being in conjunction with other major holiday breaks, critical school days or team professional development. If a staff member requests any of the following dates off the time should be entered as "Leave Without Pay" and will be deducted from their paycheck.

- July 24 - August 11
- Aug 14
- Oct 19 - 20
- Oct 24
- Nov 17
- Nov 27
- Dec 15
- Jan 2 - 3
- March 21 - 22
- April 1
- May 17
- May 20 - 24

Requesting PTO

All requests for time off must be approved by the School Leader or their designee or by the employee's direct manager. **Please provide 48 hours notice when possible.** In emergency situations, be sure to notify your School Leader or their designee no later than 6:00 a.m. the day of the absence. Teachers must submit lesson plans to their coach prior to the absence or day of the event of an emergency.

The following process should be followed for requesting time off. Submit a request by emailing your coach and entering into Bamboo. You will receive an email from your manager informing you if the request was approved or denied. Bamboo and your direct supervisor will keep track of your time off. You are expected to submit a substitute lesson plan, coverage protocol and any other relevant information before the absence.

Understandably, some days will be approved retroactively if you need to call your School Leader/Assistant School Leader in the event of an emergency or unexpected illness. To support instruction in the event of an unforeseen absence, all teachers must submit one emergency lesson plan

to the School Leader/Assistant School Leader. This plan will be kept on file along with appropriate class materials and must be replaced after use.

Data days and all Professional Development days should not be used for PTO. Missing a day like this, even part of it, is less than ideal. Therefore, KIPP KC reserves the right to deny PTO or dock pay for missing these days.

Covid Related Absences

Please refer to the following chart regarding COVID-19 related absence. This list is not exhaustive and there will likely be many circumstances that don't fall directly under one of these categories. You should always communicate with your manager about what is going on so that we can support you in making the best decisions for your family while still running excellent, safe schools. When possible working from home will be made available based on your specific role and responsibilities.

<i>Circumstance</i>	<i>Time off process</i>
Staff member tests positive for COVID-19	<p>Step 1: Staff member notifies manager and submits positive test. Positive test results can be submitted through a pharmacy result, doctor's note or through taking a test at KIPP. <i>If you need to take a test at KIPP please contact the School Nurse and stay in your car.</i></p> <p>Step 2: Enter days off into Bamboo. Once your vaccination is verified, up to an additional 5 covid days will be applied to your PTO balance. It is a requirement that you are vaccinated to receive the additional covid days.</p>
Staff member has symptoms of COVID-19 and/or waiting for test results	<p>Step 1: Staff member notifies manager and submits positive test. Positive test results can be submitted through a doctor's note or through taking a test at KIPP. <i>If you need to take a test at KIPP please contact Shari and stay in your car.</i></p> <p>Step 2: If your test is positive, Enter days off into Bamboo. Once your vaccination is verified up to an additional 5 covid days will be applied to your PTO balance. It is a requirement that you are vaccinated to receive the additional 5 covid days. If your test is negative and you are unable to work, submit PTO days as necessary.</p>
Staff member needs to care for a family member with COVID-19	<p>Step 1: Employee exhausts PTO</p> <p>Step 2: Employee takes up to two weeks through FMLA process</p>
Staff member has a dependent and their facility has closed because of COVID-19	<p>Step 1: Employee exhausts PTO</p> <p>Step 2: Employee takes unpaid leave</p>

Health Care Benefits

KIPP KC offers medical, dental and vision (collectively, “health care”) insurance plan benefits to employees who are regularly scheduled to work 30 or more hours per week and who otherwise meet the requirements of the health care plans offered by KIPP KC. KIPP KC also offers health care benefits to eligible employees’ dependents, subject to the terms, conditions, and limitations of each plan. Coverage amounts paid by KIPP KC can be found in the health insurance summary brochure. Part-time employees are regularly scheduled to work less than 30 hours a week and all temporary employees are not eligible to enroll themselves or any dependents in any of KIPP KC’s health care plans.

KIPP KC reserves the right to eliminate or modify its health care plans, including employee costs, at any time to the full extent legally permissible.

Life Insurance

KIPP KC provides all full time employees with a \$70,000 life insurance policy. An employee may elect to purchase additional life insurance within the guidelines of the carrier.

Retirement Plan

KIPP KC employees are eligible and required to participate in the Public Retirement System of the City of Kansas City (KCPSRS) if such employees meet the participation requirements of KCPSRS (hours worked per week on a regular basis, age 18 or older, etc.). The employee contribution calculation and rate is set annually by KCPSRS. KIPP KC, as employer, also contributes on your behalf. Retirement eligibility, benefit formula and other aspects of the plan are governed by Missouri state statutes and administered by KCPSRS. For more information, visit the KCPSRS website at www.kcpsrs.org

Employee Assistance Program

KIPP KC offers an Employee Assistance Program through New Directions whereby employees can receive Counseling (In-person, Telephone, Text Messaging, in-the-moment or via Video), Consultations (on: Finances, Legal needs, managing employees or Life), Crisis support and Coaching. Other resources include - Adult and Child care resources, Personal and Professional training and Digital behavioral health tools. Services are free to employees, and confidential.

Optional Benefits

KIPP KC employees are eligible to participate in additional optional benefits. KIPP offers additional disability coverage and life insurance and a 403(b) retirement plan through VALIC. KIPP KC employees will have an opportunity to meet with representatives from AFLAC and VALIC to learn more about these offerings

Continuation of Health Care Benefits

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and State law ordinarily give staff and their qualified beneficiaries the opportunity to continue medical insurance coverage under KIPP KC’s health plans when a “qualifying event” would normally result in the loss of eligibility. Some common

qualifying events are termination of employment, a reduction in an employee's hours, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Workers Compensation

The purpose of this policy is to ensure that employees who are injured within the course and scope of their employment will receive appropriate medical care and a managed return to work in accordance with the mandates of the Missouri Workers' Compensation Act.

Workers' Compensation Benefits Payable

Employees who suffer an injury or illness caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits in accordance with the Workers' Compensation Law of the State of Missouri ("the Law").

KIPP KC's Workers' Compensation insurance carrier shall determine whether the injury is compensable under the Law.

Direction of Medical Care

In Missouri, the employer is afforded the right to select medical care provider(s) for employee work-related injuries. KIPP KC's will provide a list of approved providers in the event that there is a work-related injury. The employee ultimately maintains the right to use the provider of the employee's choice, but any expenses associated with an unapproved provider will be borne solely by the employee.

Continuation of Employee Benefits While Off Work Due to Compensable Injury

If an employee is not able to work due to a compensable injury, and as long as the injured person remains an employee of KIPP KC, all regular employee benefits may continue subject to the following administrative limitation. Since the employee will be receiving wage benefit check directly from the insurer and not through KIPP KC's regular payroll system, the employee's portion of the cost for those benefits cannot be automatically deducted from the employee's payroll check. Therefore, the employee is responsible for making separate payment arrangements with KIPP KC and/or its fiscal agent's office as directed by KIPP KC.

Compliance with Physician's Orders

An employee with a compensable injury must strictly follow any and all instructions of the treating physician. This compliance includes, but is not limited to: prescription use, therapy, rest, following activity restrictions, and returning for follow-up visits. Compliance with medical instructions is mandatory on and off the job.

Notice Requirements

A work-related injury or illness must be reported in writing by the injured employee to his or her supervisor immediately. If an injured employee fails to report an injury in writing within 30 days, the Division of Workers' Compensation may be entitled to deny any benefits under the Law.

Drug and/or Alcohol Abuse

Under the Law, workers' compensation benefits can be denied if an employee is found to be using alcohol and/or non-prescribed controlled drugs in the workplace and the use is the proximate cause of the injury. If the employee is found to be using alcohol/drugs and the use is not the proximate cause of injury, a 50% penalty can be levied against otherwise payable benefits.

Rule Violation or Willful Failure to Use Safety Devices

If an employee violates a rule of the employer or willfully failed to use required safety device, that employee's workers' compensation benefits may be reduced by 50%.

Failure to Return to Work After Physician Release

An employee who failed to return to work after receiving a release from their treating physician to do so, will be considered absent from their job without authorization. KIPP KC considers three (3) consecutive days of unauthorized absences without notice to be a voluntary resignation. All employment at KIPP KC is "at-will" meaning that employment is for no definite period and both you and KIPP KC have the right to terminate employment at any time, with or without advance notice and with or without cause.

Penalties for Fraud

In accordance with Missouri State law, any employee who submits a fraudulent workers' compensation claim and/or misrepresents facts can be found guilty of a Class A misdemeanor and may be subject to substantial criminal fines. They may also be subject to disciplinary action by KIPP KC.

Policy Compliance

Employees are expected to comply with these policies as a condition of their employment. This includes but is not limited to, the expectation that all employees shall:

1. Comply with physician's orders.
2. Immediately notify the supervisor of work-related injury or illness.
3. Refrain from the use of drugs and/or alcohol in violation of the KIPP KC's policies.
4. Comply with safety standards.
5. Return to work upon release of physician, and
6. Be absolutely truthful and accurate in all claims and reports.

Failure to comply with this policy may result in disciplinary action up to and including discharge.

Leaves of Absence

In addition to providing the leaves of absence described in this handbook, KIPP KC provides other leaves of absences required by law. KIPP KC reserves the right to eliminate or modify its leave of absence policies at any time to the full extent legally permissible. If you have any questions regarding these policies and/or eligibility, please contact KIPP KC's Head of Talent.

Family and Medical Leave

KIPP KC's policy is to comply with the provisions of the federal Family and Medical Leave Act (FMLA) and all applicable state and local laws regarding staff leave. Eligible staff may take up to twelve weeks of unpaid, job-protected leave during any period of twelve consecutive months for specified family and medical reasons.

Eligibility

To be eligible for family care and medical leave, an employee must:

- Have worked for KIPP KC for at least twelve (12) months preceding the date on which the leave is to commence; and
- Have worked at least 1,250 hours at KIPP KC in the twelve (12) months preceding the leave.

Circumstances that Qualify for Use of Family Care and Medical Leave

The following is a non-exclusive list of reasons family care and medical leave may be taken:

- For the birth of a child, or the placement of a child with the staff for adoption or foster care within one year of birth or foster placement;
- A staff member's own serious health condition. A "serious health condition" is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider;
- To care for the staff's parent, child, spouse or domestic partner with a serious health condition;
- Leave due to the "active duty of a family member," which is leave due to a "qualifying exigency" arising out of the fact that the employee's spouse, domestic partner, child or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;
- For service member family leave, which is leave taken by an employee to care for an injured "covered service member" when the employee is the spouse, domestic partner, child, parent or next of kin of that service member.

Leave's Effect on Pay

Family care and medical leave is unpaid; except to the extent that paid sick leave is substituted for family care or medical leave.

PTO and FMLA Leave

Employees who are on FMLA leave to care for their own serious health condition must exhaust their PTO allowance concurrently with the unpaid FMLA leave period. If the FMLA leave is granted for any other reason, the employee may elect to substitute FMLA time with paid PTO at their option for all situations except leave for an active duty of a family member.

Leave's Effect on Benefits

During an employee's family care or medical leave, KIPP KC will pay for the staff's participation in KIPP KC's health care plans to the same extent and under the same terms and conditions as would apply had the staff member not taken leave.

Duration of Leave

Provided all the conditions of this policy are met, an employee may take a maximum of twelve (12) weeks of leave in a rolling twelve (12) month period (measured backwards from the date the employee's leave commences) for all cases other than service member family leave. School breaks are included in the days, for example: Thanksgiving.

An employee may take a maximum of twenty-six (26) weeks of service member family leave. Any other leave under this family care and medical care policy will be counted against the twenty-six (26) weeks of service member family leave.

The substitution of paid PTO for FMLA leave does not extend the total duration of leave to which an employee is entitled to beyond twelve (12) weeks (or 26 weeks for service member family leave) in a twelve (12) month period.

Family care leave for the birth, adoption or foster care placement of a child may be taken intermittently and must be concluded within one year of the birth, adoption or placement.

Requesting Family Care and Medical Leave

You should notify your manager of your request for family care or medical leave as soon as you are aware of the need for such leave. If the need for leave is due to the active duty of a family member and is foreseeable, you should provide such notice that is reasonable and practicable. For other types of leaves, if the need for the leave is foreseeable, you should provide thirty (30) calendar days' advance notice to KIPP KC of the need for leave, if possible. If the leave is unforeseeable thirty (30) days in advance, but is not an emergency, you should notify your School Leader as soon as you learn of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, you may be asked to reschedule the treatment so as to minimize disruption of KIPP KC's operations. If you fail to provide the requisite thirty (30) day advance notice for foreseeable events without any reasonable excuse for the delay, KIPP KC reserves the right to delay the taking of the leave until at least thirty (30) days after the date you provide notice of the need for family care or medical leave.

Any requests for extensions of a family care or medical leave should be received at least five (5) working days before the date on which the employee was originally scheduled to return to work and should include the revised anticipated date(s) and duration of the family care or medical leave.

Medical Certification

Any request for medical leave for an employee's own serious health condition, for family care leave to care for a child, spouse, domestic partner or parent with a serious health condition, or for service member family leave must be supported by medical certification from a health care provider. For foreseeable leaves, you must provide the required medical certification before the leave begins. When this is not possible, you must provide the required certification within fifteen (15) calendar days after KIPP KC's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical

certification within fifteen (15) days of being requested to do so may result in a denial of the leave. Any request for an extension of the leave also must be supported by an updated medical certification.

The medical certification for leave to care for a child, spouse, or parent with a serious health condition or for service member family leave must include: (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; and (d) the health care provider's assurance that the health care condition warrants the participation of the employee to provide family care.

The medical certification for leave for the employee's own serious health condition must include: (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; and (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position. If KIPP KC has reason to doubt the validity of the certification provided by the employee, KIPP KC may require the employee to obtain a second opinion from a doctor of KIPP KC's choosing at KIPP KC's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, KIPP KC may require a third opinion, also at KIPP KC's expense, performed by a mutually agreeable doctor who will make a final determination.

If you request leave due to active duty of a family member you must provide certification to support the request.

Leave's Effect on Reinstatement

Employees returning from family care or medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law. Before permitting the employee to return to work, KIPP KC may require the employee to provide medical certification that he or she is able to return to work.

Bereavement Leave

Full-time and 30+ hour part-time employees may take up to three (3) consecutive days of paid bereavement leave for the death of an immediate family member. For purposes of this policy, the following people qualify as an "immediate family member": employee's child (biological, adopted, foster, step, or legal ward), employee's parent (biological, adopted, foster, step, or in-law), employee's sibling and employee's spouse.

Full-time and part-time 30+ hour employees may take two (2) days paid bereavement leave for the death of a non-immediate family member. For purposes of this policy, the following people qualify as a "non-immediate family member": aunts, uncles, grandparents, and spouse's siblings, and sibling's spouses.

Jury Duty Leave

Full-time and 30+ hour part-time employees may elect paid time off for jury duty for up to ten (10) working days per rolling twelve (12) month period. If the employee elects paid time off, the amount of jury duty pay will be deducted from their salary. Any time beyond ten (10) days necessary to complete jury duty will be without pay.

You should inform your School Leader or Executive Director of your need for jury duty leave as soon as you receive the summons or subpoena to appear. To request time off, please submit a copy of the court summons to your School Leader.

Witness Duty Leave

KIPP KC will provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. Leave under this section will be unpaid unless Paid Time Off day(s) are requested and approved.

You should inform the School Leader of your need for witness duty leave as soon as you receive the subpoena or court order. To request time off, please submit a leave request through the PTO Request System. A copy of the subpoena or court order may be requested.

Military Related Leaves

KIPP KC will grant employees a military leave of absence to the extent required by applicable federal and/ or state law. KIPP KC will provide eligible employees with up to ten (10) days of unpaid leave whenever the employee's spouse who is a member of the Armed Services, National Guard or Reserves is on leave from active deployment during a period of military conflict. This leave will be coordinated with any leave granted under KIPP KC's Family Care and Medical Leave policy.

Maternity and Primary Giver Leave

Congratulations on the upcoming addition to your family! KIPP KC aims to provide a supportive work environment for parents and families. This document summarizes KIPP KC's Maternity/ Primary Caregiver Leave Policy (Maternity Leave).

Eligibility

Pregnant individuals and those who serve as the primary caregiver for a new baby are eligible for Maternity Leave. In the case of adoption, Maternity Leave may be granted to the primary caregiver for any child under the age of two (2) years who joins the family. All gender identities are eligible for this leave.

Notice

Employees are asked to give as much advance notice as possible of a pending need for Maternity Leave. Doctor's certification is required if requesting leave more than four (4) weeks prior to the anticipated birth date. In the case of adoption, formal adoption documentation is required.

Duration

It is important to note that Maternity Leave runs concurrently with federally-mandated Family Care and Medical Leave (FMLA) which allows for a total of 12 weeks of leave total. FMLA does not provide additional leave.

Pay During Leave

Maternity leave is paid at 100% salary for the first consecutive eight (8) weeks and then is unpaid except to the extent the employee has accumulated sick leave available to be drawn. The employee and their manager should establish the first day of leave. If it is the employee's desire to work up until delivery, leave starts once work is missed **or the day the birth date of the child.**

The normal postpartum for which sick leave may be used is a maximum of six (6) days, except that complications resulting from childbirth or other related medical problems may extend this period if certified by a licensed medical doctor. Sick leave must come from the employee's accumulated personal time off.

Paternity Leave

KIPP KC aims to provide a supportive working environment for parents and families. Please notify your School Leader or Executive Director as soon as you become aware of your need for Paternity Leave. The policies governing paternity leave, including the amount of leave benefits and pay, is the same as for Maternity Leave. With School Leader or ED approval, paternity leave can be taken after the conclusion of a spouse or significant other's maternity leave.

During Paternity Leave, your job-protected leave and health benefit coverage will continue during the approved leave period at the same level and conditions as were in place prior to leave.

It is important to note that Paternity Leave runs concurrently with federally-mandated Family Care and Medical Leave (FMLA). FMLA does not provide additional leave.

Health Benefits

Covered employees may remain on the KIPP KC's medical plans during any paid portion of Maternity Leave, under the same terms and conditions that were in effect prior to going on leave. After that time, employees will become responsible for the full costs of these benefits under COBRA, or similar state statutes if the employee wishes to continue coverage unless FMLA provisions apply. When the employee returns from leave, benefits will be reinstated according to all applicable plans. Employees are responsible for payment of the employee paid portion of spouse/dependent insurance premiums during Maternity Leave. **These amounts may be billed to the employee while on leave, in one lump sum when they return to work, or withheld from the employee's future paychecks.**

You may be required to reimburse KIPP KC for health insurance premiums paid on your behalf during your Maternity or FMLA leave if you do not return to work for a reason other than: the continuation, recurrence, or onset of a serious health condition that would entitle you to family and medical leave; or other circumstances beyond your control.

A new baby is covered automatically under the employee's medical plan (if enrolled) for the remainder of the plan month in which the baby is born. If the employee intends to add the baby to the employee's medical plan, the new enrollment application must be completed within 30 days or wait until the next open enrollment period. New enrollment applications may be partially completed (excluding name and date of birth) prior to maternity leave and left with the Head of Talent to submit to the carrier immediately following birth.

Reinstatement

If an employee and their supervisor have agreed upon a definite date of return, the employee will be reinstated on that date if the employee notifies KIPP KC on or before that date that they are able to return. If the length of the leave has not been established, or if it differs from the employee's original agreement, employees are asked to give two (2) weeks of notice of their intent to return to work.

Return to work following a routine pregnancy leave does not require medical certification. KIPP KC will reinstate an employee to the job they held before the leave or transfer began, unless one of the following conditions exists:

1. The employee would not otherwise have been employed in the same job at the time reinstatement is requested for legitimate business reasons; or
2. The job could not be kept open or filled by a temporary employee without substantially undermining the ability of KIPP KC to operate safely and efficiently.

If KIPP KC cannot reinstate an employee to their job, it will offer the employee a comparable position consistent with the law provided that a comparable position exists and is available.

Operational Policies and Procedures

Visitors

All KIPP Endeavor Academy visitors must report to the front office and sign-in. Also during sign-in, every visitor must show identification and be cleared through the security system.

At KIPP KC we define a visitor as anyone that wants to come and observe our school or meet with school staff members. Those meetings must be scheduled in advance to ensure the learning process is protected.

Dress

KIPP KC encourages employees to dress comfortably and in casual business attire to work with students, families, and the community. It is critical that staff wear appropriate attire while on campus at KIPP KC and while attending KIPP KC events. KIPP KC employee attire should reflect the level of our schools' student dress codes to create a community of partnership with students and families. KIPP KC employees attire must be neat, clean, and appropriate for the work being performed. All employees must use their best judgment when maintaining proper attire and appearance. All staff should dress in a manner that commensurates their designated responsibilities of their job role and duties. KIPP KC reserves the right to ask any employee to change any attire that may be deemed improper for the working environment.

- The following are generally regarded as improper/unsuitable attire: cut off shorts, clothing with rips or holes, revealing clothing, clothing that reveals undergarments, clothing with curse words or other harmful words that degrade individuals or groups.
- The following are generally regarded as acceptable business casual: KIPP or educational institution/motto t-shirt, polo, sweatshirt, and jeans

→ The following are generally accepted for business professionals: Business tops, slacks, dresses, skirts, etc.

Staff who need accommodations should reach out to the Head of Talent.

Email Correspondence

All staff members are responsible for checking their e-mail at least once per day and respond or acknowledge all emails within 48 hours. Important information is often conveyed via e-mail and, as a result, it is important that staff members not only read each email carefully but also understand the contents of those emails and follow through accordingly. If a staff member is unclear about the contents of an email, he or she should arrange to speak with the sender of that email or to discuss the contents of that email with their immediate supervisor.

Instructional staff members should also not be composing or checking e-mails while they have a class in session

Supplies and Equipment

Classroom Supplies

Requests for classroom supplies are made by submitting a request to your **School Leader** or their designee.

Requests will be considered based on funding and cash flow availability. The **School Leader** or their designee will either approve or deny requests. As with everything that costs money, please use classroom and school supplies judiciously.

If there are supplies or books that would enhance your professional development and/or the students' learning, individual requests for materials can be made to the School Leader, who will either approve or deny the request.

Copies

Staff members are expected to use copy machines judiciously and to reduce paper waste as much as possible. Copies should be double-sided when possible. For problems or concerns, please speak to the school operation team . Be aware of copyright laws and regulations, effective January 1978.

Staff Grievance Policy

KIPP KC is committed to keeping the lines of communication open with staff and to developing positive, productive relationships. Should a staff member at KIPP KC feel that an issue has not been adequately addressed or resolved, they should use the following grievance procedure.

Step One- Informal Discussion: A staff member having a problem, complaint, or dispute, either with another staff member or a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom they has the problem, complaint, or dispute, within five (5) working days of the occurrence or cause of such matter.

Step Two, Administrative Review: If the matter cannot thus be resolved through informal discussion, the aggrieved staff member may make a request **via writing** for a face-to-face meeting with the School Leader or immediate supervisor and any other person whose actions and decisions give rise to the matter, or the Executive Director if it is School Leader related. Whenever possible, the School Leader or supervisor will schedule such a meeting to occur within five (5) business days of their receipt of the request. At such a meeting, each party will have the opportunity to be heard and to request relief. Within **48-72** hours after such a meeting, the School Leader or supervisor will reach a decision as to how the matter should be resolved. All parties present at the meeting shall receive written notice of the School Leader or supervisor's decision.

Step Three, Review by the Head of Talent: If the aggrieved staff member remains unsatisfied after undergoing the administrative review process, they may, within ten (10) business days after receipt of the School Leader's or supervisor's decision, file a written grievance, either electronically or through the regular mail, with the HoT. The HoT will ensure that the administrative review process has been completed before addressing the concerns of the aggrieved staff member. Whenever possible, the HoT will schedule such meeting to occur within five (5) business days of their receipt of the request. At such a meeting, each party will have the opportunity to be heard and to request relief. Within **48-72** hours after such a meeting, the HoT will reach a decision as to how the matter should be resolved. All parties present at the meeting shall receive written notice of the HoT decision.

Step Four, Review by the Executive Director: If the aggrieved staff member remains unsatisfied after undergoing the administrative review process and review by the HoT, they may, within ten (10) business days after receipt of their decision, file a written grievance, either electronically or through the regular mail, with the Executive Director. The Executive Director will ensure that the Human Resources review process has been completed before addressing the concerns of the aggrieved staff member. Whenever possible, the Executive Director will schedule such a meeting to occur within five (5) business days of their receipt of the request. At such a meeting, each party will have the opportunity to be heard and to request relief. Within **48-72** hours after such a meeting, the Executive Director will reach a decision as to how the matter should be resolved. All parties present at the meeting shall receive written notice of the Executive Director's decision.

Note: Steps Three and Four may be combined if the circumstances of the grievance suggest this would better address the specific grievance.

Step Five, Review by the Board of Directors: If the aggrieved staff member remains unsatisfied after undergoing the previous steps, they may, within ten (10) business days after receipt of the Executive Director's decision, file a written grievance, either electronically or through the regular mail, with the Chairperson of the Board of Directors. The Board Chair will ensure that the established review process has been completed before addressing the concerns of the aggrieved staff member. The Board Chair will respond within five (5) working days of their receipt of such grievance, by acknowledging such receipt to the aggrieved staff member and informing the aggrieved staff member of whether or not they intends to resolve the grievance personally or if they intends to bring the issue to the entire Board of Directors. If

the Board Chair selects the latter, then they will inform the staff member of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) the aggrieved staff member's opportunity to appear at such meeting, voice their complaints, and bring witnesses to support their position. The Board Chair will also inform the Executive Director, School Leader, and any staff members directly impacted that the grievance has been filed.

At the next full board meeting, during executive session, the aggrieved staff member will be given the opportunity to present their grievance, including any witnesses who will speak on their behalf. The Executive Director, School Leader and/or any staff member directly impacted will also be given the opportunity to speak. The Board Chair may limit the time of presentations, as they deems appropriate. The members of the Board will also have an opportunity to ask questions of the staff member witnesses who speak on their behalf, and the other staff members. After the questioning, the Board will go into executive session (board members only) to discuss the matter. The Board will vote on a resolution of the matter, and the Board Chair will issue the Board's written decision within ten (10) business days after the board meeting at which the grievance has been heard. All members of the Board, the Executive Director, the School Leader, the aggrieved staff member, and the staff member(s) directly impacted will receive a copy of the Board's decision.

Employees with Communicable Diseases

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless KIPP KC or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.
2. Is not in the contagious or infectious state of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school/office environment with reasonable precautions.

KIPP KC administration may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school/office environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

Conflict of Interest

KIPP KC strives to provide a safe and healthy workplace for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

KIPP KC employees are prohibited from engaging in any activity or endeavor, which would conflict, give the appearance of conflict, or raise a reasonable question of conflict, with their responsibilities with KIPP

KC. Contact your School Leader or Executive Director if you need clarification about whether or not a particular situation represents conflict of interest.

Weapons

Possession of weapons of any classification or type on KIPP KC or school district property is prohibited. If you are on duty, you may not carry or have in your possession or control any weapon. If you have your conceal and carry license, your registered weapon should remain locked inside your vehicle and locked inside a safe at all times. Should you decide to show your weapon to a staff member or student, even if you have your conceal and carry license, it will be grounds for immediate termination.

Use of KIPP KC Property

KIPP KC provides employees with tools and resources necessary to fulfill their job responsibilities and the KIPP KC mission. These resources include email, voicemail, postage, copiers, fax machines, office supplies, computer systems, phone systems, Internet access, company issued credit or debit cards, keys or entry cards, etc. These resources are provided for the conduct of KIPP KC business and should not be used for personal purposes unless approved by the School Leader or Executive Director. KIPP KC retains the right to monitor employee communications and history via email, voicemail, Internet access, and similar resources produced by KIPP KC without notice to insure compliance with this policy.

Copyright Ownership Policy

KIPP KC shall hold copyright ownership of all material (including software) that is developed in the course of, or pursuant to the course and scope of an employee's duties and employment with KIPP. KIPP KC also holds copyright ownership of all material (including software) that is developed with the substantial use of funds, space, hardware, software or facilities administered by KIPP, including but not limited to classroom and laboratory facilities. Such materials shall be considered "works made for hire" under applicable copyright law. Any exception to the "works made for hire" policy must be determined in writing, in advance and signed by the Executive Director on behalf of KIPP.

Outside Employment

You may hold a job with another company if such employment does not interfere with your KIPP KC job performance, **job hours**, and is not a conflict of interest. Please notify management when this occurs.

Gratuities

KIPP KC prohibits employees from soliciting or receiving tips, favors, or other gratuities of any kind. Simple gifts received having little to no monetary value are acceptable.

Whistleblower Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics, KIPP KC will investigate any suspected fraudulent or dishonest use or misuse of KIPP KC's resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

Reporting

Employees should report any and all concerns about possible fraudulent or dishonest use or misuse of KIPP KC resources or property to your School Leader or Executive Director. If the allegations involve the School Leader or Executive Director, a report may be made to another member of management or anonymously. Alternatively, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals above.

Definitions

Baseless Allegations:

Allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by KIPP KC, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct:

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of KIPP KC's Conflict of Interest Policy
- Misappropriation or misuse of KIPP KC's resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower

An employee, consultant, or volunteer who informs a supervisor or the Executive Director about an activity relating to KIPP KC, which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

School Leaders and supervisors are required to report suspected fraudulent or dishonest conduct to the Executive Director. Reasonable care should be taken in dealing with suspected misconduct to avoid

- Baseless allegations

- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about “getting to the bottom” of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

1. Should not contact the person suspected to further investigate the matter or demand restitution
2. Should not discuss the case with attorneys, the media, or anyone other than the Executive Director
3. Should not report the case to an authorized law enforcement officer without first discussing the case with the Executive Director

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Initial investigations will be conducted by the School Leader, the Executive Director, or appropriate designee. However, some investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Whistleblower Protection

KIPP KC will protect whistleblowers as defined below:

KIPP KC will use its best efforts to protect whistleblowers against retaliation. Whistle-blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that KIPP KC can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower).

Employees, consultants, and volunteers of KIPP KC may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Acceptable Use of Technology

Definition of KIPP KC Property and Technology Resources

For purposes of this policy, “technology resources” refers to all KIPP KC electronic devices and systems, software, and means of electronic communication including, but not limited to, the following:

- All computers and workstations, including laptop computers, desktop computers, server computers, and iPads;
- Computer hardware and peripheral equipment such as disk drives, printers, modems, scanners, fax machines, and copiers; Supported and designated computer software applications and associated system and user- created files and data;
- Standard and cellular telephones, voicemail systems, electronic-mail systems, portable computer devices, personal digital assistant devices and organizers (i.e. PDA's), digital cameras, and video recorders.

“KIPP KC Property” refers to objects owned and housed on KIPP KC premises, including but not limited to: desks, tables, workstations, cabinets, drawers, and shelves, as well as books, textbooks, maps, materials, instruments, tools, machines, and vehicles.

“Acceptable Use” of technology is defined as the collection of individual behavior, interaction, and utilization, with and of, all computing and peripheral equipment, software, and technology services that are procured, implemented, and supported by the KIPP KC Schools.

Acceptable Use of KIPP KC Property and Technology Resources

KIPP KC will provide members of the KIPP KC community with access to property and technology resources as necessary and appropriate to fulfill assigned responsibilities. KIPP KC community members’ use of personal technology resources is guided by the Bring Your Own Device Policy.

KIPP KC community members who use KIPP KC technology resources must do so responsibly, and are required to comply with all State and Federal laws, the policies of KIPP KC, and with standards of professional and personal courtesy and conduct. When using KIPP KC property, the KIPP KC community is expected to exercise care, perform required maintenance where assigned, and follow all operating instructions, safety standards, and guidelines. The KIPP KC community may not use any technology resource to access, transmit, save, share, or print sexually explicit images, messages, or any other medium containing such content.

In addition, the KIPP KC community may not access, transmit, save, share, or print materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene or offensive statements or images, or any other content that may be construed as harassing based on someone’s race, national origin, sex, gender identity, sexual orientation, physical or mental disability, religious beliefs or any other characteristic protected by Federal, State or local laws.

KIPP KC’s technology resources are to be used by the KIPP KC community for the purpose of KIPP KC activities. This policy does not prohibit use of technology resources for reasons of a personal or social nature on the community members’ non-work time, providing such use does not violate any of KIPP KC’

policies, break local, State, or Federal law, result in any monetary cost to KIPP KC, impair intended use and functionality by the addition, removal, or alteration of equipment or software, or detract from the employee's performance of his or her job duties. KIPP KC does not support the storage and installation of personal hardware or software and related data on KIPP KC technology resources. Therefore, KIPP KC will not repair or backup such data and software. This includes personal music, videos, pictures, and other documents. KIPP KC reserves the right to determine when personal use of technology resources or other KIPP KC property is excessive or improper, and may require reimbursement or other remediation from a community member and/or discipline the community member when he/she has used the resources excessively or improperly.

The following activities are prohibited while using KIPP KC technology resources:

- Knowingly giving one's password to others;
- Attempting to gain unauthorized access to KIPP KC technology resources, attempts to disrupt it in any way, or attempts to destroy or alter data;
- Downloading or installing any commercial software, shareware, or freeware without permission from the network administrator;
- Plagiarism;
- Using the organization's time and resources for personal gain;
- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using abusive or otherwise objectionable language in either public or private messages;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Attempting to break into the computer system of another organization or person;
- Accessing, saving, transmitting, or printing any pornographic materials;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Changing any computer file that does not belong to the user;
- Using another person's password without his or her consent;

It is understood that accidents happen, but staff are encouraged to take the best possible care of all school property and technology resources. If equipment or items sustain physical damage or are stolen, notify your school Principal immediately so that they can address the problem.

Privacy

All technology resources are KIPP KC property. All internet traffic and all messages sent and received, including personal messages, internet browsing traffic, and all data and information stored on KIPP KC's email, voicemail system, cell phones/PDA's, or computer systems are KIPP KC property, regardless of the content. KIPP KC reserves the right to access, monitor, and inspect all of its technology resources including its computers, voicemail, email, and any other data storage communications systems, at any time, at its sole discretion. KIPP KC community members have no right of privacy with respect to any messages or information created, maintained, received or stored on KIPP KC technology resources, even if those devices require a personal password to use or access or if the information has been deleted. KIPP KC reserves the right to advise appropriate legal authorities of any incident involving technology resources where it reasonably believes a KIPP KC community member may have violated the law. All passwords used to access technology resources must be available to KIPP KC upon request.

KIPP KC also reserves the right to inspect all other KIPP KC property, including but not limited to desks, workstations, cabinets, drawers, closets, and vehicles, as well as any contents, effects, or articles in KIPP KC property. Such inspection can occur at any time, with or without advance notice or consent.

Return of KIPP KC property and technology resources

KIPP KC community members who are issued KIPP KC property or technology resources must return the items when requested by KIPP KC or upon separation from KIPP KC. A KIPP KC staff member may face disciplinary action, up to and including dismissal, if any KIPP KC property or technology resources issued to him or her are lost, damaged, misused or not returned to KIPP KC upon request. KIPP KC reserves its right to recover the value of its property or technology resources from a KIPP KC staff member to the full extent authorized by law.

Functionality and Accuracy

KIPP KC network and systems administrators will make a good faith effort to keep the system and its available information accurate; however, the KIPP KC community acknowledges that KIPP KC makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available.

Blogs, web pages, and social networking sites

KIPP KC staff will not utilize KIPP KC technology resources for purposes of using blogs, web pages or social networking sites to present information or content about themselves, colleagues, the organization, or students that may be false, disparaging, damaging, in violation of local, state, and federal law, or otherwise detrimental to the reputation and integrity of individuals, programs, schools, or KIPP KC.

Staff should also consider carefully the impact of information presented on personal blogs, websites, or social networking sites. While publishing this information is private conduct, information connecting the writer with KIPP KC may impact the writer's reputation among the greater KIPP KC community, and may be detrimental to KIPP KC's educational mission.

Violation of Policy

Any violation or abuse of this Policy is just cause for taking disciplinary action, up to and including termination, removal of all KIPP KC network privileges and accounts, and/or legal action. We anticipate that such actions can be avoided since they cause problems for all concerned. To keep the KIPP KC technology resources and property viable, effective, and user friendly, all staff must work cooperatively and responsibly.

Bring your own device policy

As the workforce becomes increasingly mobile and personal computing becomes increasingly affordable, KIPP KC acknowledges the benefits of allowing staff members to use personal devices (e.g. laptops, cellphones, tablets, etc.) to accomplish tasks in the performance of their assigned duties. At the same time, KIPP KC must protect its own intellectual property, student/staff data and limited capacity. As

outlined in the Acceptable Use Policy (AUP), While using personal devices for work use is not required or encouraged, KIPP KC community members may use personal technology resources to create, store, and communicate organizational information or complete responsibilities. KIPP KC will not support, modify, repair, integrate, or perform work on personal technology resources, nor is KIPP KC liable in any way for damage, theft or loss of community members' personal devices. Maintenance, repair, and troubleshooting are the responsibility of the owner, not KIPP KC or its agents. No compatibility with district-owned resources is guaranteed.

If a staff member chooses to operate from a personal device, certain services may not be provided, including but not limited to:

- Those services listed in the AUP (support, modification, repair, integration, other performed work)
- Internet connectivity,
- KIPP KC-owned software licenses, such as Microsoft Office,
- printing to KIPP KC-owned printers,
- etc.

There is no right to privacy on a personal device to the extent that it is connected to the KIPP KC environment. All data and information stored on KIPP KC's email, voicemail system, cell phones/PDA's, or computer systems are KIPP KC property, regardless of the content. KIPP KC reserves the right to access, monitor, and inspect all of its technology resources including its computers, voicemail, email, and any other data storage communications systems, at any time, at its sole discretion. KIPP KC community members have no right of privacy with respect to any messages or information created, maintained, received or stored on KIPP KC technology resources, even if those devices require a personal password to use or access or if the information has been deleted. When a personal device is used to communicate with other KIPP KC community members or to access KIPP resources, like the Internet on campus, KIPP KC Gmail, KIPP KC Google Drive, etc., the community member foregoes his or her expectation of privacy regarding such usage of that device.

Should a community member terminate his or her affiliation with KIPP KC, KIPP KC has the right to access the community member's personal device to ensure that KIPP KC-owned property has been removed from the device. KIPP KC prohibits employees from using any personal device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with KIPP KC operations. The prohibition applies regardless of whether the communication device used is owned by the employee or provided by KIPP KC.

In sum, while KIPP KC acknowledges the benefits a personal device can bring to the work environment, community members should be aware of and comply with the rules and expectations above when employing a personal device to perform KIPP-related duties.

KIPP Badge

Each staff member is provided a badge that allows them to enter the buildings. The badge is also used to print in our school and facilities. Should a staff member lose or damage their badge, the fee to replace the badge will be \$30.

Cell Phone Use Policy

KIPP KC requires that teachers and staff make themselves available to students and families into the evening hours for school-related matters. Accordingly, all staff are provided cell phone benefits as follows: Full-time staff members may elect to receive a stipend paid twice per year, to offset cell phone costs, or choose to use a device owned by KIPP.

Expectations

- Staff members are required to have a smart phone (iOS or Android) with the ability to check email and implement enhanced security features.
- Staff members are expected to have their cell phones on and available until 8pm Monday - Thursday.
- Staff members must have a professional voicemail greeting message on their cell phones.

Staff members should check messages regularly and return all phone calls to students before the end of the day, and to parents within 24 hours. (If a phone call relates to a specific homework question, then the parent should be contacted before the end of the day.) Teachers are not expected to answer their cell phones during class time, but messages should be checked and returned at the end of the day. Personal cell phone calls, tweeting, checking Facebook, etc. are not appropriate during class time or other times when a staff member is on duty.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access KIPP KC data.

KIPP KC retains ownership of any data related to it, and may require emails, text messages and other items containing such data to be deleted from a cell phone device. The employee's school-owned device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

- While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up personal email, contacts, and other data/settings.
- Lost or stolen devices owned by the school must be reported to the School Ops Leader or their designee within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

KIPP KC's technology acceptable use policy extends to any technology utilized to access KIPP KC data and/or files, or used to communicate with KIPP KC students and families.

Privacy & Company Access

No employee using his or her personal device should expect any privacy except that which is governed by law. KIPP KC has the right, at any time, to monitor and preserve any communications that use the KIPP KC's networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on school-owned personal devices or to release the data to government agencies or third parties during an investigation or litigation. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

Prohibited use of cell phone while driving

In the interest of the safety of our team members and other drivers, staff members are prohibited from using cell phones on KIPP KC business without a hands-free device while driving and are expected to comply with all federal, state and local ordinances while driving. If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle. Writing, sending, or reading text-based communication – including text messaging, instant messaging, and email – on a wireless device or cell phone while driving is prohibited.

Staff and Student Communication Policy

KIPP KC recognizes the importance of employees, students and parents engaging, learning, collaborating, and sharing in digital environments. It is acknowledged that school employees may engage in the use of social media during their personal time.

Social Media and Electronic Communications Involving Students

Employees are to maintain professional relationships with students at all times. All electronic communications, including those using social media, texting, e-mail, etc., with students who are currently enrolled in KIPP KC must be school-related and within the scope of the employee's professional responsibilities. Employees should utilize school provided communication platforms (Parent Square, Infinite Campus, etc.) for instructional or other school-related purposes. The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities and employees are expected to use professional judgment.

Group messages for a school-related communication are acceptable provided they are professional; an example of an appropriate use would be a coach informing athletes of a change in practice times.

Employees should be mindful about factors that may make communication with a student directly inappropriate such as time of day, quantity of communication, and communicating about non-school related items.

Employees should not knowingly communicate with students through a personal social network page. An internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy. However, an employee may communicate with a student using personal devices or social media networks to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, child of an adult friend, student who is a friend of the employee's child, or a participant in the same civic, social,

recreational, sport or religious organization. These types of existing student/family/staff relationships should be disclosed to HR.

As stated in KIPP KC's Acceptable Use Policy, when an employee engages in electronic communications with a student, the employee does not have an expectation of privacy regarding such communications.

Posting to Social Media Sites

Employees shall observe the following principles when communicating through social media:

- Employees should take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.
- Shall not post confidential information about students, employees or KIPP KC business
- Shall not accept current students as “friends” or “followers” or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
- Shall not knowingly allow students access to their personal social media sites that discuss or portray activities in an employee’s private life that would be inappropriate to discuss with a student at school.
- Shall be professional in all internet postings related to or referencing KIPP KC or a KIPP KC school, students and other employees.
- Shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian
- Shall not use social media or electronic communications to harass, bully or intimidate students or other employees.

Consequences

Violations of this policy may result in disciplinary action, up to and including termination.

Internet Safety Policy

It is the policy of KIPP KC to:

- Prevent user access and transmission of inappropriate material via the Internet utilizing KIPP KC technology resources;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

This policy applies to all KIPP KC community members, including students, teachers, staff, and designated contractual or temporary staff.

Family Education Rights and Privacy Act (FERPA)

The student education records contained in KIPP KC's electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent. Violation of FERPA could subject KIPP KC to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests.

As a staff member of KIPP KC, you agree not to disclose any of the personally identifiable information you acquire in the course of your duties to other parties who are not school officials unless you have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Definitions

- Student education records: are records directly related to students and maintained by the school or a party acting for the school.
- Personally identifiable information: includes, but is not limited to:
 - Student names;
 - Names of student parents or other family members;
 - Student or student family addresses;
 - Personal identifiers, such as student social security numbers or school-assigned student numbers;
 - Lists of personal characteristics that would make student identity easily traceable; or
 - Other information that would make a student's identity easily traceable.
- A school official: is a person employed by KIPP KC as an administrator, supervisor, instructor, or support staff member (including health, medical, law enforcement, or technical personnel); a person serving on the school's board of directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, data analyst, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Legitimate educational interest: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Violation of Policy

Any violation or abuse of this Policy is just cause for taking disciplinary action, up to and including termination, removal of all KIPP KC network privileges and accounts, and/or legal action. We anticipate that such actions can be avoided since they cause problems for all concerned. To keep the KIPP KC technology resources and property viable, effective, and user friendly, all staff must work cooperatively and responsibly.

Social Media Policy

With the rise of new media and next generation communication tools, the way in which KIPP KC employees can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for KIPP KC employees.

Social media is a category of internet-based resources that integrates user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook®), microblogging sites (Twitter®, Nixle®), photo-and video-sharing sites (Flickr®, YouTube®, Instagram®, TikTok®, Snapchat®), wikis (Wikipedia®), blogs and news sites (Digg, Reddit).

KIPP KC employees shall abide by the following for the personal, off-duty use of social media:

1. KIPP KC employees are cautioned that their activity on social sites may reflect upon their position and KIPP KC. Therefore, employees engaged in the personal use of social media, whether it be the employee's own sites, the sites of others, media pages, professional sites or other information exchange forums, must not state or imply that they are speaking for or acting on behalf of KIPP KC or presenting or representing the interests of KIPP KC.
2. KIPP KC employees shall not post, transmit, or otherwise disseminate any confidential or proprietary information, such as KIPP training or teaching methods, to which they have access as a result of their employment without written permission of the Executive Director. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of this paragraph shall notify their supervisor immediately for follow-up action.
3. KIPP KC employees are cautioned not to display the name or official logo of the KIPP KC Public Schools, on their personal web pages in such a manner as to give the appearance of an official site of KIPP KC. If you are concerned that your website, social media site or social media communication gives the appearance of speaking or acting on behalf of KIPP KC as set forth in paragraphs 1 and 3 of this policy, then your communication must include the following disclaimer: "The postings on this site are mine, have not been authorized or approved by KIPP KC, and do not necessarily reflect the positions or views of KIPP KC."
4. Postings about co-workers, supervisors, KIPP or KIPP KC containing vulgar, obscene, sexually explicit, threatening, intimidating, or harassing language, images, or acts and statements; or postings that ridicule, harass, malign, disparage, or otherwise expresses bias against any person(s) on account of race, religion, sex, age, national origin, disability, or any other protected characteristic are strictly prohibited. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of this paragraph shall notify their supervisor immediately for follow-up action.
5. KIPP KC employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by KIPP KC at any time without prior notice.
6. KIPP KC suggests that one way to minimize postings or communications that may violate this policy is to mark your personal website or social media site "private," so only the people that you have invited may access your page.
7. You are solely responsible for any legal liability arising from or relating to the content from your personal website, social networking and/or blog.
8. Any violation of this policy may result in discipline, up to and including termination.

School Health and Safety

KIPP KC has an established policy of providing a safe workplace for all employees consistent with current federal, state and local laws, as well as proven “common sense” safety practices.

It is only through the combined efforts and interest of all employees that we can continue to make KIPP KC a safe place in which to work. Employees are expected to work safely, observe safety regulations, and report unsafe conditions immediately to the School Leader or Executive Director.

Student Health

Immunization

KIPP KC requires that all children entering school be immunized in accordance with state laws. Each family needs to supply a copy of their child’s Immunization Card for the school to have on file.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case the guardian cannot be contacted.

If a child needs to take prescribed medicine, parents send it to school with a note from the doctor and parent permitting office staff to administer it to their child.

Administration of Medicine

KIPP students should not be in possession of any medication, nor take any medications, during the regular school day or on school premises on their own. KIPP KC administers appropriate medications to students only with the written consent of the parent. If students require a prescribed medication, the school designee is can administer medicine only if: 1) There is a written request from the parent which includes the type of medication, dosage, and time of administration, and 2) The medicine is in its original packaging with the prescriptive label.

Child Abuse Reporting

All staff must follow state policies on reporting abuse. All school workers must report abuse or neglect if they “have knowledge of or observe” instances of abuse or neglect, or if they “know or reasonably suspect” abuse or neglect have occurred.

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect –and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.” Once you become aware that a student may be the victim of abuse or neglect, you must:

1. Notify the School Leader
2. Notify School Counselor or Social Worker
3. Call the Abuse Hotline together with the School Leader
4. Send follow-up documentation to all relevant parties
5. Complete a report

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to disciplinary action. Please see the School Leader if you have any questions or concerns.

Non-smoking Policy

Smoking shall not be permitted anywhere on the KIPP KC campus. This policy applies to all KIPP KC employees, students, contractors, consultants, temporary workers, volunteers, visitors, and community members.

Substance Free Workplace

KIPP has an obligation to maintain a safe workplace and learning environment by eliminating the hazards to health and safety created by alcohol and other drug use. Use of illegal drugs, misuse of controlled substances, and alcohol abuse compromise employee productivity, threaten the quality of KIPP's services, and invite the risk of injury or damage to KIPP's property, employees, and students. Therefore, all employees and independent contractors are prohibited from the use, consumption, purchase, trade, manufacture, distribution, sale, transportation, possession, or the offer/attempt of any of the above of any illegal drug, controlled substance, or alcoholic beverage during work hours (including lunch and break time) at KIPP, on any KIPP property or premises (including all parking areas), in a KIPP vehicle, while using KIPP equipment, on KIPP paid time, while performing KIPP business or job-related duties, or while engaged in KIPP activities.² Employees are also prohibited from reporting for duty or remaining on duty while under the influence of alcohol or any illegal drug, or while abusing a controlled substance. "Illegal drug" includes, but is not limited to: narcotics, opiates, hallucinogens, or any derivative thereof. "Controlled substance" is defined by law; abuse of controlled substances includes the misuse of any prescription or over-the-counter drugs. This policy does not prohibit employees from the lawful use and possession of prescribed medications.

Employees who engage in the above prohibited activities in violation of this policy are subject to disciplinary action, up to and including termination of employment.

KIPP also recognizes that addiction may be an illness. Therefore, KIPP will make reasonable accommodations to assist those employees who are seeking appropriate assistance to deal with drug or alcohol-related problems. KIPP urges any employee who uses drugs to seek immediate drug counseling and rehabilitation. Good faith and conscientious participation in such counseling or rehabilitation programs, by itself, will not affect the employee's terms and conditions of employment. However, drug or alcohol use or abuse will not excuse poor performance or misconduct.

KIPP has the right, in its discretion, to seize any drugs, controlled substances, or alcohol and to report use or possession to law enforcement officials, and to turn over to the custody of law enforcement

² KIPP-sponsored activities that may include the service of alcoholic beverages are not included in this provision.

officials any such substances. KIPP also retains the right to require employees to submit to a drug and/or alcohol test, according to the Reasonable Suspicion Testing Policy, below.

Compliance with the Drug-Free Workplace and the Reasonable Suspicion Testing Policies is a condition of continued employment. At any time, KIPP may unilaterally, at its discretion, amend, supplement, modify, or change any part of these policies.

Reasonable Suspicion Drug Testing

KIPP may require an employee to submit to an alcohol and/or drug test when KIPP has a reasonable suspicion to believe the employee has violated the Drug-Free Workplace Policy, except that there shall be no test where the reasonable suspicion is solely for the possession of alcohol. In addition, alcohol testing shall be required under this policy if there is reasonable suspicion that the employee is suspected of being under the influence of alcohol while on duty and/or is performing a safety-sensitive function, or immediately before beginning or immediately after ceasing the performance of a safety-sensitive function. "Safety-sensitive function," as used herein, includes, but is not limited to, activities such as driving, accompanying students on field trips, or participating in physical activities.

Definition of Reasonable Suspicion

- (1) Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee, including chronic withdrawal effects of controlled substances, made by a supervisor or administrator who is trained regarding alcohol misuse and drug use. Some examples of conditions that constitute reasonable suspicion include, but are not limited to, possession or control of alcohol or suspected illegal drugs, controlled substances, or drug paraphernalia, a specific report that an employee is using, possessing, under the influence of, or selling illegal drugs or controlled substances, a specific report that an employee is misusing alcohol, or if the employee exhibits any two or more of the following symptoms: odor of alcohol or drugs, red eye, dilated or constricted pupils, abnormal speech, abnormal gait, stumbling, hyperactivity, drowsiness, needle marks, persistent sniffing, frequent absences and/or tardiness, on-the-job accidents, inability to concentrate or perform job tasks, mental confusion, paranoia, violent tendencies, uncoordinated movement, erratic behavior, unreliability, or evidence of tampering with drug or alcohol test results.
- (2) Reasonable suspicion does not require certainty; however a mere hunch is not sufficient to meet the reasonable suspicion standard. Therefore, a reasonable suspicion test will only be ordered after careful consideration. A written record shall be made of the observation(s) leading to a reasonable suspicion test and signed by the supervisor or administrator making the observation within twenty-four hours of the observed behavior or before the drug test results are released, whichever is earlier.
- (3) KIPP will provide training on alcohol misuse and drug use to the supervisors and administrators designated to determine whether reasonable suspicion exists to require testing of drugs or alcohol. The training shall cover the physical, behavioral, speech, and performance indications of probable alcohol abuse, use of illegal drugs, or misuse of controlled substances.
- (4) An alcohol test required under subparagraph (1) of this Section shall be administered within two hours of the reasonable suspicion determination if possible, and if not possible, within eight hours. If an alcohol test is not so administered, KIPP shall prepare and maintain on file a record

stating the reason the test was not promptly administered. If no reasonable suspicion test is administered, but the employee violated the Drug-Free Workplace Policy with respect to alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse, then KIPP shall not permit the employee to perform or continue to perform safety-sensitive functions until: (i) the employee's alcohol concentration is measured at less than 0.02 by the administration of an alcohol test, or (ii) twenty-four hours have elapsed following the reasonable suspicion determination.

Testing Procedure

Drug or Alcohol Testing procedures will include the following collection, testing, and record-keeping requirements:

1. An employee's consent to testing is required as a condition of continued employment, and the employee's refusal to consent may result in termination of employment.
2. If a reasonable suspicion determination is made, pursuant to Section A, above, an employee will be asked to submit to urine, saliva, breath, blood, and/or hair testing for illegal drugs or alcohol within the body of the employee.
 - a. Each employee to be tested will be advised to report to KIPP's designated representative any and all prescription and over-the-counter medications taken within two days prior to the employee's test.
 - b. All testing will be done by an appropriate laboratory testing facility designated by KIPP.
 - c. All specimens initially testing positive will be subject to a subsequent test before reported by the laboratory as true positive.
 - d. Proper handling of the specimens will be maintained so that the specimen results can be traced to the proper individual. A secure chain of custody process will be implemented from the time of collection of the specimen until the specimen is disposed of or secured in long-term storage.
3. Upon receipt of a confirmed positive test result, the results of the drug or alcohol test will be reported to the employee, unless, after KIPP makes all reasonable efforts, it is still unable to contact the employee. KIPP will make an effort to discuss the results of the drug or alcohol test with the employee before making any decision regarding disciplinary action. For the duration of this time period, KIPP may place the employee on temporary leave or suspension, or may revoke or limit certain of their privileges of employment.
4. Any information obtained through such testing may be retained by KIPP and is KIPP's property. The results of any test will remain confidential to the extent possible, except that such results can be disclosed by KIPP in connection with any proceeding before an arbitrator, agency, or court, or with the written consent of the employee.

Refusal to Submit to Testing

Refusal to submit to an alcohol or drug test means that an employee:

1. fails to provide adequate breath for alcohol testing without valid medical explanation after notice to do so;
2. fails to provide adequate urine for controlled substance testing without valid medical explanation after notice to do so; or
3. engages in conduct that clearly obstructs the testing process.

Any refusal to submit to alcohol or drug testing under any aforementioned circumstances will be treated in the same manner as a confirmed positive test.

Discipline

If a reasonable suspicion test confirms the presence of illegal drugs, controlled substances, or alcohol, the employee may be terminated. In consideration of the test results, KIPP reserves the right to implement disciplinary action, up to and including termination of employment, depending upon the seriousness of the violation, the employee's present job assignment, the employee's record with KIPP, and other factors, including the impact of the violation upon the conduct of KIPP's business and educational goals.

Depending on the circumstances and the employee's work history, KIPP may offer an employee who violates the Drug-Free Workplace Policy or who tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by KIPP, as well as waiver of the right to contest any termination resulting from a subsequent positive test.

KIPP also will establish such procedures as it finds necessary to effectively enforce the Drug-Free Workplace and Reasonable Suspicion Testing Policies. That may include a requirement that employees cooperate in personal or facility searches when there is a reason to believe drugs or alcohol are present, or when there is reasonable suspicion to think that their health or ability to perform work is impaired by drug or alcohol use. Refusing to cooperate with these procedures may be cause for disciplinary action up to and including termination.

Policy Concerning Violence in the Workplace

KIPP KC is committed to providing safe, violence-free workplaces and schools and strictly prohibits employees, consultants, students, parents, contractors, visitors, or anyone else on KIPP KC premises or engaging in a KIPP KC-related activity from behaving in a violent or threatening manner **towards any of the parties mentioned above.**

KIPP KC seeks to prevent workplace violence before it begins, and reserves the right to deal with employee behavior that suggests a propensity towards violence. KIPP KC believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and has established procedures for responding to any situation that presents the possibility of violence.

Workplace Violence Defined

Workplace violence includes threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation, or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of KIPP KC property; defacing KIPP KC property or causing physical damage to the facilities; and, with the exception of security personnel, bringing weapons or firearms of any kind on KIPP KC premises or while conducting KIPP KC business.

Complaint Procedure and Investigation

If you observe or become aware of any of the above-listed actions or behavior by an employee, consultant, student, parent, contractor, visitor, or anyone else, you must immediately notify your School Leader or Executive Director. You should also provide notification if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, KIPP KC will inform the reporting individual of the results of the investigation. To the extent feasible, KIPP KC will maintain the confidentiality of the reporting employee. However, KIPP KC may need to disclose information in appropriate circumstances (for example, in order to protect individual safety). KIPP KC will not tolerate retaliation against any employee who reports workplace violence.

If KIPP KC determines that workplace violence has occurred, KIPP KC will take appropriate corrective action and may impose discipline on offending employees, up to and including termination.

Emergency Procedures

Each school and building has the required safety procedures in place. The procedures are accessible to all staff. All staff are trained on each procedure and there is a regular cadence of practice for each emergency procedure scheduled throughout the school year. Maps and other safety equipment are posted throughout each building. Specific procedures can be found on google drive.



Handbook Addendum

Returning to School

2023-2024

Version 3

July 2023

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Introduction

As we prepare to open the 2022-2023 school year this handbook addendum has been created to reflect on our current safety procedures. While COVID-19 isn't as unfamiliar as it was when we opened back up last school year, we must be prepared should another outbreak or strand arise. Our highest priorities will be safety and remaining 100% in-person

This addendum will evolve and change based on the needs of our community and recommendations from the CDC, local, state and national health departments.

According to the Center for Disease Control

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand-washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings (CDC, 2020).

Universal Precautions Recommended by the CDC

Hand Washing Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Physical Distancing Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks and Face Shields Cover your mouth and nose with a cloth face cover or plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2, anyone who has

trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected. Do NOT use a facemask meant for a healthcare worker.

Cover Coughs and Sneezes If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.

General Safety Protocols

Face Coverings for Staff and Students - are optional. Students and staff are welcome to provide their own appropriate masks. However, KIPP has also purchased masks for students that will be available each day of school until our supplies run out.

Temperature Checks- only temperature checking staff and students that request a check with the nurse.

Hand Washing- We will be promoting the use of hand washing and hand sanitization throughout the day by having scheduled breaks for students to wash their hands. Additionally, we have installed hands-free sinks, soap dispensers and dryers in bathrooms. We have also placed hands-free hand sanitizer in common areas throughout the building.

Supplies- We will be using community supplies and at times students will have their own individual supplies.

Large Group Assemblies/Meetings- We will be holding assemblies and grade level meetings as needed.

Breakfast and Lunch- Students will eat in the cafeteria for all meals unless space is limited or a special occasion arises.

We will also use the following safely protocols during breakfast and lunch:

- Tables will be disinfected between each lunch shift
- Students will wash or sanitize their hands prior to eating.
- All food will be prepared in the school kitchen in accordance with national school lunch standards.

- Meal substitutions and seating accommodations will be made for students with food allergies/intolerances or religious preferences based on medical forms on file.
- In addition to normal sanitizing procedures, the kitchen will be disinfected before-and-after food preparation shifts.
- Students that bring their own breakfast and lunch will need to place it in their teacher's lunch bin to ensure it makes it down to the lunchroom.

Social Distancing in Classroom- We are removing any distance requirements between students. Students might sit at individual desks, in tables or on the floor in lower grades.

Building Visitors

What should I do if I need to come to the school for any reason?

We strongly encourage you to do as much communication and business as you can via email or the phone, without coming to the school. The Front Office phone number is 816-241-3994 and email is office@kippedneavor.org

How do I pick my student up early from school?

Please call the front office when you arrive at school and let the office know that you need your child to be checked out early. Please ring the buzzer outside of the KIPP building if you do not have a phone to call the school.

The school day has started and my child is late. Should I walk him/her into the office?

If you are bringing your child to school after the start of the day, you should walk up to the school and ring the buzzer. A staff member will meet you at the door so that you can appropriately sign your student in for the day.

Can I observe my child's classroom? Yes, and you must have an appointment with the school's principal and/or teacher.

Can I attend school parties or have lunch with my child? Yes, and you must have an appointment with the school's principal and/or teacher.

Social Emotional Learning

Social Emotional Learning is a critical component of educating the whole child. It is an even more significant component of next year's planning and programming. Focusing on social emotional learning will create supportive learning environments where all students and adults can enhance their social and emotional competencies, feel a sense of belonging, heal, and thrive even during times of uncertainty. We will:

- Provide support for staff regarding typical childhood reactions to stress and trauma.
- Prepare school and/or community based mental health supports for special populations and students who need support with emotional aspects
- School mental health professionals should be involved in shaping messages to students and families about the response to the pandemic.
- Collaborate with teachers on activities to address student mental health and well-being
- Collaborate and support classroom teachers and other educators on how to talk to and support children during COVID-19 pandemic and distress they may be experiencing.
- Collaborate with community agencies on best practices.
- Provide classroom lessons on coping skills, school expectations, and structure around physical and emotional safety
- Support and shaping communication to families regarding updating information and how to support families talking with students
- Outreach to students and families who may be referred, interested, or benefit from additional support and assistance. Special considerations for outreach include; pre-existing mental health conditions, children with prior history of trauma or loss, and students who may be particularly sensitive to the disruptions in routines.
- We will be able to provide 1:1 counseling and group therapy

Special Education and English Language Learners

KIPP KC is committed to ensuring all students with an Individualized Education Plan and/or have been identified as an English Language Learner will receive the same support regardless of the model. We will ensure that your student(s) have certified teachers in those areas and that they receive appropriate accommodations and support to complete the work, learn and grow.

Symptoms, Exposure and COVID-19 Testing

Positive COVID-19 Test In the event that a student or staff member tests positive for COVID-19 they should report that to KIPP within 24 hours of results. The student or staff member should quarantine for 5 days. They can return to KIPP once they are symptom free without the use of medication to manage systems or provide a negative test.

Exposure to COVID-19 If you believe that you have been exposed to COVID-19, you should monitor your symptoms. If you develop symptoms you should take a COVID-19 test and follow the Positive COVID-19 test steps above.

Symptoms that mirror COVID-19 there are some symptoms that are similar to COVID-19 symptoms. One example of this could be seasonal allergies. In the event that your child does have symptoms that are in line with COVID-19 and a doctor has cleared them to be safe at school, please communicate with our school nurse. Students and staff can have the doctor's office fax over any clearance material to KIPP KC.

