

# Kairos Academies Employee Handbook

2024-25 SY



**KAIROS**  
ACADEMIES: ST. LOUIS



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# Introduction

## Employee Handbook

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the office of the Chief of Finance and Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

## District Information

### Beliefs: Re-Imagining Education in St. Louis

Despite years of reform, many schools in St. Louis maintain destructive mindsets from their original design. Rich and influential Americans wanted factory workers, so the country adopted an educational model from Prussia meant to make citizens subservient.

A lot has changed in the last century. Experts predict that within 15 years, automation will replace 83% of jobs earning less than \$20/hr. As those jobs disappear, our city's 8th graders—only 9% of whom can do math at grade level—will find themselves unemployed. To succeed in the economy and society of tomorrow, students need to start learning in schools that look less like the bygone Industrial Era and more like the Information Age of the future.

### Our Kids Deserve a School That Prepares Them for the Challenges of Their Lifetime

Kairos Academies is here to empower students to direct their own lives and learning. We are a team of educators trying to rethink public education for the 21st century. By leveraging technology and reimagining traditional instruction, Kairos personalizes the learning experience and nurtures student agency. Our model develops not just academic knowledge, but the organizational, social, and emotional competencies students need for true agency in our changing economy and society.

## Core Values



### Love

Our commitment to discovering, caring for, and supporting each other is essential for creating a positive and productive team environment where people *want* to work. We build a foundation for deep and lasting relationships by expressing gratitude/appreciation and welcoming each other's authentic selves. We build trust in those relationships by following through on commitments, behaving ethically, supporting each other, and communicating clearly, kindly, and with strong rationale. Those trusting relationships reduce friction in communication, enable us to receive feedback/improve, and bring joy and connection to our work. As a result we have confidence in our collective ability to overcome challenges.

#### Love - Behaviors:

- We intentionally spend time building connections.
- We follow through on our commitments.
- We express empathy and understanding toward each other.
- We're respectful of each other and communicate honestly/openly.

#### Love - Outcomes:

All Kairos community members feel trusted, supported, and known.

### Excellence

Excellence is not an obsession with perfection, it is a commitment to seek challenge, to expand our impact, and to grow each and every day. We believe that mistakes, failures, and shortcomings are the stuff of excellence. Through active reflection and course correction we learn, grow, improve—and



ultimately we ensure that our staff, our students, and our organization can sustain excellence in the face of challenges and change. To maintain the integrity of this learning loop, we must set clear targets and reflect honestly about the reality of the outcome, however brutal it may be. Only then can we identify the specific nature of an outcome, the true cause of our success or failure, and the key learning from the experience. To ensure our assessment is objective, and that we are solving the right problems, we must maintain data systems to monitor progress—from students to the faculty to the board. Test scores, check-ins, parent satisfaction, performance reviews, all are indispensable as formative assessment—as information to help us grow. That said, we expect our leaders to do more than just demand results. Excellence requires support. Kairos Leaders provide clarity around objectives, invest staff in a common purpose, communicate to ensure alignment, and structure reflection and growth.

#### Excellence - Behaviors:

- We give 100% of what we have to give every day.
- We apply a growth mindset and embrace feedback.
- We regularly define and redefine our best practices in order to improve performance and satisfaction.
- We recognize that success is *not always* measured by a number.

#### Excellence - Outcomes:

All community members are better today than yesterday and better tomorrow than today.

## **Agency**

We're educating students to thrive in a world that requires them to make their own decisions and solve their own problems—so our approach to our team must also embrace that kind of agency and self-direction. Instead of relying solely on a central authority, we empower those closest to the experience/data to take action. A manager/leaders' job is to set the destination, to support their team when they struggle with the journey, and to negotiate impacts between teams. This approach not only fosters a sense that we are all responsible for Kairos' success, it enables the kind of feedback loop that helps each team member grow (if we never make a decision, we don't have a decision to reflect on and grow from). When an important decision *is* ours to make, we seek input to pressure-test our ideas and generate new ones. We don't reject an idea just because it's been done before—there is such a thing as tried-and-true—but we also don't let "the way we do things" stand in the face of a better way. We celebrate inquiry, ingenuity, and collaboration.

#### Agency - Behaviors:

- We initiate change when we see something isn't working.
- We own the decisions we make and their related outcomes.

- We encourage each other to take our own path and learn from mistakes.
- We seek input from others when making decisions.

#### Agency - Outcomes:

All community members have a voice in and ownership over our outcomes.

## **Diversity**

We invest our time, resources, and attention to build a truly diverse student body and staff. Our goal is to create a model of the world as it should be, one that is enriched by all of the ways that we are different. To achieve that goal, we must both (1) create a more equitable environment by using our collective power to intentionally disrupt systems and structures that marginalize specific identity groups and (2) create a more inclusive environment by showing students how to embrace the complexity of individual identity in all its intersecting forms (including differences in ideology, perspective, and personality). We do not take the easy way out: we reflect on our biases and engage in courageous conversations across lines of difference. Different people bring different ideas, different strengths, and different customs—but all can support our mission, our vision, and these values. By embracing this fact we create a more just, harmonious, vibrant, and productive working environment.

#### Diversity - Behaviors:

- We proactively disrupt inequity.
- We celebrate differences as they bring value to our community and ourselves.
- We recognize unconscious bias and build cultural competence.
- We commit to diverse learning across our organization and embrace discomfort.

#### Diversity - Outcomes:

All community members feel a sense of belonging and acceptance.

## **Board of Directors**

Aaron Jackson - Board President and Chair

Whitney Young - Board Vice Chair

Nicole Plair - Board Secretary

Amanda Sullivan - Member

Hugh Eastwood - Member

Mike Vachow - Member

Katie Ownes - Member

## Senior Leadership Team

Dr. Khalil Graham - Chief Executive Officer  
Jack Krewson - Chief Strategy Officer  
Marnae Chaver - Interim Chief Operating Officer  
Jonathan Tyrrell - Chief Schools Officer  
Bennie Jackson - Chief Administrative Officer

## School Leaders

Adaure Nduka - High School Principal  
Dr. Pete Schroeder - Middle School Principal

# Employment

## At-Will Employment

Your employment with Kairos Academies Charter School ("Kairos Academies") is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave Kairos Academies at any time, with or without notice and with or without cause. Nothing in the employee handbook or any other Kairos Academies' document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. The Chief Executive Officer or her/his designee has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer or her/his designee.

## Equal Employment Opportunity Statement

Kairos Academies is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. Kairos Academies' policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex or gender, sexual orientation, gender identity and expression, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended ("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, Kairos Academies does not discriminate against

an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice.

Kairos Academies promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices for any reason. It is the responsibility of every employee to conscientiously follow this policy.

## **American With Disabilities Accommodation**

### **Purpose**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

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

### **Procedures**

When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the employee will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Kairos Academies will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Kairos. Contact human resources (HR) with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

## Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADAAA regulations.
- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  - The nature and cost of the accommodation.
  - The overall financial resources of the facility or facilities involved in the provision of reasonable accommodation, the number of persons employed at such a facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
  - The overall financial resources of the employer; the size, number, type and location of facilities.
  - The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

## Job Vacancy Announcements

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

## Employment Type

- **Full-time employees:** Full-time employees work a standard 35-40 hours per week
- **Part-time employees:** Part-time employees usually work less than 30 hours per week and are paid hourly.

- **Temporary workers:** A temporary employee is hired on a short-term basis, sometimes to cover a full-time employee who is absent for an extended period of time.
- **Contractors:** Contract employees are hired for an established period of time outlined in a contract. The number of working hours for a contract employee may vary for each contract, but they are not limited to 40 hours per week.
- **Independent Contractors:** An independent contractor is an employee who works as a contract employee but is not on a company's payroll.
- **Volunteers:** Volunteer positions vary in time commitment and do not usually offer compensation.
- **Interim assignment:** An appointment by the direct supervisor with approval from Human Resource to a role that ensures that the duties of the role are carried out until a permanent replacement is found. The interim assignment may be for a specified period of time or until a permanent replacement is found.

## Certification and Licensure of Instructional Staff

Each of Kairos Academies' teachers is strongly encouraged to hold a current Missouri Department of Elementary and Secondary Education teaching certificate, permit or other document equivalent to that which certified teachers would be required to hold. If teachers do not have certification, there must be a documented action plan on file with Kairos Academies administration to complete the certification within an agreed timeframe.

It is the responsibility and a condition of continued employment of all instructional staff, including teachers, instructional coaches, substitutes and paraprofessionals to maintain the appropriate credential, certificate, permit or other documentation required for their respective position and to ensure that a current copy is on file in Kairos Academies administration at all times. Failure to comply with this requirement may result in a change in position assignment from an instructional position to a substitute position affecting both pay and health benefits.

## Recertification of Employment Authorization

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources department if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## Searches

Kairos seeks to protect the property and safety of its employees, students, and business, and to prevent the use and possession of illegal drugs or alcohol at the workplace and reserves the right to conduct a search of any employee's work area and equipment. All employees are subject to this policy. Searches may be conducted as a part of an investigation; however a search of an employee's work area isn't an accusation of wrongdoing.

Non Investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

## Reassignment/Reduction In Force

The Board of Directors recognizes that there may be times when reductions in workforce are necessary. A reduction in workforce may result in layoffs and/or require the assignment, transfer, reassignment, or reclassification of District employees. Additionally, the District reserves the right to determine whether to establish a Surplus Candidate Pool following a reduction in workforce. The CEO is authorized to determine when a reduction in workforce is necessary. Procedures for any of the aforementioned employment actions shall be developed by the CEO or his/her designee.

Reductions in workforce decisions will not be for arbitrary or capricious reasons and may be implemented by the District as a result of economic and/or operational factors, including but not limited to the following:

- Budget reduction;
- Reduction in state, local, and other funding;
- Reduction in student enrollment that requires the District to decrease personnel and/or discontinue programs;
- Closing and/or consolidation of schools;
- Organizational restructuring; and
- Other sufficient, just and nondiscriminatory reasons as deemed appropriate.



When an employee is discharged from employment because of a reduction in workforce, the CEO or his/her designee shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary. The release from employment due to a reduction in workforce shall be handled in accordance with District policy and applicable laws.

The following procedures shall be implemented upon determination that a reduction in workforce is necessary, appropriate or in the best interests of the school district:

- A Reduction-In-Workforce Team shall be established by the CEO or his/her designee.
- The Reduction-In-Workforce Team will meet with appropriate staff that has budgetary responsibility (e.g., Principal, Directors/Divisions Heads) to identify positions that may be impacted by the reduction in workforce/lay-off.

## **Teaching/Certified and/or School-Based Staff Positions**

- Principals will be informed of new staffing allocations.
- The Reduction-In-Workforce Team shall establish deadlines for Principals to seek alternative funding sources for positions identified in reduction in workforce.
- If a surplus candidate pool is established, Principals will notify staff of their surplus status.
- The office responsible for teacher/school staffing will generate a surplus list and submit it to the office responsible for labor relations.

## **Classified Positions**

- The Reduction-In-Workforce Team shall meet with Principals/Directors to discuss reduction in workforce guidelines and verify employees/positions identified for RIF.
- The Reduction-In-Workforce Team shall establish deadlines for Principals/Directors Heads to seek alternative funding sources for positions identified in reduction in workforce.

## **Any Position Impacted by a Reduction in Workforce**

- Human Resources shall conduct surplus fairs to potentially place surplus certified and classified employees.
- Human Resources shall prepare separation packets for employees identified for layoff.

## **Work Schedules**

The full time workweek is 40 hours. All starting and ending working times vary according to the assignment, location, plan, and lunch periods. Your immediate supervisor will notify you of your daily work schedule.

All teachers, counselors, and social workers work 251 days.

## 2024 - 2025 Staff Report Time

Middle School: 7:30am–4:00pm

High School: 8:05 am–4:07pm

## Attendance and Punctuality

To ensure the safety of our students and start each day strong, staff attendance is deemed essential for providing quality instruction. All staff are expected to report to work everyday and on time unless prevented by illness or injury. All Employees are expected to record their time everyday using Paycor mobile ([Mobile App Procedures](#)). If staff must arrive later or leave early, they must notify their supervisor at least 24 hours in advance. Teachers must contact Sub-Source to request a substitute. (See Absence Reporting Procedures.)

## Time Recording Procedures

Kairos Academies requires the use of Paycor mobile time clocks to ensure an accurate record of staff attendance and time worked for proper compensation. All staff members are obligated to record time using the Paycor. It is the responsibility of each staff member to accurately record their time and to promptly report any issues encountered to their respective supervisors.

In instances where an employee holds a supplemental assignment such as clubs, tutoring, substitution, remedial education, or any additional assignment with a personnel number, it is imperative for the employee to input the correct time for both their regular assignment and the supplemental assignment. Each additional assignment should be allocated a different fund code.

This meticulous record-keeping is essential to provide documentation that substantiates Kairos's claims for federal and state funding, ensuring transparency and accountability in financial matters.

## Tardiness

As stated above, all Employees are expected to report to work on time. An Employee who reports to work five (5) minutes or more after their designated start time shall be deemed "tardy."

In the event that an Employee is tardy during a fiscal year, the following disciplinary actions shall be implemented against the Employee as follows:

Occurrence	Disciplinary Action
4th tardy occurrence in a fiscal year	Verbal counseling
5th tardy occurrence in a fiscal year	Written reprimand
6th tardy occurrence in a fiscal year	2nd written reprimand
7th tardy occurrence in a fiscal year	Final written warning
8th tardy occurrence in a fiscal year	Disciplinary proceedings, up to and including termination, will be initiated

## Absence

Any Employee who fails to report to work by the designated start of the school day, but who arrives before lunch (or before half of their scheduled shift) shall be deemed to be “absent” for one half (1/2) of a work day.

Any Employee who arrives to work after lunch (or after more than half of their scheduled work shift) shall be deemed to be “absent” for a full work day.

## Absence Reporting Procedures

In the event an Employee is unable to report for duty, the Employee is responsible for requesting a substitute using subsource and notifying their building principal or administrator no later than one (1) hour prior to their scheduled start time.

## Excused Absences

Attendance records will be kept accurately and up-to-date. Guidelines are established and will be used to assist in assessing attendance. Excused absences are those absences where the Employee is authorized to be absent due to approved vacations, personal days, approved FMLA or other designated and approved leave. In addition, excused absences are those absences which occur pursuant to the District’s Sick Leave policy and for which the Employee has appropriately followed the District’s absence reporting procedures as noted above. Supervisors have the ability to convert an excused absence to an unexcused absence if the teacher does not prepare a substitute folder or fails to call Sub-source.

## Unexcused Absences

An unexcused is defined as failing to notify your supervisor with 1 hour of absences. If an Employee incurs absences not covered under the District’s sick leave/personal day, vacation, FMLA leave or other authorized leave policies, the Employee will be charged with an unexcused absence. In the event an Employee accumulates unexcused absences within a fiscal year, the following disciplinary actions shall be implemented against the Employee as follows:

Occurrence	Disciplinary Action
2nd unexcused absence in a fiscal year	Verbal counseling
3rd unexcused absence in a fiscal year	Written reprimand
4th unexcused absence in a fiscal year	Final written warning
5th unexcused absence in a fiscal year	Disciplinary proceedings, up to and including termination, will be initiated

## Failure to Report to Work

Any Employee who fails to report to work and also fails to personally notify his/her immediate supervisor and the substitute office will be given a written warning in addition to being given an unexcused absence as set forth above. Any Employee who receives a second “failure to report to work” within the same fiscal year will be subject to a final written warning in addition to receiving an unexcused absence as set forth above. Any Employee who receives a third “failure to report to work” within the same fiscal year will be subject to disciplinary action, up to and including termination of employment.

## Abandonment of Position

Any employee who fails to report for work on three (3) consecutive working days and who has failed to personally notify his/her immediate supervisor shall be presumed to have abandoned his/her position with the District, and the District shall have no obligation to pay or provide benefits to such an employee thereafter.

The Human Resources Department will notify the employee through registered mail that his/her failure to report to work or provide notification of the absence to his/her immediate supervisor has provided cause for the immediate termination of his/her employment with the Board, and, therefore, the employee’s termination will be recommended to the Board.

The Human Resources Department shall proceed to process the termination of any employee who does not respond within three (3) calendar days of the date of the notification letter. If the employee does timely respond, the District will consider the employee's reason(s) for his/her action(s) or inaction, and the employee will be entitled to such due process as may be required by law. This provision shall be interpreted consistently with Missouri law.

## **Nursing Mothers**

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided. A hygienic location will be made available for employees to store breast milk. A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times. The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Bennie Jackson.

If you need a temporary change to how, when, or where you work due to pregnancy or related conditions, you may request an accommodation under this policy. Kairos will approve such a request so long as the accommodation requested is reasonable and will not create an undue hardship for the company. Kairos will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the nature of the accommodation, the business needs of the company and its students, the needs of the company's other employees, the company's operations, and the company's resources.

## **Notification to Parents Regarding Qualifications**

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Missouri law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources department.

## Outside Employment

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. For this section, a “conflict of interest” includes, but is not limited to, work for an entity that would be considered a competitor with Kairos or that interferes with the employee’s ability to complete his or her assigned duties. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## Performance Evaluation

Performance reviews are part of an on-going, year-round process in which supervisors and employees discuss progress toward performance and professional goals. Kairos Academies’ supervisors, and employees set goals on an annual basis. Performance reviews may be formal and/or informal, verbal and/or written. Kairos Academies will make best efforts to encourage that employees receive written performance evaluations against progress toward goals a minimum of twice a school year. Kairos Academies performance evaluation cycle includes three rounds in which managers and employees engage in comprehensive evaluative conversations surrounding performance, competencies, and progress towards goals. During performance evaluation conferences, employees.

## Employment of Relatives

Kairos Academies is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with Kairos Academies’ ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize potential conflicts of interest, Kairos Academies strongly discourages its employees from entering into intimate relationships with other employees for which they have professional supervisory responsibility.

While some relatives of employees or the Board of Directors may be employed by Kairos Academies, a familial relationship among employees can also create an actual, or at least a potential, conflict of

interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. Kairos Academies administration must be notified of all managerial relationships between Kairos Academies employees.

Kairos Academies may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the Chief Executive Officer or her/his designee in accordance with the Kairos Academies' formal complaint procedures set forth in this handbook.

For the purposes of this section, a "relative" is any person who is related by blood or marriage within the third degree, as described below, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

<b>1st Degree</b>	Parent, child, spouse, stepparent, or stepchild
<b>2nd Degree</b>	Grandparent, grandchild, or sibling
<b>3rd Degree</b>	Great-grandparent, great-grandchild, aunt, uncle, niece, or nephew

## Compensation and Benefits

### Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as Exempt or Non-exempt according to the Fair Labor Standards Act. Exempt and Non-Exempt employees are paid a Bi-monthly salary. Non-exempt employees are paid an hourly wage and covered by the overtime provisions of the FLSA and by Missouri wage and hour laws. Non-Exempt employees are required to complete timesheets accounting for all hours worked in a pay period. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts designated positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. However, any full

days of absence taken in excess of the employee's allotment of leave will result in an employee payroll deduction calculated on a prorated daily rate. Deductions for less than full-day absences may be made for exempt teaching positions.

All employees may log into [Paycor](#) to view their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full time nurses, and full-time counselors will be paid no less than the minimum state salary schedule.

## Pay

### Pay Procedures

Kairos Academies follows all federal and state laws. Exempt and non-exempt employees are paid bi-monthly. If a scheduled payday falls on a weekend or holiday, employees will be paid on the day preceding the weekend or holiday.

An employee's payroll statement contains detailed information, including pay amounts, deductions, withholding information, leave balances and year to date totals. Employees should contact Kairos Academies Payroll Team with any questions pertaining to pay procedures and pay dates.

New employees joining between the 1st and 15th of any given month will receive their inaugural paycheck during the final pay period of that month. Conversely, those commencing employment from the 16th to the end of the month can anticipate their first paycheck on the 15th of the subsequent month. This systematic approach ensures clarity and consistency in the payroll process, facilitating smooth transitions for new hires while adhering to established company policies.

### Automatic Payroll Deposit

Employees must have their paychecks electronically deposited into a designated account of their choice. Contact the payroll department for more information about mandatory direct deposit.

### Payroll Deductions

The district is required to make the following automatic payroll deductions:

- Public School Retirement System of the City of St. Louis or Social Security employee.
- Federal income tax required for all full-time employees.
- Medicare tax (applicable only to employees hired after March 31, 1986) .
- Child support and spousal maintenance, if applicable .
- Delinquent federal education loan payments, if applicable



Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and Kairos Academies. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Extra-Duty and Tutoring Pay**

Staff are compensated at the rate of \$25.00 per hour for hours worked on Saturday and for tutoring. School leaders determine which teachers have the opportunity to teach Saturday school or tutor.

## **Stipends**

Performance Stipends are designed to provide incentive compensation for all eligible employees and ultimately, reward them for exceptional work and helping Kairos Academies reach its organizational goals. To be eligible for the bonus payment, an employee:

- Must have been employed as of November
- Must have a satisfactory year-end performance rating

Performance Stipends are provided at the discretion of Kairos Academies administration and thus, Kairos reserves the right to administer, modify or terminate the plan with or without notice.

## **Pay Increases**

Pay increases are for employees who meet and exceed performance goals and for continued service to Kairos Academies. If given, pay increases for all employees are implemented to coincide with the start of the new fiscal year. Kairos Academies reserves the right not to issue pay increases to employees due to lack of merit or for budgetary reasons.

Employees must have worked in the same position for a minimum of six months to be eligible for a pay increase. Employees who have received an increase in pay or received a promotion resulting in a higher salary within six months of the annual pay increase will be ineligible for a pay increase.

## **Overpayments**

Employees are not entitled to any funds the district overpays. If an overpayment occurs the overpayment amount will be deducted from the employee's paycheck. Contact the Payroll Department for more information.

## Travel Expense Reimbursement

### Local Travel

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the [GSA \(General Service Administration\) rate schedule](#). Employees must submit itemized receipts for everything except for mileage and meals.

### Out of District Travel

Travel Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the [GSA \(General Service Administration\) rate schedule](#). Employees must submit itemized receipts for everything except for mileage and meals.

### Out of State Travel

Before any travel expenses are incurred by an employee, the employee's supervisor and Chief of Finance and Human Resources must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the [GSA \(General Service Administration\) rate schedule](#). Employees must submit itemized receipts for everything except for mileage and meals

## Benefits

### Health Insurance

Kairos Academies offers its full-time employees health insurance to include medical, dental, Kairos paid life insurance and employee paid supplemental insurance and vision insurance at the employee's expense. Employees can make changes to their benefits elections each year during the annual benefits open enrollment period. Plans elected during this period become effective January 1st and end December 31st. This period is defined as the Benefits Plan Year. Employees lock in their elections each year and are allowed to make changes to their plan elections if they experience a qualifying event during the Benefits Plan Year, such as loss of other coverage, marriage/divorce, birth/adoption of a child, etc. A detailed description of insurance coverage, employee cost, and eligibility requirements is provided to all employees separately each year.

Employees are eligible for benefits as of their date of hire.

The new hire window to elect benefits is 15 days from their start date. After the 15-day window, employees may enroll in insurance for a qualifying event only defined as the following:

- Marriage
- Birth of a child
- Adoption of a child
- Divorce, legal separation, or annulment
- Dependent become ineligible
- Dependent passes away

Returning employees can adjust their plan election every year during the open enrollment period. Kairos does not pay out benefits for employees who forgo insurance.

## Supplemental Insurance Benefits

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs will be paid by payroll deduction. Employees should contact the Human Resources Department for more information.

## Public School Pension Plan (Retirement)

Per statute, employees are required to participate in the Public School Retirement System of the City of St. Louis (PSRSSTL). Both Kairos and all employees have legally required contribution percentages as defined in the [PSRSSTL member manual](#).

PSRSSTL is a defined benefit plan, which means that while PSRSSTL manages an investment portfolio which is variable, non-variable payouts are promised to pensioners based on age and years of work. Employees are entitled to benefits once they “vest” after 5 years of work in a public school in St. Louis. However, those benefits only accrue to their full level after “the Rule of 80,” which is when the sum of the employee’s (i) age and (ii) years of employment in a public school in St. Louis equals 80 or more.

Employees and Kairos’ contribution on their behalf pays for the membership in PSRSSTL; employee’s contribution becomes a principal that earns interest and returns for the fund. If employee’s would like to take your money out of PSRSSTL (e.g., if you leave St. Louis teaching before you vest), you can request a refund of your contributions and interest in a lump-sum payment. One way to do that is to “rollover” the amount to an IRA at your personal investment firm, such as Vanguard or Fidelity. A Rollover IRA is an account that allows you to move funds from your old employer-sponsored plan, such as a pension or 401(k,) to an IRA.

For more information on your defined benefits schedule or any other questions relating to PSRSSTL, please visit their website or consult the [PSRSSTL member manual](#). Please note that Kairos is not a

fiduciary nor an expert in personal finances, retirement or the public retirement system. All questions should be directed to PSRSSTL.

## **Workers' Compensation Insurance**

Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slight, you are to report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify Human Resources immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## **Unemployment Compensation Insurance**

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the district's Human Resources department for more information.

## **COBRA**

COBRA, the Consolidated Omnibus Budget Reconciliation Act (COBRA), provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Kairos Academies health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Kairos Academies administration to learn more about your COBRA rights.

## **Other Benefit Programs**

- Employee Wellness Program
- Tuition Reimbursement
- Employee assistance Program
- Short/Long Term Disability Insurance

- Employee Paid Life Insurance

## Lunch

Each teacher/building school staff shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes. If teachers leave the grounds during this thirty (30) minute period, they shall report their absence to the principal or his/her designee before leaving the building and upon returning to the building.

## Leaves and Absences

Timely and regular attendance is an expectation of performance for all Kairos Academies staff members. To ensure adequate staffing, positive staff morale, and to meet expected productivity standards throughout Kairos Academies, staff members will be held accountable for adhering to their campus schedule. In the event a staff member is unable to meet this expectation, he/she must obtain approval from their manager in advance of any requested schedule changes. This approval includes requests to use PTO, as well as late arrivals to or early departures from work.

## Leave

### Personal Time Off

Kairos Academies offers a single-bank of personal time off for employees. PTO times are prorated based on your starting date.

### PTO Rollover and Payout Options:

At the end of each school year, Kairos Academies staff have the following options for their accrued Paid Time Off (PTO):

1. PTO Rollover: Staff may roll over up to 40 hours of unused PTO into the next school year **(Effective ending school year 23-24)**.
2. PTO Payout: Staff may request a payout for up to 40 hours of unused PTO **(Effective ending school year 24-25)**.

This request must be made by June 25.

### PTO Payout for Resigning Employees

Employees who resign in good standing are eligible for a PTO payout under the following conditions:

1. Proper notification of resignation is given according to Kairos Academies' resignation policy.
2. All school-issued equipment is returned.
3. The employee is not on a Performance Improvement Plan (PIP) at the time of resignation.

Eligible employees may request a payout of up to 40 hours of unused PTO upon resignation.

## Compensatory Time (Comp Time)

Instructional and non-instruction Employees may elect to have compensatory time for approved Tutoring or other Remedial duties performed outside their normal working hours. Compensatory time earned by Instructional and non-instruction Employees may not accrue beyond a maximum of 24 hours. If an employee has any unused compensatory time remaining at the end of the duty year, up to **16 hours** shall be carried over. Compensatory time must be used in accordance with the Kairos's leave policies. Kairos may require an employee to use compensatory time when in the best interest of the District.

## Personal Time Off Donation

Employees of the Kairos Academies may donate leave to another employee under the following circumstances. [Donation Form](#)

1. The employees receiving the PTO may use the leave in accordance with current sick leave policy.
2. Employees may donate no more than 20 hours of PTO to an individual employee per year.
3. An employee may only receive donated leave once the employee has exhausted all of their other accumulated leave (sick leave, personal leave and vacation leave).

**Guidelines:** Employees who would like to make a request to receive donated sick/vacation time from their co-workers must have a situation that is a medical emergency or is a bereavement, as defined below:

- **Bereavement** is defined as a period of bereavement for a member of the employee's immediate family.
- **Medical emergency** is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty & will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Medical documentation may be required. Conditions that are short-term in nature including, but not limited to, common illnesses and injuries such as influenza, measles, broken bones, strained ligaments, & the like are not considered medical emergencies.

**Note:** Kairos does not pay out positive balances of Elective PTO or Mandatory PTO to an employee.

## **Paid Holiday Leave**

Holidays observed by Kairos Academies' are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial, Juneteenth, Independence Day, Labor Day, Indigenous People Thanksgiving Day and Christmas Day. Refer to the board approved academic calendar for additional paid time off.

Full-time employees are eligible for holiday pay on designated holidays that fall within their normal work schedule as designated by the work calendar. Holiday pay is paid at the employee's normal hourly rate. Employees on a leave of absence are ineligible for holiday benefits.

## **Bereavement Leave**

Employees may be granted up to three (3) Consecutive days of absence with pay for bereavement in their household or in the immediate family. For the purposes of bereavement leave, immediate family is defined as:

- Spouse
- Child, stepchild
- Parent, stepparent
- Brother, stepbrother
- Sister, stepsister
- grand parent
- Grandchild

Human Resources is authorized to extend the leave up to six (6) additional days with pay in special circumstances.

A one day leave of absence with pay will be allowed, subject to administrative approval, for bereavement involving other family relationships such as:

- Mother-in-law
- Father-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Aunt
- Uncle
- Nephew
- Niece

Human Resources is authorized to extend the leave up to two (2) additional days with pay in special instances.

## **Jury Leave and Other Court Appearances**

Kairos Academies may not discharge, threaten to discharge, intimidate, or coerce an employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with jury service in any court in the United States. Additionally, Kairos Academies may not terminate the employment of an employee because the employee serves as a juror or grand juror.

Kairos Academies will provide up to two days of paid leave, at an employee's regular daily or hourly rate, for any employee absence due to service on a jury or grand jury, up to a total of two days of jury or grand jury service per year. Any absences of more than two days for jury or grand jury service may be unpaid as allowed by applicable law. An employee may also elect to use paid leave for any time spent on jury or grand jury service that would otherwise be unpaid.

An employee on jury or grand jury duty is expected to report to work any day he or she is excused from such duty. An employee summoned for jury or grand jury duty must notify his or her supervisor immediately, and provide a copy of the jury notice.

## **Military Leave**

Kairos Academies is committed to protecting the rights of employees absent on military leave. In accordance with federal and state law, it is Kairos Academies's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in, or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights hereunder. If any employee believes that he or she has been subjected to discrimination in violation of this provision, the employee should immediately contact Kairos Administration.

## **Parental Leave**

Kairos Academies offers eligible employees the opportunity to utilize paid parental leave for the birth, adoption, or foster care placement of a child. This leave can be taken consecutively or intermittently. The purpose of this policy is to outline both the job protections under this policy, as well as the conditions under which compensation will be provided. It is important to note that the benefits under the Parental Leave Policy may be used alone and/or in conjunction with approved FMLA leave.



## Eligibility Requirements

Employees are eligible for parental leave if they have been full-time employees at Kairos for at least twelve (12) consecutive months. Employees should notify their direct managers and Kairos Administration as soon as possible in order to determine eligibility for parental leave. Expectant employees who wish to utilize parental leave in conjunction with FMLA leave should consult with the Kairos Administration as soon as possible in order to determine if they qualify for FMLA leave. Details about the FMLA leave policy are located under the FMLA section of the handbook.

## Take Parental Leave

Employees can use short term disability ( 60% base pay) and an additional 3 weeks at no pay. Leave must be taken directly following the birth of the employee's child and must be consecutive, regardless of holidays and vacation. Non-expectant employees not qualifying for FMLA leave but who wish to utilize only parental leave should contact Kairos Administration for more information.

## FMLA (Family Medical Leave Act)

The following text is from the federal notice, Your Employee Rights Under the Family and Medical Leave Act. Specific information that the district has adopted to implement the FMLA follows this general notice.

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 work weeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take **up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week.

### **Am I eligible to take FMLA leave?**

You are an **eligible employee** if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

### **How Do I request FMLA leave?**

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. **You must also inform your employer if FMLA leave was previously taken or approved** for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also

covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

### **What does my employer need to do?**

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

**Your employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### **Where can I find more information?**

Call 1-866-487-9243 or visit [dol.gov/fmla](https://dol.gov/fmla) to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

## **Religious Observance Leave**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## **Black-out Dates**

There are times when all teachers and campus personnel are needed to be in attendance, and time off is prohibited. The following is a list of "blackout dates" in which requests for time off will be denied. However, if an employee requests time off during these "blackout dates" as a result of unforeseen circumstances, the request will be reviewed on a case-by-case basis and the Principal will

make the final decision for approval. In the event an employee is absent during the stated “blackout days” and approval was not given by the supervisor, the employee may be subject to disciplinary action, up to and including termination of employment.

There shall be no dock in pay if an employee is out during the “blackout dates” unless the employee has no paid leave available.

- The first 10 days of school (Students are in the building)
- The last 10 days of school (Students are in the building)
- The day before or after a school holiday
- Professional or staff development days (in person attendance required unless supervisor pre-approves remote participation)
- Days scheduled for Schools exams (NWEA)
- Days scheduled for state testing (MAP Testing)

\*\*Unforeseen circumstances may result in additional days being added to the list.

\*\* Sub-source and substitution pay is not available during black-out days.\*\*

## Social Media

### General Cautions

An employee’s use of any electronic media for the purpose of communicating with a student or a parent is an extension of the employee’s workplace responsibilities—even if that use or communication is on the employee’s personal device or media. When employees are communicating informally and off contract hours or for purposes otherwise unrelated to work, they may still be viewed by others as a representative of the district. Whether posting on social media using personal or district devices, or posting information during or outside of work hours, district employees are urged to carefully consider whether the post puts their professional reputation and effectiveness as a district employee at risk. The board expects employees to use professional judgment and appropriate decorum when using social media.

Employees are responsible for the content in their communications. They shall abide by the following requirements regarding use of social networking websites and other electronic communications, even when done in their personal time, using personal property.

- A. During work time, employees are permitted to use social media sites for incidental personal use and/or communications provided that such use shall not interfere with or conflict with district business, and such use does not occur during student contact time.

- B. District employees must be mindful that digital communications are ultimately accessible to the world. Employees are encouraged to familiarize themselves with the privacy policies, settings and protections on any personal social media sites to which they choose to subscribe. Employees should be aware that posting on websites, including social media sites, should not be presumed to be private.
- C. Employees are encouraged to maintain a clear distinction between their personal social media use and district-related social media sites.
- D. Employees may not disclose confidential or protected information about Kairos Academies, its students, alumni or employees. In particular, employees shall not post images, video or audio of students unless the parent/guardian has provided the student's building administrator with written permission to do so, or if it is otherwise allowed by the district's policies regarding student confidentiality. This prohibition does not apply to the context of virtual instruction insofar as official teaching and learning is occurring through the posting of images, video or audio. The provisions of this paragraph do not apply to any video or photography produced or available to the public by any individual not employed by or acting on behalf of the district or news media.
- E. An employee identifying as a District employee on social media who posts to sites outside of the district's network should include a disclaimer to state that the views expressed are personal and do not necessarily reflect the views of the district.
- F. Employees who have concerns or complaints about work- or personnel-related matters should speak with their supervisor or the district's talent management department, or as applicable, a representative of their employee organization. Employees should not use social media to address these concerns except as authorized by state and federal law.
- G. Inappropriate contact with colleagues, parents and students by email, phone or other electronic devices is prohibited. This includes, but is not limited to, unprofessional communications, as well as any communication that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal.
- H. Employees may not post items on social networking websites with sexual content or which advocate the use of illegal drugs or the abuse of alcohol if they are identifying themselves as an employee of the district.
- I. Employees are reminded that if their use of social media makes them aware of possible child abuse or neglect, they have a legal responsibility to promptly report the information to the Division of Family Services and law enforcement.

"Electronic Communication" includes any communication facilitated by the use of any electronic device, including a cellphone, computer, computer network, personal, and includes e-mail, text

message, instant message, and any communication made through an internet website, including a social media website or social networking website. Employees shall not engage in inappropriate electronic communications with students.

Employees are encouraged not to “friend” students on their personal social media pages unless they have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication. Employees may elect not to disclose to a student the employee’s personal telephone number or e-mail address.

Employees shall immediately notify the appropriate school administrators concerning an incident in which a student engages in improper communications with an employee. A report should include a summary of the student’s communication, as well as the time, date, and method of communication.

### **Professional Employee-Student Boundaries in Electronic Communications**

Warm and caring communications with students that incorporate clear and consistent professional boundaries support the best interests of students and employees alike. Employees must maintain appropriate professional boundaries in their electronic communications with students and prevent any appearance of inappropriate communication. In particular:

- A. Unless there are special circumstances necessitating otherwise, all electronic communications with students shall be made through the district’s computer/email system or a messaging application accessible by school/district leaders—not a private email or private messaging application.
- B. Except as instructed by a supervisor, employees shall not call, text, message or electronically communicate with any student individually (privately), unless it is in the context of conveying information or asking a question regarding school business or a school related event. Further, the parent must have authorized individual messages from that employee or the message must be forwarded to the school leader. This restriction does not apply to district email communications or other communications on district sanctioned platforms (i.e., Deanslist, Google Classroom) that are accessible by district leaders, or communications made for purposes of online instruction.
- C. Employees are strongly encouraged not to “follow” students or have online/social media interactions with students unless the employees are using district-registered accounts or accounts otherwise accessible to school or district leaders.
- D. Employees are encouraged not to link their personal social media profiles and personal sites to students’ online profiles unless the employees are using district-registered accounts or accounts otherwise accessible to school or district leaders.

## **Caveat:**

An employee may engage in otherwise unapproved forms of communication with students in order to address an imminent health or safety emergency. However, the employee is expected to report the situation and the nature of the communication to their supervisor as soon as possible. Also, this policy is not intended to interfere with communications involving legitimate, non-school-related relationships/contexts (e.g., situations in which the student and employee are family members, or the common communications that might occur within a shared civic, social or faith community).

# **Employee Conduct and Welfare**

## **Code of Conduct**

Kairos employees are expected to adhere to certain standards to ensure orderly operations and to protect the safety of all employees. The guidelines set forth in this policy are intended to provide employees with fair notice of unacceptable conduct. This policy, however, cannot identify all unacceptable conduct. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests or property of Kairos Academies, other employees or families, may result in disciplinary action. The Board requires all staff members to serve as positive role models for all students. Kairos exists to provide quality, cognitive, and effective education for all students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction.
2. Fully utilize instructional time for learning activities.
3. Maintain students under active supervision at all times.
4. Assess student performance in a regular and accurate manner.
5. Modify instructional goals to meet the needs of each student.
6. Comply with administrative directives.
7. Motivate students to achieve learning objectives.
8. Communicate with students in a professional and respectful manner.
9. Maintain relationships with students in a professional teacher-student model.
10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
11. Properly operate and maintain district property.
12. Utilize district technology solely for school district business.
13. Maintain required records and submit requested reports in a timely manner.
14. Comply with all safety guidelines and directives.
15. Refrain from the use of profane and obscene language.
16. Dress in a professional manner.

17. Attend all duties in a punctual manner.

The Board expects employees to follow certain work rules and conduct themselves in ways that protect the interests and safety of all employees and students at Kairos. While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

1. Theft or inappropriate removal or possession of property.
2. Falsification of timekeeping records.
3. Working under the influence of alcohol or illegal drugs
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
5. Fighting or threatening violence in the workplace
6. Boisterous or disruptive activity in the workplace
7. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
8. Insubordination or other disrespectful conduct
9. Violation of safety or health rules
10. Smoking in prohibited areas
11. Sexual or other unlawful or unwelcome harassment
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
13. Excessive absenteeism or any absence without notice
14. Unauthorized absence from work station during the workday
15. Unauthorized use of telephones, mail system, or other employer-owned equipment
16. Unauthorized disclosure of business "secrets" or confidential information
17. Violation of personnel policies
18. Unsatisfactory performance or conduct

## Suspension or Termination

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Kairos. We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. Examples of prohibited conduct which may result in suspension or termination include, but are not limited to the following:

- Conflict of interest
- Failure to follow Kairos procedures or administrative directives



- Conviction of a crime against society
- Falsifying records of documents, including an employment application
- Knowingly providing untruthful information in official activities
- Possession of or use of illegal drugs
- Reporting for duty under the influence of intoxicants or narcotics
- Unauthorized disclosure of confidential information concerning employees, students, or Kairos
- Possession of explosives, firearms, or other weapons on Kairos' premises or during School activity
- Theft or unauthorized use or possession of property belonging to Kairos, its students, other employees or visitors.
- Other conduct deemed by Kairos to be injurious to security, personal safety, employee welfare and the School's operations
- Loss of confidence/trust
- Poor performance or disregard of a lawful directive by the employee's supervisor, member of the leadership team at Kairos, or School Board

## Disciplinary Action

Because of Kairos Academies' balanced approach of both accountability and support, supervisors must first informally coach and support employees to help increase performance before instituting a formal performance improvement plan or disciplinary action. An employee with a performance or behavior issue is typically given warning so that he or she has an opportunity to correct the problem. If further coaching is necessary, a supervisor may elect to develop a written performance improvement plan in order to help the team member improve performance. A formal written warning of disciplinary action may be necessary.

The following conduct is prohibited and will not be tolerated by Kairos Academies. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and Kairos' operations also may be prohibited. Violation of the following standards may result in disciplinary action, up to and including immediate termination:

- Falsifying time records.
- Theft, damage or destruction of any Kairos property of any employee or client.
- Removing or borrowing Kairos property without prior authorization.
- Unauthorized use of Kairos equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Kairos property.
- Participating in horseplay on Kairos time or on Kairos premises.
- Carrying firearms or any other dangerous weapons on Kairos premises at any time.

- Causing, creating, or participating in a disruption of any kind during working hours on Kairos property.
- Insubordination including, but not limited to, failure or refusal to obey the legitimate orders or instructions of a supervisor or administrator, or the use of abusive or threatening language toward a supervisor or administrator.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on Kairos premises.
- Unreported absences.
- Failure to observe working schedules, including meal and rest periods.
- Working overtime without authorization or refusing to work assigned overtime.
- Working "off the clock" or failing to record or report all hours worked.
- Violation of any safety, health, security, or other Kairos policies, rules, or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances
- Engaging in unlawful harassment, discrimination, or retaliation.
- Making false or malicious statements about Kairos or its employees
- Poor attendance, including but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.
- Sleeping or malingering on the job.
- Failing to keep confidential information pertaining to parents, students, or vendors.
- Violation of the Drug and Alcohol Abuse Policy, including, but not limited to, refusing to submit to a drug/alcohol test mandated by the School.

This statement of prohibited conduct does not alter Kairos' at-will employment policy. Kairos and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

**Tier 1 actions** are non-violent. Tier 1 actions do not necessarily pose a threat to the health, safety or property of others. Positive interventions and supports are used to address Tier 1 actions. Staff are not referred to HR for Tier 1 actions unless they continue after appropriate intervention and support.

**Tier 2 actions** are of a serious nature and may pose a threat to the health, safety or property of any person. An administrator/HR is notified when a Tier 2 action occurs. Staff may be suspended for Tier 2 actions.

**Tier 3 actions** are of a serious nature and , when they occur, can be expected to pose a threat to the health, safety or property of any person. An administrator/HR is notified when a Level 3 action occurs. Staff will be suspended for any Level 3 action, and disciplined up to termination.

Kairos Academies may use this progressive discipline process at its discretion. Disciplinary action may include, but is not limited to, any of the following:

- Verbal warning.
- Written warning
- Conference with a supervisor & Performance Improvement Plan
- Suspension with or without pay.
- Termination of employment.

The progression of these steps depends upon the severity of the problem and the number of occurrences. There may also be circumstances when one or more steps are bypassed.

## Grievance Process and Procedures

### Employee Grievance Procedures (Discipline, Termination, and Workplace Safety)

The purpose of this procedure is to provide for the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

#### Definitions

- **Grievance:** A “grievance” is defined as any complaint that concerns discipline, termination, or workplace safety.
- **Grievant:** A “grievant” may be any employee or group of employees.
- **Days:** Days The term “days” as used in this procedure shall mean regularly scheduled workdays, unless otherwise indicated.
- **Discipline:** “Discipline” is defined as a suspension (unpaid or paid) or a written reprimand. In addition, an employee who is involuntarily transferred or demoted due to poor performance and suffers a loss of wages, hours or other fringe benefits as a result of such transfer or demotion may also contest the transfer or demotion as discipline.
- **Termination:** “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the School Board and/or its designee. Termination results in involuntary separation and with prejudice to the

employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this procedure, termination shall not include, for instance, a voluntary retirement, voluntary resignation, nonrenewal of contract.

## **Time Limits**

The time limits set forth herein shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in the procedure shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant.

## **Grievance Processing Procedure**

Grievances shall be processed in accordance with the following procedure:

### **Step One – Informal Resolution - Principal**

An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting and discussion shall occur within ten (10) days after the facts upon which the grievance is based occurred. If the grievance-based issue is an on-going or repeated issue, the grievance may occur within ten (10) days of the most recent occurrence. The immediate supervisor will give an answer to the grievance. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant (and if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.

### **Step Two – Written Grievance to Human Resource**

If the grievance is not resolved at Step One, the grievant(s) shall file a written grievance with the immediate supervisor within ten (10) days after the earlier of the following: (1) receipt of the Step One response; or (2) the District's deadline for providing a Step One response (if no response is provided). The written grievance shall include the facts upon which the grievance is based, the issues involved, the handbook and policy provisions relevant to the grievance, and the relief sought. The grievant may cite only those handbook and policy provisions that were allegedly violated that triggered the discipline, termination or workplace safety issue. The grievance shall be signed and dated by the grievant. Human Resource shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the

Human Resource shall have until ten (10) days after completion of the investigation to respond to the grievance. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the **CEO**.

### **Step Three – Appeal to CEO**

If the grievance is not resolved at Step Two, the grievant may appeal the written grievance with the Superintendent within ten (10) days after the response at Step Two or if no response is provided within ten (10) days of the deadline for the response. The Superintendent shall meet with the grievant(s) and/or the employee's designated representative and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The Superintendent shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the Superintendent if further investigation is warranted. The Superintendent shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

### **Step Four – Appeal to School Board**

If the grievance is not resolved at Step three, the grievance may be appealed to the Board within ten (10) days after the decision at the prior step with the hearing taking place no more than 30 days after the initial filing.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer. Such decision shall be rendered in a timely manner and shall be sent to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Missouri's Open Meetings Law.

## **Strict Adherence to Time Limits**

The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated with prejudice.

## **Dress Code and Grooming**

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. An

employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following additional standards:

1. Employees are expected to dress in a manner that projects a professional image for the employee, district, and community. This includes clothing, footwear, piercings, tattoos, and any other area of dress and grooming.
2. Style of clothing for employees should always reflect a professional and business-like atmosphere and clothing should not cause a disruption of the education process or professional work environment. This guideline applies to regular workday, in-service, and summer employment time.
3. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education) or for medical necessities.

### **Acceptable Attire**

- Kairos-branded shirts or outerwear
  - Shirts must cover midriff and undergarments
  - Straps must be minimum 2 fingers' wide
- Khakis, jeans, shorts, skirts, or capris
  - May not sag or be excessively loose, tight, and/or short
  - Shorts, skirts, and dresses must be at least fingertip length or have a 3 inch inseam
- Shoes
  - Shoes should be closed-toed and flat when working in hazardous areas (ie: a science lab)

### **Unacceptable Attire**

- Chains, spiked jewelry, or jewelry/accessories that represent violence
- Clothing or accessories of any kind encouraging drug use, illegal activities, or gang-affiliation
- Shirts with holes/rips
- Sunglasses inside the school building
- Pajamas or slippers
- Any clothing that is see-through

Employees are expected to come to work appropriately attired. If an employee experiences uncertainty about acceptable, professional formal business attire for work, they should ask their supervisor.

# Discrimination, Harassment, and Retaliation

Kairos Academies has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, contractors and visitors are strictly prohibited and will not be tolerated.

## Types of Harassment

### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below:

- unwelcome requests for sexual favors;
- lewd or derogatory comments or jokes;
- comments regarding sexual behavior or the body of another employee;
- sexual innuendo and other vocal activity such as catcalls or whistles;
- obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- repeated requests for dates after being informed that interest is unwelcome; retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Kairos Academies or any government agency;
- offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
- and any unwanted physical touching or assaults, or blocking or impeding movements.

### Other Harassment

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry,

religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories;
- written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the Kairos Academies' premises, or circulated in the workplace; and
- a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

## Harassment of Students

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. *See Reporting Suspected Child Abuse, and Bullying, for additional information.*

**“Solicitation of a romantic relationship”** means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence of a romantic intent or interest in the student, including



statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:

- a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent that the educator attempts to conceal the communications;
  - f. Any other evidence tends to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating, or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date, sexual contact, or any activity intended for sexual gratification of the educator.
  7. Engaging in conversations regarding sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessing touching.
  9. Providing the student with drugs or alcohol.
  10. Violating written directives from school administrators regarding the educator's behavior toward a student.
  11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

## Reporting Suspected Child Abuse and Neglect

The Missouri Children's Division relies on people notifying them of their concerns for a child's safety. Mandated reporters make up almost 75 percent of calls to the Missouri Child Abuse and Neglect hotline with school professionals reporting more than any other category of workers, including police or medical personnel.

In the event that a child discloses abuse or abuse is suspected, school professionals must understand their role as mandated reporters.

## Who is Required to Report?

Teachers, principals or other school officials are mandated (required) to report child abuse and neglect under Missouri law (Section 210.115(4) RSMo).

## Legal Requirements of a Mandated Reporter

If a mandated reporter has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the Children's Division (Section 210.115(1) RSMo). **The hotline number is 1-800-392-3738.**

## Criminal Background Review

As a condition of employment, Kairos Academies will obtain criminal record summary information from the local, state and national law enforcement databases. In addition, Kairos Academies conducts Missouri Automated Criminal History System (MACHS) checks on all employees upon recommendation for employment. State law requires MACHS checks to be done on teachers. This MACHS report screening process helps to ensure that employees working at Kairos Academies are able to provide a safe and healthy environment for all students. Kairos Academies will not employ a person who has been convicted of a violent or serious felony nor been declared a sex offender by any State or jurisdiction. Kairos Academies shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

Reasonable background inquiries and checks are required for any volunteers who have unsupervised contact with students. Prior to the usage of any volunteer in a role which may allow unsupervised contact with students, the school leader, besides checking appropriate references, shall also submit required documentation to Kairos Academies administration, signed by the prospective volunteer.

In accordance with this legal authority, criminal history reviews of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer service. Information collected on an individual to comply with the requirements listed above is confidential and may not be released except as authorized by law or with the consent of the person who is the subject of the information.

All employees and applicants must complete the Authorization for Criminal History Background Check form distributed as part of Kairos Academies's new hire process.

## Background Process:

- Upon being granted an interview, an employee undergoes a soft background check using our Raptor reader at the reception center **(ALL INTERVIEWEES MUST HAVE ID PROCESS THROUGH RAPTOR)**.
- When the hiring manager sends an offer letter to the candidate, they are obligated to contact and verify references provided by the candidate.
- Candidates are required to undergo fingerprinting for a state background check, with a turnaround time of one to two weeks.
- If a candidate does not pass the background check, immediate processing of their separation from Kaiors will be initiated.

## Employee Arrests and Convictions

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator.
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude. Moral turpitude includes the following:
  - Dishonesty
  - Fraud
  - Deceit
  - Theft
  - Misrepresentation
  - Deliberate violence
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
  - Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
  - Felonies involving driving while intoxicated (DWI)
  - Acts constituting abuse or neglect under the Missouri Law

# Drug-Free Workplace Requirements

Kairos Academies intends to provide a safe and drug-free work environment for our students and employees. Kairos Academies maintains an alcohol-, smoke-, and tobacco-free work environment. It is a violation of state law to ingest or possess alcohol or smoke or use tobacco products (including, but not limited to, e-cigarettes, cigarettes, pipes, cigars, snuff, or chewing tobacco) on Kairos Academies property or during Kairos Academies-related or Kairos Academies sanctioned activities, on or off campus. Any violation of this policy may result in immediate termination.

With this goal in mind, we have established the following policy for all Kairos Academies employees.

Kairos Academies explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, cigarettes, e-cigarettes or prescription medication without a prescription on Kairos Academies premises or while attending a school-sponsored or school-related activity.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from school property, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Kairos Academies reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, on Kairos Academies property, or while attending a school-sponsored or school-related activity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Employees who violate this policy may be terminated from employment.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

## Conflict of Interest

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest

- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## Associations and Political Activities

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited. The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## Safety and Security

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies for additional information.

Employees must follow established protocols and respond to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Operations department.

## Weapon and Firearms Possession

Section 571.010 RSMo prohibits the possession of firearms and dangerous weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a Kairos Academies employee may result in immediate termination. To ensure the safety of all persons, employees who observe or suspect a violation of this prohibition should report it immediately to their supervisor.

## Visitors in the Workplace

All visitors (including Interviews) are expected to enter any district facility through the main entrance, and provide their ID to get scanned through our Raptor system. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## Other Topics

### Employee Personal Property

Kairos does not require or mandate that any employee use their personal property to perform their assigned duties. Employees are responsible for their own personal property at all times. There is no reimbursement or insurance coverage provided by the district for the loss of or damage to an employee's personal effects, including items such as money, books, decorations, clothing, electronic devices, or other items that are kept in offices, desks, or personal vehicles, either on campus or while traveling on school business. Employees are urged to carry a homeowners or renter's property insurance policy or other specific property insurance to cover such risk of loss.

### Accounting – Cash in School Buildings

**Cash in School Buildings** applies to all state funds, local taxes, cafeteria or activity funds, and funds raised by students. Any district employee who comes into possession of any district funds shall turn the money into the school office (or designated official) on a daily basis. The employee turning in the money shall be given a proper receipt and shall be responsible for obtaining such receipt. The money

turned in shall be deposited in a school vault daily. District funds coming into the hands of any employee from any source shall be kept separate until turned in; no employee shall allow district funds to be commingled with personal funds. In the event of any loss or theft of district funds, the circumstances shall be reported immediately. A full investigation shall be made to determine the facts.

## **General Procedures**

### **Emergency School Closing**

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and social media sites, notify area radio and television stations, and a phone or text message will be sent using the district's call-out system.

### **Emergencies**

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with Standard Response Protocol (SRP). Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

### **Purchasing Procedures**

All requests for purchases must be submitted to the Purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing department for additional information on purchasing procedures.

# Termination of Employment

## Resignations

Employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the supervisor.

## Dismissal or Nonrenewal of Contract Employees

Employees on probationary, term, and continuing agreements can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct.

## Discharge of Convicted Employees

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

## Procedures for Separating from the District

When leaving the district, a letter is sent to the employee with information on the continuation of benefits, release of information, and procedures for requesting references. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.



# Student Issues

## Equal Educational Opportunities

In an effort to promote nondiscrimination and as required by law, Kairos Academies does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Director of Student Services.

## Student Records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

## Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint. Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal

complaint conflict resolution/grievance process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parents and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Student Conduct and Discipline**

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must follow the requirements addressed in the student handbook. Contact the Operations Team for additional information.