



E W I N G M A R I O N  
**KAUFFMAN SCHOOL**

6401 Paseo Boulevard • Kansas City, MO 64131  
816.268.5660 • [www.kauffmanschool.org](http://www.kauffmanschool.org)

## Personnel Policies Handbook 2020 - 2021

**Revised August 2020**

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## **OUR ORGANIZATIONAL FUNDAMENTALS**

### **Kauffman School Mission**

The mission of the Kauffman School is to prepare students to excel academically, graduate from college, and apply their unique talents in the world to create economically independent and personally fulfilling lives.

### **Kauffman School Vision**

The Kauffman School is recognized as the premier public school in the state of Missouri and as a national model for the entire public school sector.

### **Kauffman School Philosophy**

The Ewing Marion Kauffman School prepares students to be intellectually curious, economically independent, and confidently self-directed. *Our students live life on purpose.* They learn not to be afraid to take calculated risks in pursuit of their aspirations and understand that a life devoid of failure is a life half-lived.

The Kauffman School is unrelentingly focused on the academic and social growth of our students. We know every student in our school. Our strength is our talented staff, which combines deep subject knowledge with the ability to motivate and inspire our students to realize their individual potential.

We will help each student identify his or her unique talents and abilities and how to apply them in the world. We provide our students with a rigorous education to enable each fully to compete in our nation's colleges and universities. Our students receive strong training in math and science; all students will learn a world language. Each student will be technologically and financially literate. Our students will be prepared to contribute to their local, national, and global communities.

We expect our students will have multiple careers over their lifetimes; some of the jobs they will hold do not yet exist. Since we cannot predict the future, we prepare our students for all potential futures. We accomplish this by making sure our students are able to think critically, embrace change, and take charge of their own learning in a rapidly changing world.

The few years we have with our students are brief. To achieve these goals requires us to maximize the quantity and quality of time we have together. This is a demanding school. Our doors are open to all students and families, though success will require strength and resolve to seize the opportunity we offer. We ask much of ourselves, our students, and our families. We need our students and families to match our intensity and dedication to their futures. In return, we commit ourselves to each student's academic and personal growth.

### **Kauffman School PREP Values**

#### **Perseverance**

*"We find a way or we make one."*

Students and teachers at the Kauffman School have grit. We approach challenges with determination and a positive attitude. We carry each other toward the goals we know we can achieve and we don't complain – we solve our problems and move forward.

### **Results**

*"We show that we know."*

Our academic program is demanding and expectations for teachers and students are high. We work hard and we want to know if our hard work is paying off. Everyone is accountable to each other for proof of our learning.

### **Empathy**

*"We notice. We feel. We act."*

Students and teachers at the Kauffman School look out for each other. We share each other's joys and pains because we are all working toward the same goal.

### **Passion**

*"We put our hearts into what we do."*

Kauffman School students are inspired by what matters to them. Our teachers believe in our students and are compelled by a sense of urgency to help them succeed.

## **KAUFFMAN SCHOOL HUMAN RESOURCES AND BUSINESS SERVICES**

When referred to Human Resources, please contact:

Katie Pasniewski, COO  
816-612-8539  
[kpasniewski@kauffmanschool.org](mailto:kpasniewski@kauffmanschool.org)

Erynn Campbell, HR Specialist  
816-612-8540  
[ecampbell@kauffmanschool.org](mailto:ecampbell@kauffmanschool.org)

### **THE KAUFFMAN LEGACY**

Ewing Marion Kauffman was born on a small farm in Garden City, MO. His family struggled financially and would soon move to Kansas City. He would call it home for the rest of his life. Here, he would change the face of his hometown.

Following his service in the Navy during World War II, Mr. Kauffman was a salesman for a pharmaceutical company. In 1950, his entrepreneurial spirit began to soar when he started Marion Laboratories Inc., a pharmaceutical company, out of his basement. He chose his middle name over his first name so his customers wouldn't perceive him as a one-man operation. In his first year in business,

his profit was \$1,000. In 1989 he sold his business to Merrell Dow. It had grown to become a global diversified health giant with nearly \$1 billion in sales and employed 3,400 associates.

Ewing Kauffman brought more to Kansas City than an international business. He brought Major League Baseball back to KC. He purchased the Royals in 1968. With his same entrepreneurial vision and spirit, he made the Royals a model sports franchise. The team developed young players who won six division titles, two American League pennants, and a World Series championship in 1985.

Mr. Kauffman's most enduring legacy to his community and the world is the Ewing Marion Kauffman Foundation ("Kauffman Foundation"). He established the Kauffman Foundation with the same sense of opportunity he brought to his business endeavors, and with the same convictions. Mr. Kauffman wanted his foundation to be innovative—to dig deep and get at the roots of issues to fundamentally change outcomes in people's lives. He wanted to help young people, especially those, like him, who start out with modest means, get a quality education that would enable them to reach their full potential. He saw building enterprise as one of the most effective ways to realize individual promise and spur the economy.

The Ewing Marion Kauffman School represents a new chapter in Mr. Kauffman's ongoing legacy in Kansas City, but one very close to the heart of everything in which Mr. Kauffman believed and worked to foster in the human spirit.

## **EMPLOYMENT**

### **References to Team Members**

The term "team members" shall include the terms employees, associate, staff member, personnel, intern, trainee, and teacher, and may all be used in this document to refer to either full or part-time team members of the Ewing Marion Kauffman School.

### **At Will Employment**

Employment at the Kauffman School is voluntary and at will. "At will" means that you are free to resign at any time, with or without notice, and with or without reason. Likewise, "at will" means the Kauffman School may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal, state, or local law.

The Kauffman School requests any team member intending to resign his/her position at the school to submit written notification no less than two weeks prior to the desired date of termination.

### **Employment Status**

Exempt and non-exempt team members fall into at least one of the following four employment categories: Full-Time, Part-Time, Trainee or Intern.

Full-time team members are those who work at least 40 hours each week;

Part-time team members work 39 or fewer hours each week. If a team member averages 20 hours per week in a calendar year, or works at least 50% of Full-Time annually, he/she is eligible for benefits. For information on benefits, see the Kauffman School Benefits section.



Trainees can be full-time or part-time for a limited term training period which is generally shorter than 2 months and is not to last longer than 4 months or a maximum of 900 hours after which time it is anticipated that they will become full- or part-time team members if they complete the trainee period. Trainees are not benefit-eligible until they transition to their regular status.

Interns can be full-time or part-time for a limited term period which is generally shorter than 3 months and is not to last longer than 4 months or a maximum of 900 hours after which time they will no longer be employed by the School. Interns are not benefit eligible.

Team members may also be categorized as 11-month or 12-month:

- 11-month team members are directly associated with classroom instruction and typically do not perform their regular duties or activities during the “out of session” period between their last day of work for the current school year (approximately three (3) weeks following the last day of school in which students are present) and their first day of work for the new school year. The “out of session” period will be determined by the Chief Executive Officer.
- 12-month team members hold non-instructional or administrative positions, perform their regular duties and activities for 12 months, and are not eligible for the “out of session” period.

Certain policies in this Handbook apply uniquely to team members in either the 11-month or 12-month category and are identified as such.

11-month team members are expected to be on-site and available for work from 7:00 AM – 4:00 PM on Monday – Thursday and 7:00 AM – 5 PM on Friday, and 12-month team members are expected to be on-site and available for work from 7:00 AM – 5:00 PM Monday – Friday. Adjusted schedules must be approved by the Chief Executive Officer and may result in adjustments to salary.

A consultant/independent contractor is not employed by the Kauffman School and therefore is not eligible for benefits through the Kauffman School.

### **Exempt/Non-Exempt**

Exempt team members are those who are paid a salary, and because of their job responsibilities are not eligible for overtime pay. Non-exempt team members are eligible for overtime pay for hours worked in excess of 40 hours in a standard work week. Each non-exempt team member is responsible for completing a time card approved by their supervisor indicating hours worked. All overtime must be approved in advance by the team member’s supervisor.

### **Overtime**

Non-exempt team members receive overtime pay for hours worked in excess of 40 hours of a standard work week. It is the responsibility of the team member's supervisor to pre-approve overtime hours. Exempt team members are not eligible for overtime pay.

### **Equal Employment Opportunity**

The Kauffman School is an Equal Employment Opportunity (EEO) employer and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion,

national origin, disability, veteran status, marital status, or sexual orientation, or any other status protected by applicable law. Employment decisions include:

- Hiring, placement, upgrading, promotion, or demotion;
- Recruitment, advertising, or solicitations for positions of employment;
- Treatment during employment;
- Compensation
- or other forms of remuneration;
- Layoff or termination.

If you are disabled and need a reasonable accommodation in order to perform the essential functions of your job, you may request such accommodation. The school will provide reasonable accommodations for the known disability or a qualified individual to allow him/her to perform essential job functions.

Any questions concerning equal employment opportunity and all requests for reasonable accommodation should be directed to Human Resources.

### **Performance Management**

The Kauffman School has a performance review program in place in which each team member receives a performance review each year.

### **Payroll & Payroll Deductions**

#### **Accurate & Timely Payroll**

The Director of Finance and Strategy, with support from the Human Resources Specialist, shall ensure that school employees are paid in accordance with School policies and applicable laws and rules.

School employees shall be paid:

- In United States currency;
- By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United State currency, or by the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

#### **Paydays**

All team members will receive compensation on the 15<sup>th</sup> and last day of each month. When a payday falls on a weekend or bank holiday, funds are deposited on the business day prior to the weekend or bank holiday. When a payday falls on a Kauffman School holiday that is not a bank holiday, funds will be deposited on the normal pay date.

#### **Payroll Deductions**

All Kauffman School employees shall be members of the Kansas City Public School Retirement System and subject to its requirements. The Board shall deduct and expend for teacher retirement and compensation an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation.

All Kauffman School employees shall have taxes deducted from their paychecks in alignment with state and federal requirement and with their elections on their W4 Form, which is completed as of their first day of employment and updated at the employee's discretion.

Kauffman School employees who elect to enroll in the School's benefits programs, including insurance benefits and the 403b retirement plan, shall have premiums or contributions deducted from their paychecks in alignment with their annual elections.

### **Withholding of Wages**

The Director of Finance and Strategy, with support from the Human Resources Specialist, shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules:

- The school is ordered to withhold wages by a court of competent jurisdiction;
- The school is authorized to withhold wages by state or federal law; or
- The school has written authorization from the employee to deduct or withhold part of the wages for a lawful purpose.

### **Conflict of Interest**

Team members have an obligation to avoid actual or potential conflicts of interest. An actual or potential conflict of interest occurs when a team member is in a position to influence a decision that may result in a personal gain for that team member, or for a relative, as a result of the Kauffman School's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the team member is similar to that of persons who are related by blood or marriage.

If a team member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose the existence of any actual or potential conflict of interest to the Chief Executive Officer as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a team member or relative has a significant ownership in a firm with which the Kauffman School does business, but also when a team member or relative receives any gift or special consideration as a result of any transaction or business dealings involving the Kauffman School.

The materials, products, designs, plans, ideas, and data of the Kauffman School are the property of the school and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even if it is not apparent that a team member has personally gained by such action, constitutes unacceptable conduct. Any team member who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

### **Disclosure Statement**

A team member with an actual, potential, or perceived conflict of interest shall inform the Chief Executive Officer, who shall report to the Board Secretary. Such team member shall not be involved

with considering or evaluating the activity, unless the person has unique information or perspective requested by the Chief Executive Officer.

Each team member also shall annually submit information about all affiliations with current and potential organizations and persons with which the Kauffman School does or is likely to do business. Examples include, but are not limited to, organizations for which the team member or a family member is a director, officer, trustee, partner, team member or agent; organizations in which they have a direct financial interest; or vendors, contractors, etc. they have contracted with individually on special terms. The team member is also responsible for updating this information by submitting a revised Conflict of Interest Form if circumstances change. (See [Appendix A](#) for Conflict of Interest Disclosure Statement).

### **Confidentiality**

In the course of working for the Kauffman School, team members often have access to information that is and should be treated as confidential, whether communicated verbally, electronically, or in writing. We all share a common interest in and responsibility for respecting the character of such information as confidential and for ensuring that such information is not improperly disclosed or used. While public accountability and transparency are essential to the Kauffman School, there are times when circumstances dictate that certain information not be disclosed or used.

Examples of confidential information include, but are not limited to the following, to the extent not otherwise generally made known by others outside the Kauffman School:

- information that the law classifies as confidential, such as certain employment, health, or medical information about School team members or identifying information about minors;
- Kauffman School financial information;
- certain communications with the School's legal counsel, whether internal or external;
- information obtained about employees of organizations with which the School contracts;
- student data;
- student and parent lists;
- information specifically identified as confidential or the inherent nature of which unambiguously suggests that confidentiality is expected;
- information about positions taken by individual team members with regard to a potential program strategy or partner;
- information provided in such a way that the circumstances of disclosure suggest confidential treatment, including when the Kauffman School informs others that the information will be treated as confidential;
- Conversations, letters, or memos regarding students, team members, parents, alumni, etc.;
- and
- Any conversation regarding the above that may have been inadvertently overheard.

Accordingly, except as required in the normal course of their responsibilities to the Kauffman School, team members may not disclose confidential information to third parties or knowingly allow others to disclose such information, without prior written consent from the Kauffman School's Chief Executive Officer or his/her designee. Team members may not inappropriately use or knowingly allow others to use any confidential information, including but not limited to advancing any private interest (their own or another's) or otherwise for personal gain.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (“FERPA”) protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

All Kauffman School team members must comply with the requirements of FERPA.

Any team member who discloses confidential Kauffman School or student information will be subject to disciplinary action up to and including termination. Maintaining the confidentiality of the Kauffman School’s student and School information is an obligation which also continues after a team member’s termination.

Before disclosing any student information outside of the school, please contact the Chief Executive Officer.

## **Student Health Records**

Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by universal adherence to the principles of confidentiality and privacy by all employees and volunteers. The information shall be protected regardless of source, i.e., oral, printed or electronic means, and regardless of type of record, record keeping or method of storage. These requirements of confidentiality shall apply to all student information including, but not limited to academic, family, social, economic and health. Health services personnel shall be knowledgeable about the Kauffman School’s implementation of FERPA, i.e., who can access health records, under what circumstances, and when information may be disclosed appropriately. Only team members who have a legitimate reason to know the identity and condition of students will be informed. Willful or negligent disclosure of confidential information about a student’s medical condition by team members will be cause for disciplinary action.

## **KAUFFMAN SCHOOL BENEFITS**

### **Eligibility**

Team members that are compensated by the Kauffman School for an average of 20 or more hours per week in a calendar year are eligible for benefits. Trainees and interns are not benefit eligible. Team members are eligible for benefits as of their hire date.

### **Benefits Summary**

The Kauffman School provides individual team members with personal health, dental, and vision coverage. For details regarding the Kauffman School's health and benefit plans, or to make changes to your coverage, please contact Human Resources.

### **Retirement Plans**

Missouri statute requires all charter schools to participate in the retirement system of the district in which their charter school is located (R.S.Mo 160.420). Kauffman School team members are required to participate in the Kansas City Public School Retirement System (KCPSRS) – which includes a mandatory contribution (currently 8.9%) to the KCPSRS by the team member, and a matching contribution by the school.

The Kauffman School offers an additional investment opportunity under the 403(b) Plan. Under this plan, team members may save their own money on a before-tax basis with a traditional 403(b) contribution. Please contact your Human Resources representative for additional information.

### **Employee Assistance Program (EAP)**

The Kauffman School is pleased to offer a team member Assistance Program through Saint Luke's Lifewise EAP®. The program is designed to provide confidential, professional counseling to team members, their spouses/partners, and dependent children.

To access Saint Luke's Lifewise EAP® call the toll free number (800) 327-1223, or locally at (816) 931-3073. You can also visit [lifewiseeap.advantageengagement.com](http://lifewiseeap.advantageengagement.com). Select "For Individual and Families" then choose "Employee Assistance Program". The School's Company Code is: **EMKS**

### **Services available through the EAP include:**

- **Dedicated Helpline:** Toll free number for 24 hour/365 days access to screening and triage by licensed behavioral health professionals.
- **Assessment and Referral:** Facilitating access to the EAP, appropriate community resources or the health plan.
- **Short Term Counseling Model:** Face-to-face sessions for team members and their benefit eligible dependents; up to six sessions per incident.
- **Legal and Financial Referrals:** Referral for face-to-face and telephone consultation on a wide range of legal and financial issues plus online resources including legal and financial provider directories.

- **Family Resource Services:** Online resources including articles, videos, and personal assessments on a wide range of family centered issues. National provider directories for health care, schools, eldercare, and childcare also are included.
- **Work/Life Wellness:** Comprehensive online resources in the areas of emotional and physical health, legal, financial and family topics, and personal growth.
- **Manager/T&C Telephone Consultation:** Discussion with an AAP clinician regarding concerns about team member situations plus online resources.
- **Interactive Web Site:** Online services, [lifewiseeap.advantageengagement.com](http://lifewiseeap.advantageengagement.com), for the EAP and comprehensive work/life resources.

### **Benefits for Domestic Partners**

The Kauffman School offers health, dental, vision, and life insurance coverage and, if applicable, long term care coverage to the current domestic partners of associates who are eligible for benefits, subject to the guidelines described below. This includes both same-sex and opposite-sex partners.

### **Benefits Not Available To Domestic Partners**

Cafeteria plan benefits, including flexible spending medical reimbursement accounts and dependent care assistance programs, are only available to associates, same sex spouses, and tax dependents (as described in the attached Affidavit of Domestic Partnership). Therefore, the tax advantage for participating in such programs is not available to domestic partners, or dependents of domestic partners who do not qualify as tax dependents of the associate.

### **Who Qualifies As A Domestic Partner For Benefits?**

The Kauffman School's benefit providers recognize domestic partnerships in which both individuals meet all of the following guidelines:

1. Both partners are engaged and have been engaged for at least the previous twelve (12) months in a committed relationship of mutual caring and support, and are jointly responsible for each other's common welfare, living expenses, and are otherwise financially interdependent.
2. The partners are each other's sole domestic partner, are spousal equivalents and intend to remain so indefinitely. Neither partner has a different domestic partner now, nor had a different domestic partner within the last twelve (12) months from the date of the execution of the declaration. Neither partner is currently legally married to anyone else.
3. The partners are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which they reside.
4. The partners currently share and for the immediately preceding twelve (12) months have continuously shared the same principal residence and intend to do so indefinitely.
5. The partners are at least eighteen (18) years of age and mentally competent to consent to a contract.

In addition to the above requirements, the associate and his/her domestic partner must provide documentation demonstrating satisfaction of at least two (2) of the following criteria:

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1. The partners have executed a domestic partnership agreement in a jurisdiction that authorizes such agreements.
2. The associate has named his/her domestic partner as a beneficiary under his/her will, or the domestic partner has named the associate as a beneficiary under his/her will.
3. The associate has granted his/her domestic partner powers under a durable power of attorney, or the domestic partner has granted the associate powers under a durable power of attorney.
4. The associate has named his/her domestic partner as a beneficiary on his/her life insurance policy, or the domestic partner has named the associate as a beneficiary on his/her life insurance policy.
5. The partners have a joint bank account.
6. The partners are co-signers of a lease or deed.
7. The partners are named on the same car insurance policy.

Once covered, a domestic partner will cease to be eligible for benefits in the event that he/she no longer satisfies at least two (2) of the above criteria.

Coverage may be available to the dependent children of a domestic partner, provided they are unmarried and (a) are living with you and your domestic partner, (b) have more than one-half of their financial support provided by you or your domestic partner, and (c) they otherwise meet and continue to meet the dependent child(ren) eligibility requirements for the Kauffman School's benefits plans. Generally, the Kauffman School's benefit plans cover your child(ren) if (i) they are under age 26, (ii) they are your natural or legally adopted child or step-child or a child for whom you have assumed a legal guardianship, and (iii) they either reside with you on a permanent basis or you are obligated to cover them due to a Qualified Medical Child Support Order (QMCSO). Certain additional coverage may also be available for an unmarried child who is disabled.

#### **What Forms, Certifications Or Statements Are Required To Elect Domestic Partner Benefits?**

In order to elect benefit coverage for a domestic partner and his or her eligible dependents, the Kauffman School's insurance providers require you and your domestic partner to complete, sign and return the Affidavit of Domestic Partnership. Once completed, the Kauffman School may require that you update/recertify each year so that the Kauffman School can confirm the existence of your Domestic Partnership relationship and the tax status thereof. Please review the Affidavit, sign it, have your domestic partner do the same and return it to the HR Specialist.

#### **What Tax Implications Are There On The Premiums Paid For A Domestic Partner?**

If a domestic partner and his or her eligible dependents qualify for tax purposes as a dependent (as described in the Affidavit of Domestic Partnership) then premiums paid by the associate and the Kauffman School are not taxed. Alternatively, if a domestic partner and his or her eligible dependents do not qualify for tax purposes as a dependent, then any employer contribution toward the premium would be includible in the associate's income, and the portion of the premium paid by the associate and attributable to the domestic partner and his or her eligible dependents must be paid by the associate on an after-tax basis.

Ultimately any tax or legal consequence to the associate or domestic partner is the responsibility of the associate, and not the responsibility of the Kauffman School. Associates are encouraged to seek guidance regarding the federal and state taxation of domestic partner benefits from a tax professional. Associates are responsible for notifying the Kauffman School if the tax status of a domestic partner and



his or her eligible dependents changes by submitting to the HR Specialist a signed copy of the attached Declaration of Change to Dependent Qualification of Domestic Partnership for Tax Purposes within five (5) days of the change.

### **Is Notice Of Termination Of A Domestic Partnership Required?**

Upon termination of a domestic partnership, an associate must submit to the HR Specialist a signed copy of the attached Declaration of Termination of Domestic Partnership within five (5) days of the termination. Subject to certain continuation rights that may be available pursuant to applicable law (e.g., COBRA), coverage for a domestic partner and his or her dependents ceases on the date the domestic partnership ends, as indicated on the Declaration.

After a Declaration of Termination of Domestic Partnership has been filed, an associate is not permitted to file another Affidavit of Domestic Partnership until twelve (12) months from the date the associate's earlier domestic partnership was terminated.

### **Will Domestic Partners Receive Cobra Benefits And Have The Right To Convert To Individual Coverage?**

Although a domestic partner and his or her dependents do not have rights to continued coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the Kauffman School provides coverage that is similar to the COBRA continuation coverage currently available for former spouses and their dependents under the Kauffman School's medical, dental and vision plans. Please see the HR Specialist for additional information and details.

### **Misrepresentations**

As described above, you and your domestic partner are required to complete an Affidavit of Domestic Partnership in order to qualify for domestic partner health benefits. You are also required to complete a Declaration of Termination of Domestic Partnership immediately upon termination of the domestic partnership, and a Declaration of Change to Dependent Qualification of Domestic Partnership for Tax Purposes within five (5) days of a change in tax status of a domestic partner and his or her eligible dependents. If it is determined that the information on the Affidavit or Declaration is false, or if you fail to notify the Kauffman School of any change in circumstances that would disqualify your domestic partner and his or her dependent children from health care benefits, the Kauffman School or your health coverage providers may recover any premiums or other amounts improperly paid to you or for the benefit of you, your domestic partner and or his or her dependent children, coverage may be terminated retroactively or the Kauffman School may pursue any other remedies it may have, including immediate discharge. Any person or entity that suffers any loss due to any misstatement or false statement may bring a civil action against you or your domestic partner to recover their losses, including reasonable attorneys' fees, and you each agree to assume your own and each other's resultant financial liability.

## **ATTENDANCE AND TIME AWAY FROM WORK**

### **Attendance**

The Kauffman School asks a great deal from its team members in the interests of achieving extraordinary results for students. Regular and on-time attendance of team members is essential to the success of students and colleagues. Team members are expected to arrive by 7am and depart after 5pm on regular workdays Monday through Friday. Team members are expected to be present every day during school hours except in cases of severe illness or family emergency. The Kauffman School does not employ substitute teachers – instructional and administrative team members cover for one another when someone is absent. The following policies are intended to ensure that a team member absence does not adversely impact student learning or school function.

All staff should inform his/her Supervisor via e-mail and mobile phone as early as possible when illness or emergency will (or may) prevent them from being at work for any of the standard 7am-5pm school hours.

Teachers should send their Principal and direct supervisor the following information via e-mail when an absence appears likely:

- Copy of the day's lesson plan(s);
- List of assigned duties for that day (i.e. breakfast, lunch, FOCUS, dismissal, etc.);
- Any parent meetings, student situations, or other relevant circumstances.

Administrative staff should send their direct supervisor the following information via e-mail when an absence appears likely:

- List of assigned duties for that day (i.e. breakfast, lunch, passing periods, FOCUS, etc.);
- List of meetings or necessary communications and as many details as possible;
- Any anticipated parent interactions, student situations, or other relevant circumstances.

Team members are expected to exercise good judgment and integrity when using Paid Time Off for personal illness. Absences of three (3) consecutive working days or more may require a physician's statement.

The Kauffman School respects the commitment of its staff and will provide support in a variety of ways to help sustain its team members. Instructional planning periods, extended holidays, and early student release every Friday are examples of these support mechanisms.

### **Holidays**

All Kauffman School team members will observe the following national holidays during the school year unless situations arise (i.e. snow make up days) that would require school to operate on a designated holiday:

- Labor Day
- Martin Luther King Day
- President's Day

- Memorial Day
- 4th of July (applicable only to Admin employees in their first year of employment who do not qualify for the Admin “summer break”)

When a holiday falls on a Saturday, it will be observed on the previous Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. All full-time team members receive full pay for the holidays listed above. Part-time non-exempt team members who have met the general eligibility requirements may receive pro-rated pay for holidays based on their percent of full time as noted in their Summary of Benefits. Part-time exempt team members who have met the general eligibility requirements receive full pay for the holidays listed above if it is a day they are regularly scheduled to work.

All Kauffman School team members will receive the following school breaks, as identified by the school’s annual calendar, unless other situations arise (i.e. snow make up days) that would require the school to operate during part of the designated break:

- Thanksgiving Week
- Winter Break
- Spring Break

## **Paid Time Off (PTO) and Vacation**

### **Overview**

Paid Time Off (PTO) is intended to be used for serious illness, personal emergencies, or rarely-occurring obligations that cannot be addressed before or after the school day or during school breaks.

Full-time, benefits-eligible team members may be approved to take up to six (6) days of PTO. However, PTO requests are considered on a case-by-case basis, and there is no guarantee that a PTO request will be approved. In considering PTO requests and implementing the PTO policy, the Kauffman School makes every effort to balance individual team members’ needs with the needs of students, families, and other team members.

### **Request & Review Process**

To request non-emergency PTO for a planned future absence, a team member must submit a request through the Bamboo platform to his/her Supervisor. Non-emergency PTO requests should be submitted at least two weeks in advance, and earlier notice is always appreciated.

To request emergency PTO (unplanned absence due to illness or emergency), a team member must email the request to their Supervisor. The team member should then send a text message to or call their Supervisor, making every effort to ensure their Supervisor has received the emergency PTO request. Emergency PTO requests should be submitted as early as possible. The Supervisor will then notify Human Resources of the Emergency PTO, and Human Resources will input the PTO into the Bamboo platform.

When a PTO request is received, the Supervisor will review the request, considering the following:

- the timing of the request,
- the reason for the request,
- the school's schedule and programming on the day requested,
- the availability of other team members to cover the requested time and responsibilities, and
- the team members' attendance to date and future plans for PTO.

As such, the team member may be required to submit additional information to support the request. As PTO approvals often have an impact across schools and teams, PTO requests are often reviewed by a team of Supervisors to ensure consistency and sound decision-making.

Once a PTO request is considered, the Supervisor will communicate to the employee whether the request has been approved or denied.

### **Blackout Days**

Due to the scope and importance of programming that occurs during these times, the Kauffman School has designated the following days as PTO blackout days:

- the day before or after a holiday;
- the day before or after a school vacation day or week;
- the day before or after a three-day weekend;
- during the last two weeks of the school year;
- during June Professional Development;
- during Admin summer work weeks;
- during July/August Professional Development; or
- during the first two weeks of the school year.

Non-emergency PTO requests will rarely be approved on PTO blackout days. Emergency PTO requests must be supported by medical or equivalent documentation; in the absence of medical or equivalent documentation, time off taken on a blackout day will be unpaid.

### **Other Details**

The following other details are applicable under the Kauffman School's PTO policy:

- PTO is tracked by Human Resources. Employees are able to view details of used and remaining PTO through the Bamboo platform which will be introduced during July/August Professional Development.
- For team members' convenience, PTO is tracked hourly. For purposes of PTO tracking only, 1 full day of PTO is equivalent to 10 hours.
- The PTO calendar runs from July 1 to June 30 of each year.
- For team members hired on or after November 1, allowable PTO for that year is prorated at up to 3 days. For team members hired on or after April 1, allowable PTO for that year is prorated at up to 1 day.
- Team members who are re-hired are considered new hires for purposes of PTO eligibility.
- Benefit eligible part-time team members receive a pro-rated PTO benefit based on their percent of full time status.

- If a team member chooses to take time off that is not approved by the organization, the day(s) will be considered unpaid and could lead to further disciplinary action.

### **Unused PTO Compensation**

The following policy will go into effect as of July 16, 2020.

As of June 30 of each year, Human Resources will confirm each employee's unused PTO balance. Employees who remain employed through June 30 will be compensated in the July 15 payroll for any unused PTO from the period of July 1 through June 30 at a rate of \$12 per hour. Employees who voluntarily or involuntarily separate from the School prior to June 30 will not be compensated for any unused PTO.

Employees will be required to sign and submit a form confirming their compensation for unused PTO no later than July 15<sup>th</sup> of each year. This form will be created by Human Resources and sent to each employee on or before June 30.

### **Team Member Expectations When Taking PTO**

Team member expectations will be presented and clarified by each school's leadership team during August PD each year.

### **Friday Rotation Paid Time Off**

The Kauffman School provides a rotating schedule for instructional staff to take turns being off on Friday from approximately 8:15 am until 11:30 am. (Note: This schedule, as well as the schedule details outlined below, may be modified from week to week.) On his/her assigned Friday, an eligible instructional staff member may be paid for this time off if the following conditions are met:

7:00 am to 8:15 am - Work Time: The instructional staff member completes their work responsibilities such as Huddle, breakfast duty.

8:15 am-11:30 am – Rotation Time Off: Employee may leave the building for personal time off.

11:30 am – 5:00 pm - Work Time: The instructional staff member completes their work responsibilities such as Community Meeting, Fun Friday, lunch duty, dismissal duty, Friday Staff Professional Development and other responsibilities that typically end by 5:00 pm.

If the above conditions are met, the time off will not be considered PTO. If the instructional staff member does not meet the above conditions and is absent during the Rotation Time Off period, then the instructional staff member will be required to use their available PTO. If a team member is absent for the full day on which they are scheduled for Rotation Time Off, they will be required take a full day of PTO. If an instructional staff member does not have any available PTO, the time off will be unpaid.

Remember, all employees are expected to give proper notification for absence. See the PTO policy for more information.

## **Summer Break for Twelve-Month Benefit-Eligible Team Members**

Twelve month benefit eligible team members are required to work during the summer months except during the Kauffman school's designated two-week "summer break" when students are not in session. The Kauffman school's two-week "summer break" is determined by the Chief Executive Officer. The Chief Executive Officer will communicate the designated two-week "summer break" period to team members prior to September 30 of each school year. All twelve-month benefit-eligible team members will use their ten (10) summer break days, one of which shall include the 4<sup>th</sup> of July holiday, during the designated two-week "summer break" period unless alternate arrangements are approved in writing by the Chief Executive Officer, or the Chief Executive Officer requests alternate arrangements from any team members who need to work at the school during the designated "summer break" period. Twelve-month benefit-eligible team members required to work during the designated "summer break" will use their ten (10) summer break days during an alternate period approved by the Chief Executive Officer.

Team members who start their employment after April 1 are not eligible for "summer break" during their first year of employment, unless otherwise approved by the Chief Executive Officer. Benefit-eligible part-time team members receive a pro-rated summer break benefit based on their percent of full-time.

Unused summer break days may not be carried over from one year to the next except in circumstances where the CEO approved an alternate schedule, and unused summer break days will not be paid out including at the time of termination.

Eleven-month benefit-eligible team members (e.g. classroom teachers) are required to work until June 30. If compensated summer work has not been arranged with the Chief Executive Officer, eleven-month benefit-eligible team members will be considered "out of session" between their last day of work for the current school year (approximately three (3) weeks following the last day of school in which students are present) and their first day of work for the new school year. The "out of session" period will be determined by the Chief Executive Officer.

## **Incident Weather – Staff Work Expectations**

Kauffman School cancellations will be reported to local television outlets and communicated via Kauffman School social media accounts as far in advance of the cancellation as possible. Staff will also be notified of school cancellations and related work expectations via email.

11-month team members will not be expected to report to work when school is cancelled. However, 11-month team members will still be held accountable to any applicable deadlines unless otherwise communicated by school leadership.

12-month exempt and non-exempt team members are expected to report to work during their contracted hours even when school is cancelled, unless the COO communicates otherwise. In the case that 12-month exempt and non-exempt team members are not expected to report to work, they will be expected to work from home and participate in meetings via conference calls.

If a 12-month exempt team member is unable to meet defined work expectations, they will be required to take PTO (if available) or unpaid leave (if PTO is exhausted).

If a 12-month non-exempt team member is unable to meet defined work expectations, they will not be paid for the time they did not work.

## Other Kinds of Leave

### **Family and Medical Leave Act (FMLA)**

A Team Member of the Kauffman School may be eligible for up to twelve (12) weeks of leave within a twelve (12)-month period, if such Team Member has worked for the Kauffman School for at least twelve (12) months (which need not be consecutive), and has worked at least 1,250 hours in a 12-month period immediately preceding the start of the leave. Team Members must also be employed at a work site that has fifty (50) or more Team Members within a 75-mile radius.

### Qualified Reasons for Basic FMLA Leave

Eligible Team Members will be granted up to twelve (12) weeks of leave for the following circumstances:

- For the Team Member's own "serious health condition" which renders the Team Member unable to perform an essential function of his/her position;
- The birth and care of a newborn child of a Team Member, provided such leave is completed within twelve (12) months of birth;
- To care for a child who has been placed with a Team Member for adoption or foster care, provided such leave is completed within twelve (12) months of adoption or foster care placement; or
- To care for an immediate family member (spouse, child or parent) of a Team Member with a "serious health condition".

For purposes of this leave, a child is defined as natural, adopted, or foster child, a stepchild or legal ward. If the child is over eighteen (18), he/she must be incapable of self-care because of a disability.

For the purposes of this policy, a "serious health condition" is defined as any illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the Team Member from performing the functions of the Team Member's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment by a healthcare provider requirement may be satisfied by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a healthcare provider or one (1) visit and a regimen of continuing treatment; or, incapacity due to pregnancy or prenatal care; or, a chronic condition which continues over an extended period of time; or, a permanent or long-term condition for which treatment may not be effective; and/or any absences to receive multiple treatments for restorative surgery, or for a condition which would result in a period of incapacity if not treated.

In situations where spouses or domestic partners work for the same employer and each spouse/domestic partner is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some, but not all, FMLA-qualifying leave reasons. Eligible spouses or domestic partners who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a child and bonding with the newborn child,



- The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and  
The care of a parent with a serious health condition.

Eligible spouses or domestic partners who work for the same employer are each entitled to up to 12 workweeks of FMLA leave in a 12-month period, without regard to the amount of leave their spouses/domestic partners use, for the following FMLA-qualifying leave reasons:

- The care of a spouse/domestic partner or son or daughter with a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job; and
- Any qualifying exigency arising out of the fact that the employee’s spouse/domestic partner, son, daughter, or parent is a military member on “covered active duty.”

### Military Family Leave Entitlements

Eligible Team Members with a spouse, son, daughter, or parent on active duty or call to active duty status in support of a contingency operation may use his/her twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible Team Members to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for the which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

Eligible spouses or domestic partners who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as “military caregiver leave”) if each spouse or domestic partner is a parent, spouse, son or daughter, or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

Paid vs. Unpaid FMLA Leave

FMLA does not require employers to pay Team Members during qualified FMLA leave. However, in the following circumstances of qualified FMLA leave, the Kauffman School will offer paid leave in the amounts and for the durations listed below:

Type of Qualified FMLA Leave	Hours of Paid Time Off
Maternity, Paternity, Adoption	20 days paid at 100%
	20 days paid at 80%
Leave for the Employee’s Own Serious Medical Condition	20 days paid at 100%
	20 days paid at 80%

After the team member exhausts the above-described paid time off, the team member has the option of using any accrued, unused, available PTO. Once the team member exhausts any available accrued, unused PTO, the leave will be unpaid.

In situations where spouses or domestic partners work for the same employer and each spouse/domestic partner is eligible to take FMLA leave for the same FMLA-qualifying leave reason (i.e. the birth, adoption or foster care placement of a child, ), one spouse/domestic partner will receive paid leave according to the above policy. The second spouse/domestic partner must first use any accrued, unused PTO available, and then will be paid for 10 days at 100% of the Team Member’s salary and 10 days at 80% of the Team Member’s salary. The remaining leave will be unpaid.

Qualified FMLA leave to care for a child, spouse/domestic partner, or parent, including military caregiver leave, will be unpaid. Team members have the option to use any accrued, unused, or available PTO.

During any leave of absence, including FMLA leave, outside employment is prohibited.

Non-Discrimination

Eligible team members who exercise their rights under this policy will not be discriminated against or retaliated against in any way. Any team member who feels his/her FMLA rights have been interfered with, or who believes he/she has been discriminated against or retaliated against for exercising his/her FMLA rights, should contact the Chief Executive Officer and Human Resources immediately.

Leave Notices

If the need for leave is foreseeable, a Team Member will be required to provide advance notice of leave. Failure to provide such notice for leave may be grounds for delay of leave. If the leave is foreseeable, a Team Member must ordinarily provide thirty (30) days advance notice. When the need for leave is not foreseeable, a Team Member should notify the Human Resources Department and his/her supervisor as soon as practicable, typically within two (2) business days of learning of the need for leave. In the case of leave due to a qualifying exigency, a Team Member should provide notice as soon as practicable, even

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if it results in more than thirty (30) days' notice of the need for leave. Leave forms can be requested from the Human Resources Department.

A Team Member must provide sufficient information for the Kauffman School to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the Team Member is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. A Team Member also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If a Team Member anticipates an extended medical or family leave, it is critical that you advise the Human Resources Department to discuss in confidence the situation and, where appropriate, advise your supervisor to develop a plan to cover work demands and for the return to work.

### Medical Certifications

Any time a medical condition causes an absence of three (3) days or more, medical certification may be required to support a request for leave because of the Team Member's own or a covered relative's serious health condition. Failure to provide requested certification within fifteen (15) calendar days, except in extraordinary circumstances, may result in delay or denial of further leave until it is provided. The Kauffman School may also require second or third opinions at its own expense. For extended illnesses, subsequent medical re-certification of a Team Member's condition and/or his/her immediate family member's condition (depending on the nature of the leave) may be required every thirty (30) days. Medical Certification forms are available from the Human Resources Department.

Prior to returning from FMLA leave, necessitated by the Team Member's own serious health condition, the Team Member may be required to furnish a fitness for duty certification from his/her physician, certifying his/her ability to perform the essential functions of his/her job with or without restriction. Failure to provide the requested return to work certification may delay your return to work and/or render the leave unprotected. The Team Member will be notified of the need to provide a fitness for duty certification at the time the leave is designated as FMLA-qualifying.

### Intermittent Leave

Leave because of a serious health condition may be taken intermittently or on a reduced schedule. This type of leave may be taken only if a healthcare provider certifies that such leave is medically necessary due to the Team Member's own serious health condition or due to the serious health condition of an immediate family member. Leave due to qualifying exigencies may also be taken on an intermittent basis.

The Kauffman School requires that a Team Member, if at all possible, attempt to schedule intermittent leave in a manner that will create the least disruption to the Kauffman School's operations.

### Medical and Other Benefits

During an approved FMLA leave, the Kauffman School will continue to pay for its share of a Team Member's group health insurance. If a Team Member's leave is approved FMLA Leave that is paid leave, then the Kauffman School will deduct the Team Member's portion of the group health premium as a

regular payroll deduction. If any portion of a Team Member's leave is not paid FMLA time and is considered unpaid time off, then the Team Member is responsible for sending into the Human Resources Department his/her monthly health premiums by the 15th of each month for that month.

### Return to Work

A Team Member should provide at least two (2) days advance notice of his/her intent to return to work, if such Team Member wishes to return earlier than expected. If the Team Member does not intend to return to work, the Kauffman School requires that the Team Member provide a written statement to this effect.

### Prohibited Interference and Discrimination

The Kauffman School will not interfere with, restrict, or deny Team Members any right provided by the FMLA. Moreover, the Kauffman School shall not discriminate against Team Members as a result of the approved use of family care or medical leave or a proper request for such leave. Request for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

The Kauffman School reserves the right to revise this policy as needed, except as mandated by law.

### **Non-FMLA Medical Leave**

A Team Member of the Kauffman School may be eligible for up to six (6) weeks of unpaid medical leave within the first twelve (12) months of employment if they have a serious medical condition and can provide a healthcare provider's certification in support of the claim.

For the purposes of this policy, a "serious health condition" is defined as any illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that prevents the Team Member from performing the functions of the Team Member's job.

Subject to certain conditions, the continuing treatment by a healthcare provider requirement may be satisfied by a period of incapacity of more than three (3) full, consecutive calendar days combined with at least two (2) visits to a healthcare provider within 20 days of the first day of incapacity, or one (1) visit within five (5) days of the first day of incapacity and a regimen of continuing treatment (over-the-counter prescriptions will not qualify as continuing treatment) under the supervision of the healthcare provider; or, incapacity certified by a healthcare provider due to pregnancy or prenatal care. Ordinarily, unless complications arise, elective surgery, the common cold, flu, ear aches, upset stomach, headaches other than migraine, routine dental or orthodontia care, etc. do not qualify. Failure to provide requested certification within seven (7) calendar days, except in extraordinary circumstances, may result in delay or denial of leave. The Kauffman School may also require second or third opinions. Subsequent medical re-certification of a Team Member's condition may be required.

The Team Member is required to use any available PTO during any unpaid medical leave.

If the need for leave is foreseeable, a Team Member will be required to provide advance notice of leave. Failure to provide such notice for leave may be grounds for delay or denial of leave. If the leave is

foreseeable, a Team Member must ordinarily provide thirty (30) days advance notice. When the need for leave is not foreseeable, a Team Member should notify the Human Resources Department and his/her supervisor as soon as practicable, typically within two (2) business days of learning of the need for leave.

This policy does not cover intermittent medical leave, but may cover a reduced work schedule based on the healthcare provider's certification. The Team Member is required to use their available PTO for intermittent medical leave.

Prior to returning from unpaid medical leave, necessitated by the Team Member's own serious health condition, the Team Member may be required to furnish a fitness for duty certification from his/her physician, certifying his/her ability to perform the essential functions of his/her job with or without restriction. Failure to provide the requested return to work certification may delay Team Member's return to work. The Team Member will be notified of the need to provide a fitness for duty certification.

The Team Member will continue to pay for their share of group health insurance and will need to make arrangements to pay the monthly health premium by the 15<sup>th</sup> of each month for that month.

A Team Member should provide at least two (2) days advance notice of his/her intent to return to work, if such Team Member wishes to return earlier than expected. If the Team Member does not intend to return to work, the Kauffman School requires that the Team Member provide a written statement to this effect.

### **Military Leave**

For appropriate military leaves of absence, benefits and reinstatements will be granted pursuant to state and federal law. Team members who are considering service or who have been called to "serve in the uniformed services" should contact the Chief Executive Officer for further details and obligations regarding military leaves. A team member who is a member of a military reserve unit is entitled to leave from permanent employment to fulfill military training requirements. The unpaid leave will not affect the team member's status, seniority, pay, vacation, sick leave, bonus, advancement, or other advantages of employment.

### **Jury Duty**

The Kauffman School will pay regular wages for the first three days of jury duty to any team member. Team members must present notification of Jury Duty to the Chief Executive Officer and Human Resources.

### **Bereavement**

In the event of a death of a team member's family or friend, bereavement leave, not to exceed three (3) working days with pay, may be taken provided such leave is approved in writing by the team member's manager in consultation with the Chief Operating Officer prior to approved bereavement leave being taken. Approval of request for bereavement leave is not guaranteed but will be considered on a case by case basis in each instance.

## **TEAM MEMBER CONDUCT AND DUTIES**

### **Standards of Conduct**

Every team member deserves a respectful, cooperative and safe working environment. To accomplish this goal, we must adhere to certain standards of behavior in the best interests of our students and colleagues. The Kauffman School expects all team members to conduct themselves in accordance with the highest standards of professional behavior and will treat others with dignity, courtesy, and respect, and to act in accordance with School Board Policy 4140 – Personnel Code of Ethics.

Team members are expected to exemplify the Kauffman School's PREP values and to encourage students and colleagues to do the same. We will provide each other with appropriate feedback and address our concerns with each other, or with our direct supervisors, not through gossip and unproductive conversation.

### **Corrective Action**

The Kauffman School administers a fair and consistent corrective action for unsatisfactory conduct. It is important that all associates are treated fairly and that corrective actions are prompt, consistent, and impartial. The major purpose of a corrective action is to correct a problem, prevent it from happening again, and prepare the associate for satisfactory performance in the future. In that regard and although employment is based on mutual consent and both associates and the school have the right to terminate employment at will, with or without cause or advance notice, the school may use progressive corrective action at its discretion.

Corrective action may include any of the following: 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. When deciding which step to take, Supervisors and Human Resources will look at the severity of the offense and what action will place a stop to it, the existence of prior performance concerns, and knowledge of the School's policies among other things.

### **Attire**

The Kauffman School believes that all team members should reflect a professional image in both conduct and appearance. When performing regular duties during scheduled days in which students are present or the presence of parents/guardians is expected, all team members shall physically clean, neat, and well-groomed.

The Kauffman School's Fitness instructor (or substitute team member) may always wear clothing appropriate to the Fitness curriculum when he/she is scheduled to teach Fitness on a given day.

Kauffman School shirts and other school apparel may only be worn at school during times specified by the Chief Executive Officer.

On regular Mondays – Thursdays, team members shall not wear jeans, shorts, sweatpants, track suits, sweatshirts, or outerwear on school property when students are present unless the team members is teaching Fitness that day, or has received prior approval from the Chief Executive Officer.

On regular Fridays, team members may wear jeans or pants allowed under the Monday – Thursday dress code and an "inspirational top such as a shirt reflecting their alma mater or other

college/university, EMKS pride, or education content-related pride. Team members may also wear regular Monday – Thursday dress on Fridays. Team members may not pair jeans with a “non-inspirational” shirt; if a “non-inspirational” shirt is worn, the team member must follow the Friday dress code.

For required school-related activities when students are not present (such as team building and staff development), business casual attire should be worn unless other directions are provided by the Chief Executive Officer.

Questions about the appropriateness of an article of clothing should be directed to the team member’s manager or the Chief Operating Officer, or, as an alternative, a good rule of thumb is to wear only clothing that a team member is sure is appropriate. The Kauffman School reserves the right in all situations to make the determination as to whether a team member is in violation of this policy. Violation of this policy may lead to disciplinary action.

**Regular Monday – Thursday Dress Code**

<b>APPROPRIATE</b>	<b>INAPPROPRIATE</b>
<b>Slacks/Pants/Skirts</b>	
Khakis, dress slacks (not denim or denim look, not corduroy)	Jeans, Corduroy
Pant suit	Skorts/shorts
Skirts (do not expose thighs when sitting or standing)	Leggings, jeggings,
	Sweatpants
	Track suits, exercise wear (Except Fitness staff when teaching that day)
	Tight fitting clothing
<b>Shirts</b>	
Button-down shirts, collared shirts with a tie	Shirts with writing
Blouses (sleeveless are allowed)	T-shirts or sweatshirts
Blazers, sport-coats, jackets (non-sports wear)	Beachwear
Sweaters	Spaghetti strap tops
Turtlenecks	Track suits, exercise wear (Except Fitness staff when teaching that day)
	Cropped tops, clothing showing midriff
	Clothing that is see-through
	Low-cut tops showing chest or back
	Tight fitting clothing
<b>Shoes</b>	
Dress shoes	Sandals, flip-flops, open-toe shoes (except peep-toe pumps)
Close-toed shoes	Athletic shoes, tennis shoes (except Fitness staff when teaching that day)
Ballerina flat shoes	Croc-like shoes
Peep-toe pumps	Bare feet

**Regular Friday Dress Code**

<b>APPROPRIATE</b>	<b>INAPPROPRIATE</b>
Jeans or dress pants with an “inspirational” shirt	Jeans with a “non-inspirational” shirt
Regular M – Th attire	



### **Inquiries from the Public or the Media**

We want to build the reputation of the Kauffman School and share our successes and challenges with a broad audience, but we must also need to speak with a consistent voice to all external constituencies. Any questions, requests, or solicitations from the public or from any media source should be referred to the Chief Executive Officer or his/her designee. Team members should not provide any information, comments, or feedback to the public or to the media regarding the Kauffman School at any time unless directed to do so by the Chief Executive Officer.

All press releases and other promotional material must be approved by the Chief Executive Officer prior to dissemination.

### **Communications with Students and Families**

Communications with enrolled or potential students and families at the Kauffman School should be in support of the school's programming. Kauffman School team members should not engage with students or their families in any of the following ways:

- Social networking sites;
- Blogging;
- Podcasting;
- Other online postings.

Team members should take care to ensure they are communicating information through the proper mode of communication. Information that may be considered sensitive or about which families may have follow-up questions should be communicated via phone. If a student indicates via phone, text or email that he/she is in a situation requiring emergency assistance or professional help, the teacher should contact 911 and notify the Principal immediately following the call.

### **Amy Hestir Student Protection Act**

The Kauffman School will abide by the provisions of the Amy Hestir Student Protection Act (R.S.Mo. 160.261, 162.068, 162.069), including:

- Annual training for staff regarding sexual abuse, abusive relationships, and obligations to report, including up-to-date and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults;
- Provision of references to other schools/districts regarding team members, both certificated and non-certificated, leaving the school under allegations of sexual misconduct. This information includes disclosure that an employee has been dismissed for sexual misconduct or suspended where Children's Division has substantiated a claim of sexual misconduct with a student.
- Prohibition against registered sex offenders serving on the Kauffman School's Board of Directors;
- Required reporting of allegations of sexual misconduct by the Chief Executive Officer per the Amy Hestir Student Protection Act and Kauffman School Personnel Policies, including that no person may impede or inhibit reporting, and no person making a report may be subjected to sanction or adverse employment action.

## **E-mail**

E-mail is a useful professional tool when used prudently, but can cause distractions and miscommunication when used without discretion. To avoid email overuse, please use the "Reply" button rather than "Reply All" unless there is an urgent need to communicate with an entire distribution list. In addition, e-mails sent to all team members should be VERY rare. E-mail should be used for information, not for conversation. When communicating with anyone either inside or outside the school via e-mail, please avoid any content that has conflict or emotion attached. Discussions, voicing concerns, or attempting to resolve conflicts should occur in interpersonal conversations, not over e-mail. One-word replies not answering a direct question or responding to a specific request for acknowledgement should also be avoided (i.e. "OK," "Thanks," and "Got it.>").

Additionally, all Kauffman School e-mail is public domain. Do not e-mail anything which you would not consider public. For confidentiality purposes, do not e-mail specifics regarding student IEPs, student performance, personal situations, or other detailed concerns. Furthermore, team members should not access personal e-mail while at school for any reason other than an emergency.

## **Mobile Phone Usage**

Kauffman School team members shall not use their mobile phones for personal communications during instructional time, and should refrain from personal mobile phone use during the school day as much as possible. Mobile phone use is always permitted in cases of emergency or crisis.

## **Systems and Equipment**

All Kauffman School systems equipment and material (i.e. laptops, mobile phones, monitors, etc.) should be used in a manner which protects the equipment, systems, and data from being lost, damaged, destroyed, or otherwise misused. Such equipment is to be used only to conduct Kauffman School business. Team members will be expected to return equipment or software at any time as requested by the Chief Executive Officer.

All computer hardware, software, and information supplied to team members are the property of and licensed by the Kauffman School. Team members should follow all software licensing agreements, and contact the Chief Executive Officer with any questions or concerns regarding licensing. The Kauffman School reserves the right, at any time, to search and inspect Kauffman School systems, equipment, or material. Please see the full Equipment, Technology, and Internet Use policies set forth herein.

## **Teacher Workroom Use**

In order for the Teacher Workroom to be an effective working environment for teachers, there are some expectations to which all team members are asked to adhere:

- Students should not work in the Teacher Workroom, even with a teacher.
- Students should only access the Teacher Workroom with a pass during breaks and before/after school.
- Teachers should not send students to the Teacher Workroom during class.
- Team members must clean up after themselves in the kitchen area of the Teacher Workroom. All food must be stored in sealed containers in the kitchen area. Teachers must

keep their space clean and belongings off the floor as much as possible. The atmosphere in the Teacher Workroom should be collegial and professional.

### **On-Campus Parking**

For safety and security reasons, Kauffman School team members should not leave their personal vehicles parked on school property overnight or on weekends and do so at their own risk. Exceptions will be made when staff is required to attend an overnight field trip or other overnight or weekend Kauffman School sponsored activity.

### **Transporting Students**

Kauffman School team members are not permitted to transport students in their personal vehicles or via any other mode of transportation in which the staff member is the vehicle operator. In cases of emergency where the well-being of the student is at risk, students may be transported by staff in personal vehicles as long as there is no fewer than two staff people in the child's presence at all times. Written justification for the use of a private vehicle to transport students must be provided to the Chief Executive Officer following any such incidents.

### **Duties as Assigned**

Team members will be assigned a variety of tasks and duties throughout the school year. The Kauffman School expects all team members to approach those duties with appropriate regard. Team members should be on time and ready for their assigned tasks before, during, and after school.

These duties may include breakfast or lunch monitoring, arrival or dismissal of students, morning meeting coordination, all school meeting preparation, detention supervision, FOCUS instruction, and hallway monitoring.

Any questions or concerns regarding duties as assigned should be directed to the team member's Supervisor.

### **Educational Work Performed Outside of the School**

Any educational work performed by a Kauffman School team member for an organization other than the Kauffman School, whether paid or unpaid, must be described in writing and submitted for approval to the Chief Executive Officer.

Performing educational work without prior written approval by the Chief Executive Officer may result in corrective action at the discretion of the Chief Executive Officer and Human Resources.

### **Student Health Matters**

#### **Medication**

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures apply for administering medications at the Kauffman School. School personnel will not give medication to students except under these conditions. These policies are intended to promote the well-being and safety of all students.

### Transportation of Medication to the Kauffman School

Students may not transport any medication, including prescription, over-the-counter, or herbal medication, to the Kauffman School. All medication must be transported to the Kauffman School by a parent/ guardian, and delivered to a staff member. Controlled medication (such as Adderall) must be brought to the School Nurse's office by a parent/guardian and will be counted by both the School Nurse and parent. Pill counts will be done once a week by the School Nurse.

All medications must be picked up by a parent/ guardian within one (1) calendar week of the last day of school. All medications not picked up or scheduled for pick up will be disposed of the following day.

### Over-the-Counter Medications

Over-the-counter ("OTC") medications will be administered sparingly when deemed necessary by the School Nurse. All OTC medication will be kept in the School Nurse's office. Parents/ guardians must provide a signed Parent Authorization for OTC Medication Administration form that includes the student's full name and date of birth for the administration of OTC medications. If the authorization form is not provided, Kauffman School personnel will not administer OTC medication to the student. All OTC medications delivered to the School Nurse's office must be in the original, unopened bottle.

### Prescription Medication

Prescription medication will be administered during school hours only if it has been deemed necessary by the student's physician. All prescription medication will be kept in the School Nurse's office. Prescription medication must be delivered to the School Nurse's office by a parent/guardian in the labeled bottle from the pharmacy. Inhalers must be in the original box with the pharmacy label. A signed Parent Authorization for Prescription Medication Administration form must be on file that includes the student's full name and date of birth, name of medication, and dose of medication.

A copy of written instructions from a physician stating the name of the student, name of the medication, the dosage to be administered, the times to be administered, and the current date must be brought with the medication. The medication label provided by the pharmacy at the physician's directions will be sufficient if the prescription was prescribed for the student and a current date is on the label. Any prescription medications, including inhalers, that don't have a prescription label, will require a written note from the prescribing physician. The Kauffman School does not allow students to take medication with another family member's name on the label.

### Administration of Medication

The first dose of any prescription medication should be given at home whenever possible. The School Nurse can decide not to administer the first dose of a medication if, in his/her clinical judgment, it may compromise the safety of the student while attending school. In that instance, parents/guardians will be notified. The School Nurse, using his/her own professional judgment and in consultation with the parent/guardian, may allow select students to carry their own inhalers and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for select students to carry their own inhalers or epinephrine. A written parental authorization form is required for self-administration of medication.

### Medications Requiring Injection

- If a medical condition exists requiring injectable medication, whenever possible the student should self-administer the medication.
- If the School Nurse is unavailable, the parent/guardian will be responsible for making other arrangements.
- If the injectable medication is required in an emergency and the School Nurse is unavailable, Kauffman School personnel will call 911.
- A prescription label or written order from the prescribing physician and a signed medication authorization form is required for the administration of all injectable medication.

### Emergency Medication

The Kauffman School is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by school personnel and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed.

### Emergency Medication for Field Trips

Students' personal emergency medications such as an epinephrine auto injector (Epi-Pen) must accompany the student on all scheduled field trips. This includes only those emergency medications that the Missouri State Board of Nursing has deemed allowable to delegate its administration by a non-health provider such as a teacher. The parent/guardian is responsible for providing emergency medications to the Kauffman School. If the emergency medication has not been provided or is expired, the student may not attend the field trip.

### **Student Allergy Prevention and Response**

The Kauffman School will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with Kauffman School policies and procedures pertaining to the identification and accommodation of students with disabilities. All Kauffman School staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the Kauffman School.

Kauffman School staff members may use air fresheners, oils, or other such items intended to add fragrance in any Kauffman School facilities, but shall desist from such use at the direction of the Chief Executive Officer. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the Chief Executive Officer may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the Kauffman School.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

All staff members will be trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use and/or location and procedures associated with epinephrine premeasured auto-injection devices. Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education.

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Kauffman School Board policy.

### **Illness and Injury Response and Prevention**

Kauffman School personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services ("EMS") when appropriate, for any individual who is injured or becomes ill while on Kauffman School property, on Kauffman School transportation, or at a Kauffman School activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

The Kauffman School does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents/guardians or legal liability insurance. Parents/Guardians should be prepared to pay for their child's possible medical expenses.

### **Professional Development**

Team members are required to participate in appropriate professional development activities identified by the Chief Executive Officer or Principal. Team members are encouraged to present ideas regarding professional development opportunities to school leadership, but all decisions regarding participation in professional development reside with the Chief Executive Officer and Principal.

### **Relay National Principals Academy Fellowship**

Certain teachers of the Kauffman School may be invited to participate in the Relay National Principals Academy Fellowship ("Relay) (the " Relay Fellowship") if that training would maintain or improve the skills required by the teacher's current position with the Kauffman School. Relay is a national, accredited, nonprofit institution of higher education serving over 1,500 students across eight campuses and is institutionally accredited by the Middle States Commission on Higher Education (MSCHE). Relay also has programmatic accreditation from the National Council for the Accreditation of Teacher Education (NCATE), the agency recognized by the United States Department of Education as the

professional accrediting agency for teacher-preparation programs. Relay Fellowship participants will undertake coursework based on six "Elements of Effective Leadership." Taken together, these six elements represent the set of knowledge, skills, and mindsets that leaders who have led their PK-12 students to profound growth and achievement often have, and the teachers would then utilize these elements in his or her current position with the Kauffman School.

The Kauffman School will pay the Relay Fellowship tuition for teachers who successfully complete the Relay Fellowship and continue employment with the Kauffman School for three (3) years. However, upon acceptance into the Relay Fellowship, the teachers will be required to sign a tuition repayment agreement. Additional information will be provided to those teachers who are invited to participate in the Relay Fellowship.

Participation in the Relay Fellowship is by invitation only and is limited to teachers selected by the Kauffman School. A teacher who has not met the minimum educational requirements of his or her current position with the Kauffman School will not be eligible to participate in the Relay Fellowship.

### **National Academy of Advanced Teacher Education**

Certain teachers of the Kauffman School may be invited to participate in the National Academy of Advanced Teacher Education (NAATE) (the "NAATE Fellowship") if that training would maintain or improve the skills required by the teacher's current position with the Kauffman School. NAATE works to empower educators all across America, bettering whole schools and serving students around the nation. Through inquiry-based, peer-to-peer learning, NAATE Fellows return to schools better educators and more equipped to facilitate and support the work of colleagues outside the classroom. Fellowship participants will undertake a differentiated curriculum in "Teaching and Learning" and "Supporting and Leading" and will immerse themselves in an intense, residential program of study that links their daily practice to key theories, frameworks and principles of the teaching profession. The NAATE program equips teachers with tools to; develop and deepen their classroom practice, and leverage leadership skills with peers and other adults outside the classroom. These elements represent the set of knowledge, skills, and mindsets that leaders who have led their PK-12 students to profound growth and achievement often have, and the teachers would then utilize these elements in his or her current position with the Kauffman School.

The Kauffman School will pay the NAATE Fellowship tuition for teachers who successfully complete the fellowship and continue employment with the Kauffman School for two (2) years. However, upon acceptance into the NAATE Fellowship, the teachers will be required to sign a tuition repayment agreement. Additional information will be provided to those teachers who are invited to participate in the NAATE Fellowship.

Participation in the NAATE Fellowship is by invitation only and is limited to teachers selected by the Kauffman School. A teacher who has not met the minimum educational requirements of his or her current position with the Kauffman School will not be eligible to participate in the NAATE Fellowship.

To promote the health and safety of all students and staff and to promote the cleanliness of school property, the school prohibits all team members, students and patrons from smoking or using tobacco products in all school facilities, on school transportation, and on all school grounds at all times. This prohibition extends to all facilities the school owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as

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facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for in-patient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the school provides services. Students who possess or use tobacco products on school grounds, school transportation or at school activities will be disciplined in accordance with school policy.

### **Drug-Free and Alcohol-Free Workplace**

It is the policy of the Kauffman School to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988, as that Act may be amended from time to time. The non-prescription use of controlled substances is inconsistent with the behavior expected of team members, subjects all students, team members and visitors to our school to unacceptable safety risks, and undermines the Kauffman School's ability to operate effectively and efficiently.

Accordingly, the following activities are strictly prohibited:

- The unlawful manufacture, distribution, dispensation, possession, sale or non-prescription use of either a controlled substance or alcohol on Kauffman School premises (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other Kauffman School- or work-related activity whether on or off Kauffman School premises;
- The use of alcohol on Kauffman School premises (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other Kauffman School or work-related activity whether on or off Kauffman School premises, **provided, however, the Kauffman School may host certain off school grounds special events at venues where alcohol may be served;**
- Having illegal drugs, or any other controlled substance (not specifically prescribed by the team member's medical provider) in your system while on the Kauffman School premises, operating a vehicle leased or owned by the Kauffman School, or performing services for or on behalf of the Kauffman School; and
- Having alcohol in your system during school hours or at any time in which a team member is interacting with students of the Kauffman School.

Off-the-job illegal drug use or activities, or post-hiring convictions relating to such illegal drug use or activities is also a violation of this policy. Team members convicted of controlled substance-related violations (including pleas of nolo contendere, i.e., no contest) must inform Human Resources within five (5) days of such conviction or plea.

"Therapeutic drugs" include legally obtained prescription drugs, controlled substances, and over-the-counter drugs used in accordance with the related prescription and/or directions. Any team member whose use of any therapeutic drug(s) may affect his/her capacity to properly and safely perform job duties or may create a danger to himself/herself or to others in the work place should report the therapeutic drug use to the Human Resources department. The Kauffman School reserves the right to require a team member to take a leave of absence or comply with other appropriate action determined by the Kauffman School.

Team members who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, the Kauffman School may require team members who violate



this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

### **Work-Related Injuries**

The Kauffman School is committed to providing a safe working environment, equipment and facilities for all team members. Nevertheless, from time to time work-related accidents occur. To ensure team members receive prompt treatment and avoid any unnecessary delay in benefits to which they may otherwise be entitled, any team member who experiences a work-related injury should do the following:

- Immediately inform his or her supervisor of any work-related injury.
- Team member or supervisor notifies Human Resources or Security within 24 hours of the injury.
- Team member determines the need for medical attention in conjunction with Human Resources or Security.
- Failure to notify the supervisor and/or Human Resources at or about the time an injury occurs, may result in a delay or a denial of benefits.

Human Resources in conjunction with the Kauffman School's workers compensation insurance provider will assign a medical provider for non-emergency care.

If an emergency occurs and immediate medical attention is needed, immediately call Security at extension 1099 so that 911 may be called. Human Resources should be notified as soon as possible thereafter.

If a work-related injury occurs outside normal working hours, team members should go to the nearest emergency facility for treatment and care. The injury and treatment must then be reported to Human Resources the following workday.

Finally, to avoid any work-related accidents, any team member who becomes aware of an unsafe working condition or hazard should notify Human Resources immediately so that appropriate action may be taken.

### **EQUIPMENT, TECHNOLOGY AND INTERNET USE**

#### **Care of Materials, Equipment and School Property**

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, the staff member shall be responsible for reporting the condition to the Director of Operations or his/her designee. If an item is stolen the staff member shall notify the Director of Operations or his/her designee that the item is missing and the Director of Operations or his/her designee shall, with information supplied by the staff member, make a formal police report. When the report has been made it shall be turned over to the Director of Operations or his/her designee for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

#### **Use of Electronic Equipment**

To ensure that the Kauffman School's electronic equipment is used only for lawful and appropriate purposes and to further its business interests, the Kauffman School has adopted the following Policy which applies to all team members. Each team member and student having access to the electronic equipment of the Kauffman School is required to abide by this Policy. The Kauffman School will strictly enforce this Policy.

### **Acceptable Uses of the Kauffman School's Equipment**

Software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and the Kauffman School's electronic mail system, the Kauffman School's Internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The Equipment is the exclusive property of the Kauffman School, and its sole purpose is to facilitate the business of the School. Each student and team member has the responsibility to use the Equipment in a productive and appropriate manner.

### **Unacceptable Uses of the Kauffman School's Equipment**

The Kauffman School's Equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through the Kauffman School's Equipment. The Kauffman School will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against the Kauffman School's policies or contrary to the Kauffman School's best interest.

Sensitive or confidential information respecting the Kauffman School or its students or vendors should not be transmitted via the Internet or over facsimile machines without the consent of the Kauffman School. Solicitation of non-Kauffman School business, or any use of the Kauffman School's Equipment for personal gain, is prohibited.

### **Technology and Internet Acceptable Use**

The use of technology and computer resources at the Kauffman School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the Kauffman School's computer facilities and may bring additional disciplinary action.

Staff members are expected to use the technology available at the Kauffman School in a manner appropriate to the Kauffman School's academic goals and values. "Technology" includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, iPads or similar tablets, electronic devices, software, Internet, e-mail and all other similar networks and devices. Staff members are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the Kauffman School community, is prohibited, even if such uses take place after school hours or off Kauffman School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action.

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## Unacceptable uses of Technology/Internet

Unacceptable uses of Technology/Internet include but are not limited to:

- Violating the conditions of federal and Missouri law dealing with students and team members' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
- Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, accessing materials in violation of Board Policies or policies found in the Student and Family Handbook. A good rule to follow is to never view, send or access materials that you would not want your colleagues to see.
- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
- Damaging Technology devices, computers, iPads, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
  - any activity that requires an exchange of money and/or credit card numbers;
  - any activity that requires entry into an area of service for which the Kauffman School will be charged a fee;
  - any purchase or sale of any kind; and
  - any use for product advertisement or political lobbying.
- Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the Kauffman School's policies or contrary to the Kauffman School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the Kauffman School computer network system

should be in support of education and research, consistent with the educational mission or objectives of the Kauffman School and in accordance with federal law, Missouri law and all school policies.

Staff members have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the Kauffman School network system may lead to the discovery that an individual has or is violating Kauffman School policy or the law. Violations of Kauffman School policy or the law may result in severe penalties, up to and including expulsion.

The Kauffman School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Kauffman School technology system will be error-free or without defect. The Kauffman School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The Kauffman School is not responsible for the accuracy or quality of the information obtained through or stored on the Kauffman School system. The Kauffman School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the Kauffman School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The Kauffman School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the Kauffman School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Staff should be aware of these risks.

### **Electronic Communications**

All computers, electronic and telephonic communications systems, including internet access and all communication and information transmitted by, received from, or stored in these systems is the property of the Kauffman School. As such, they are intended to be used for job-related and business purposes only.

The Kauffman School is a public institution. Both internal and external communication is public domain. As such, we should all remind ourselves that anything written or documented here can be requested by any member of the public.

The Kauffman School reserves the right to monitor or review any information stored or transmitted on its equipment.

### **Internet Communications**

Students and team members are responsible for the content of all information that they transmit over the Kauffman School's equipment. All electronic communications must correctly identify the student or team member responsible for the communication. Any information sent to an individual outside of the Kauffman School via the Kauffman School's Equipment is considered a statement that reflects on the Kauffman School. All communications sent by students and team members via the Kauffman School's Equipment must comply with this and other Kauffman School policies.

## **Intellectual Property (Kauffman School)**

The Kauffman School is excited to share its work and documentation with others interested in creating college graduates. It is important, however, that any public documents that may be readily accessible to a wide audience are properly marked to ensure there is no illegal profit or unethical use of the school's work.

The document containing appropriate copyright and intellectual property identification information is available electronically on the S: drive under Communications / Proprietary Information. *Any staff member intending to distribute information created at or for the Kauffman School must receive approval for the distribution from the Chief Executive Officer (or his/her designee).*

In addition, the following practices should be observed regarding information created at the school:

- Post and distribute items as PDFs unless Adobe conversion presents insurmountable technical difficulties.
- Include the copyright line and watermark on all documents proprietary to the Kauffman School.
- Check with the Principal or Chief Executive Officer if there is any question of whether a document should have the copyright footer and/or the watermark.
- This document with proprietary language is located on the S: drive under Communications/Proprietary Information
- Any work product resulting from employment including any curriculum lesson plans, handouts, study presentations or similar material is the property of Kauffman School.

## **Software and Copyright Issues**

To prevent computer viruses from being transmitted through the Kauffman School's Equipment, there will be no downloading or copying of any software onto the Kauffman School's Equipment without prior approval of the Kauffman School. No files of any kind will be downloaded from the Internet without prior approval of the Kauffman School. License agreements relating to any software, whether individually owned or owned by the Kauffman School, will be strictly complied with.

Any student or team member desiring to reproduce or store information of any sort downloaded from the Internet should contact the Director of Operations or his/her designee to determine whether the intended use is permissible. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on the Kauffman School's Equipment or transmitted through the Kauffman School's Equipment.

The Board encourages teachers and staff assigned to the Kauffman School to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law, applicable to public schools, protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on disk or paper, by use of school equipment or any other means, materials for which the person reproducing or the Kauffman School does not own the copyright, unless the written permission of the

copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under law.

Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part:

. . . [T]he fair use of a copyrighted work, including such use by reproduction in copies or photo-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- 1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2) the nature of the copyrighted work;
- 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4) the effect of the use upon the potential market for or value of the copyrighted work.

### **Social Media Policy**

The Kauffman School recognizes the proliferation and usefulness of online resources to inform its school community of activities and to recruit talented teachers and staff to the school. Due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred.

Kauffman School staff is prohibited from communicating with students and families via social media, e-mail, text messaging, or other forms of communication not specifically approved by the Kauffman School's Chief Executive Officer or Principal. Kauffman School team members should communicate with students and families via face-to-face meetings and phone calls.

The Kauffman School will maintain an official website and may also employ school-sanctioned social media outlets to further the aims of the Kauffman School, recruit future team members, or better inform the public. The Chief Executive Officer and Principal may assign a team member to maintain and populate the website or social media pages.

Because of the Kauffman School's close affiliation with the Kauffman Foundation, the pros and cons of our use of social media are also likely to affect the Kauffman Foundation and its reputation and work, which is why you may see references throughout this policy (and in other policies) to the Kauffman Foundation.

By accessing, creating or contributing to Facebook, Twitter, blogs, discussion forums, wikis, podcasts or other social media for program use, you agree to abide by these guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Chief Executive Officer or Principal before you make use of such media.

This policy is not intended to infringe upon a team member's right to speak publicly on matters of public concern, so long as such communication:

- adheres to appropriate time, place and manner restrictions;
- does not interfere with the performance of job duties;
- does not explicitly or implicitly state that the view is an official view of the Kauffman School or the Kauffman Foundation unless the team member is expressly authorized by the Kauffman School Chief Executive Officer or Principal to make an official statement on behalf of the Kauffman School or the Kauffman Foundation; and
- does not violate laws applicable to communications with or about students;
- does not disclose proprietary or confidential information of the Kauffman School;
- does not disclose personal information about associates or students or information protected by law.

Team members should be mindful that actions that are not permissible when not on social media are similarly not permissible on social media, and the Kauffman School reserves the right to discipline for impermissible behavior that utilizes social media. Additionally, the Kauffman School may place certain restrictions on a team member's use of social media to preserve student confidentiality and to ensure policy is followed.

### **General Guidelines**

Be aware that all existing policies and behavior guidelines extend to Kauffman School-related activities in the online environment as well as during one-on-one interaction and Kauffman School-sponsored events.

### **Personal & Professional Accounts**

Personal social media accounts and activities should focus on personal life as distinguished from professional life. Postings to purely personal accounts could reflect poorly on the Kauffman School, the Kauffman Foundation and/or on a team member, especially (but not limited to) if that team member identifies his/her relationship to the Kauffman School or to the Kauffman Foundation. Communicating as a team member of the Kauffman School in online communications may be interpreted by readers as a communication on behalf of the Kauffman Foundation.

If information is posted, the team member must disclose his/her relationship to the Kauffman School in the bio or post. This helps the team member's network understand why he/she is sharing this news in addition to the other content of personal interest that is shared.

While we recommend that team members disclose their relationship to Kauffman School and/or to the Kauffman Foundation in their personal social media bio sections, associates are prohibited from using the "Kauffman" name or any of its iterations, brands, programs, or marks as part of their social media usernames, handles, background designs or other name and identification of personal social media accounts.

### Authorized Representatives & Official Accounts

Under no circumstance may someone officially present views or positions of Kauffman School or of the Kauffman Foundation unless they have been formally authorized to do so by the Kauffman School Chief Executive Officer or Principal. If contacted for information or an interview, refer the inquirer to the Kauffman School Chief Executive Officer.

If, on behalf of Kauffman School, a team member is interested in creating branded social media accounts for marketing purposes, he or she should receive explicit permission from the Kauffman School Chief Executive Officer or Principal, who will then consult with the Kauffman Foundation's Communications group for support in creating the official account.

### Use Good Judgment

Each team member should be mindful about the image being conveyed about the team member and how a statement may reflect on the Kauffman School when posting to social networks and social media sites. Remember that what is posted will be viewed and archived permanently online once the "publish" button is hit. On sites where a professional affiliation is posted, the team member must make sure that the profile adheres to the requirements of this policy.

### Provide Value

Team members should think about what they have to offer the community, whether it is thoughtful, relevant blog posts, newsy tweets, or homework help, and focus on providing that consistently. They can look for opportunities on these social sites to offer recommendations or services to engage students and provide value to the community.

### Communication with Students and Families

Kauffman School staff should only communicate with students and families via face-to-face meetings and phone calls. Under no circumstances shall staff engage in social media activity with any Kauffman School student.

### Inappropriate Communication

If at any time a team member receives communication from a student which is deemed to be inappropriate, offensive, sexually explicit, or threatening to the team member, the student, or another student in the program, that communication should be stopped immediately and a transcript of the communication should be forwarded to the Kauffman School legal team and Kauffman School Chief Executive Officer.

### Copyright and Fair Use

- Respect copyright and fair use guidelines. See <http://www.copyright.gov/fls/fl102.html>
- Hyperlinking to outside sources is recommended. Do not plagiarize and give credit where it is due. The re-posting of photos, videos, poems, music, text, artwork or other copyrightable material should only be done if the creator of the materials is identified to the extent reasonably possible.



- When hyperlinking to other sites and media, be sure that the content to which links are included is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer's permission — even if they are photos of you and for which you paid. Most photographers will charge a little extra for "digital rights" to photos.

## **Staff Guidelines**

### Team Member Privacy

Before endeavoring to establish any social networking account, team members should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. Team members must be aware of these features of Facebook or any other social networking site and they are responsible for the publication of information that is intended to be "private" regardless of their level of familiarity with these features.

Team members should also be aware that information shared privately with a recipient could be re-distributed by the recipient without the sharer's knowledge or consent. The same principles applied to in-person communication should be applied to online conversation: use discretion, and do not place trust in individuals who have not proven themselves trustworthy. Nothing posted online is ever truly "private."

### Student Privacy

At all times, and in the use of any form of communications, staff members shall always adhere to student privacy rights and the rights of team members to have their educational, personnel and medical information kept confidential (FERPA). Information that is protected by law from disclosure to third parties shall not be communicated online in any way that exposes such information to retrieval by those third parties.

For example, through a Facebook account, a team member shall not post confidential student information on the "wall," the "information" section, or through any part of that Facebook account that would be accessible to the team member's Facebook "friends" associated with that account. A team member should be similarly aware of information that is posted on an official or sanctioned Kauffman School Facebook account and ensure that no confidential student information is posted on the "wall," the "information" section, or through any part of that Facebook account that would be accessible to any third party.

### Communication with Kauffman School Students

Kauffman School staff is prohibited from communicating with students and families via social media, e-mail, cellular text, or other forms of communication not specifically approved by the Kauffman School's Chief Executive Officer or Principal. School staff should communicate with students and families via face-to-face meetings and phone calls. Under no circumstances shall staff engage in social media activity with any minor. Any conduct, whether online or not, that is inappropriate, undermines authority with

students, compromises objectivity, or harms students, or is prohibited by Kauffman School Policy may subject a team member to discipline up to and including termination of employment.

A team member may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing Kauffman School to liability in certain instances. The Kauffman School reserves the right to audit all communication between staff and students, including but not limited to email, text messages, and chat history and personal accounts used to interact with students.

#### Kauffman School-Sponsored Social Media Sites

It is the intention of Kauffman School to create certain social media sites to disseminate pertinent information to our broad base of students, their families, and other interested stakeholders, as well as to recruit potential teachers and other staff to the school. All social media accounts officially recognized by Kauffman School will be maintained by two (2) staff members as administrators, and will be updated regularly with general event and programmatic information. The guidelines listed above will be observed in all Kauffman School-related social media activity. Kauffman School will consider establishing accounts to include (but not limited to):

- Twitter: When deemed appropriate by the Kauffman School administration and the Kauffman Foundation Communications team, a main Kauffman School Twitter account will be created to broadcast messages, deadlines, etc. to followers. The account will only respond to Direct Messages regarding Kauffman School content or information.
- Facebook: The Kauffman School currently maintains an active page that is monitored daily and will only accept comments or wall postings that have been approved by the account administrators.

References to specific social media outlets are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

### **CONFLICT RESOLUTION AND COMPLIANCE REPORTING PROCEDURES**

#### **Conflict Resolution**

It is the practice of the Kauffman School to treat team members in as fair and impartial a manner as possible. The school strives to practice a feedback model whereby disputes, disagreements, and problems can be addressed and resolved directly before they erode staff culture and impact our ability to best serve students. The Kauffman School has established the following system to address problems in a fair and expeditious manner with the intent of limiting distractions and damage.

A complaint is a concern with a team member or practice that does not rise to the level of an alleged breach or violation of personnel or school policy. A grievance is any significant team member concern that arises in the alleged violation of personnel practices either between team members and their colleagues, or between team members and school leadership. A grievance is treated as more serious than a complaint or concern where a solution or decision is more readily apparent. Team members who seek resolution of employment situations by using established procedures are assured that they will not

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be subjected to discrimination or retaliation, or be penalized in any way for their use of these procedures.

### **General Complaints Involving another Team Member**

Team members are strongly encouraged to address complaints involving a fellow team member directly with that person for discussion and resolution (e-mail should not be used for this purpose). If the team members are not able to resolve their differences, they may at any time request a mediation meeting with their Supervisor(s) where both team members are present. The resolution of the matter by Supervisor(s), in consultation with the Human Resources, will be considered final. Team members are expected to avoid gossip and open discussion of complaints against team members or the school.

### **Complaints by Parents/Guardians**

If the parent/guardian of an enrolled student wishes to make a complaint, team members should advise them to follow the reporting procedure set forth in the Student & Family Handbook if the issue cannot immediately be addressed by the team member:

### **Grievance against the Kauffman School by a Team Member**

The grievance resolution procedure is intended to serve as a means for amicable settlement of disputes that arise between team members and the Kauffman School before the success of students is adversely impacted. Time extensions beyond the timelines indicated herein may be secured through mutual written agreement of the parties involved. Failure by the team member to comply with any limitations shall constitute withdrawal of the grievance. Failure by school leadership to comply with the time limitations shall constitute the right of the team member to proceed to the next step of the grievance procedure.

- In the event a team member believes he/she has been treated unfairly, or that the school condones a practice that seriously jeopardizes the health, safety, or success of its school community, the team member shall discuss the situation with the Chief Executive Officer or Principal in an effort to resolve the issue.
- If a resolution has not been reached through the discussion, or if the grievance concerns the Chief Executive Officer or Principal directly, the team member should present a written summary of the grievance and any response already received to Human Resources within three (3) days of receiving the Chief Executive Officer's or Principal's response (unless the matter directly involves the Chief Executive Officer or Principal).
- Human Resources will respond to both parties within three (3) business days of receiving the written summary, or will respond only to the team member if the issue involves the Chief Executive Officer or Chief Principal Officer.
- If the grievance cannot be resolved by Human Resources, the team member may present the grievance to the Board of Directors by submitting the complaint in writing to the Board Chairman.
- The Chairman will present the complaint and his/her recommendations concerning it at the next regularly scheduled board meeting. The Chairman or Board Secretary will respond to all parties in writing within five (5) business days of receiving the decision of the Board. The decisions of the Board are final.

- There will be no retaliation of any kind against a team member for bringing up complaints under this procedure.
- At his/her own expense, team members may seek outside guidance in order to articulate a grievance as clearly as possible.

### **Exceptions to the Grievance Procedure**

The Kauffman School recognizes that circumstances may make it inappropriate for team members to pursue the resolution of a problem in the sequence described above. The following exceptions are instances where a team member may bypass steps to seek resolution of a situation by the next higher authority. Team members who are uncertain as to the proper authority or the method are to discuss the matter confidentially with the Chairman.

- If the complaint or problem involves a known or suspected violation of the law;
- If the complaint or problem is clearly not within the authority of the Principal or Chief Executive Officer to resolve;
- If the team member and Principal or Chief Executive Officer mutually agree to bypass a given step;
- If the nature of the complaint, problem, or dispute involves or has been caused by the Principal or Chief Executive Officer and the team member has reason to believe the Principal or Chief Executive Officer may be less than impartial.

### **Anti-Harassment**

The Kauffman School recognizes its obligations to ensure that personnel are not subjected to unlawful discrimination and/or harassment in any term or condition of employment on the basis of race, color, national origin, sex, gender, age, religion, disability, pregnancy status, sexual orientation, veteran status, or other status protected by law. It is the School's goal to ensure conduct never rises to the level of unlawful behavior. Accordingly, the Kauffman School prohibits conduct that is inconsistent with the Kauffman School's values and beliefs even though it may not violate the law.

It is the Kauffman School's policy to prohibit any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an associate because of his or her race, color, sex, gender, religion, age, national origin, disability, pregnancy status, veteran status, sexual orientation or any other protected status. The prohibition applies to all individuals who work for or with the School, including supervisors, personnel (whether employed, contracted, or volunteered), directors, officers, program participants, contractors, vendors, and/or suppliers.

Some examples of prohibited conduct include but are not limited to:

- Offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.

- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.

Any associate who has a question, concern, or complaint of discrimination or harassment based on race, color, sex, gender, religion, age, national origin, disability, pregnancy status, veteran status, sexual orientation, or other protected status is encouraged to bring the matter to the immediate attention of his or her supervisor, a member of the Kauffman School leadership, a Board member, or outside counsel. Any supervisor or member of Kauffman School leadership who becomes aware of potential violations of this policy is required to contact the Board Chairman or the Secretary immediately.

The Kauffman School prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint or cooperating in a discrimination or harassment investigation. Any person who believes he/she has experienced or witnessed retaliation should immediately notify Human Resources per established policy, or the Kauffman School's Legal Counsel (816-932-1293), or the Chairman as appropriate.

All reports of inappropriate conduct will be promptly and thoroughly investigated, and the School will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any person, whether supervisory, non-supervisory, or member of management, who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or engagement. The Kauffman School will inform the complaining person of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment consequences as a result of making a good faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination.

### **Hazing and Bullying**

The Kauffman School will not tolerate hazing or bullying in any form. Kauffman School staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. Kauffman School team members shall report incidents of hazing and bullying to the Chief Executive Officer. The Chief Executive Officer shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. Kauffman School team members who violate this policy may be disciplined or terminated. The Principal will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The Kauffman School shall annually inform students, parents/guardians, school staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions at the start of an activity period or program.

### **Child Abuse and Neglect Reporting**

All Kauffman school team members are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a

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professional or official capacity has been harmed or is in danger of being harmed -- physically, sexually, or through neglect -- and that a caregiver either committed the harm or should have taken steps to prevent the child from harm." Once you become aware that a student may be the victim of abuse or neglect, you must:

- Call the Missouri Department of Social Services Children's Division (CD) Child Abuse and Neglect Hotline Unit (CA/NHU) at 1-800-392-3728;
- Notify the Dean of Students of the situation; and
- Complete an incident report.

Team members are encouraged to discuss situations with the Chief Executive Officer if there are any questions, concerns, or doubts regarding a particular student or circumstance.

When calling the hotline, you must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm).

If a report is taken (the intake worker will inform you of this over the phone), the report must be confirmed in writing to the local investigation unit within 48 hours of the hotline call.

Physical abuse is defined as occurring when a parent or person responsible for the child's welfare inflicts or allows to be inflicted upon such child physical injury, by other than accidental means. Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture include acts that are defined as deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering. When reporting physical abuse, it is important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse must be handled sensitively. When a student attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse, but should not encourage the student to disclose information in addition to what is being given voluntarily. Take very careful notes, writing the student's words verbatim as much as possible. Refer the student immediately to the Principal.

Neglect occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment, or when an adult provides inadequate supervision of a child (particularly small children).

### **Sexual Misconduct Involving a Team Member**

The School takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, School team members will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying

the Chief Executive Officer. The Chief Executive Officer or designee will contact law enforcement and begin an investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other team member of the School to a School team member, the team member who receives the report shall notify the Chief Executive Officer immediately and report the allegation to the CD. If the allegation of sexual misconduct involves the Chief Executive Officer, the team member shall report to the Board of Directors Chairman. The CD will investigate all allegations of sexual misconduct involving School team members. When a claim against a team member of sexual misconduct is substantiated by the CD, the School will suspend employment of the team member. If a court clears the claim, the School may reinstate the team member. The School may investigate the allegations for the purpose of making employment decisions.

No one in the workplace, including the Chief Executive Officer, is permitted to exercise any control, restraint, modification or other change in the report or the forwarding of such report to the hotline. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor.

If you have any questions regarding this policy, please contact the Chief Executive Officer.

### **CRISIS RESPONSE**

The Kauffman School provides each team member with a separate binder outlining procedures and protocols associated with fires, climate, and other situations requiring extraordinary responses. The Kauffman School will review this material with team members annually. Please contact the Chief Executive Officer to request a copy of the crisis response materials.

### **TRAVEL AND EXPENSE REIMBURSEMENT**

#### **Purpose and Enforcement**

This policy establishes guidelines governing the reimbursement of expenses incurred during the conduct of Kauffman School business and outlines the reimbursement process.

#### **Key Terms**

“Associate” refers to any Kauffman School team member.

“Organization” refers to the Kauffman School.

The “Card” refers to the Commerce Bank Visa Corporate Card.

#### **Responsibilities**

The Associates are expected to be prudent in their expenditures while travelling on business. The Organization will reimburse actual, reasonable, and documented business expenses when conducting business on behalf of the Organization. Reasonable expenses are those expenditures incurred while conducting the business of the Organization that are considered ordinary and necessary relative to expenses incurred by others in similar conditions and circumstances. When requesting reimbursement

of business expenses, Associates are not expected to gain or lose financially. As with all expenditures, Associates are responsible for the stewardship of the Organization's assets, being ever mindful that we must use our resources in ways that achieve our charitable goals most efficiently and are consistent with the law. Any travel expenses deemed unreasonable are the Associate's personal responsibility. Exceptions to this policy may be made only upon approval by an Organization officer, limited to the Treasurer, Secretary, or Chief Executive Officer, when accompanied by a written explanation of reasonableness.

It is the Associate's responsibility to comply with the policy. Supervisors have responsibility for reviewing expense reports for reasonableness, accuracy, compliance with policies, and timely submission. The Supervisor must verify that expenses and expense reports meet the following criteria:

- The travel expense was incurred while conducting official Organization business.
- The information contained on the expense report and in the attached documentation is accurate and in accordance with the Policy.

The Travel & Expense Policy meets the IRS definition of an "accountable plan". As a result, reimbursements do not have to be reported as income to the Associate. Under the accountable plan, travel advances and reimbursement of expenses must meet two requirements:

- Advances and reimbursements must be made for business expenses only and must be reasonably related to the expenses the associate is expected to incur. Requests for advances of actual expenditures may be made no more than thirty (30) days before payment for the expense is due and must be approved by an officer of the Organization.
- Associate must provide an expense report substantiating the amount, time, use, and business purpose of expenses within a reasonable time after the expenses are incurred (in no case later than sixty (60) days after incurring the expense). Receipts must be attached to the expense report. It is the associate's responsibility to retain submitted receipts, until payment for expenses have been received. Expense forms received after sixty (60) days will be rejected and remain un-reimbursed.

### **Corporate Credit Card**

The Commerce Bank Visa Corporate Card (the "Card") has been chosen as the exclusive provider to pay Organization business-related travel expenses, and should be used for all reimbursable business expenses. Each cardholder is required to sign a cardholder agreement upon receipt of the credit card. The appropriate Supervisor, as determined by Human Resources, for the cardholder will also sign the agreement. The agreement states the Card is strictly limited to business purchases by the associate in whose name the Card is issued, and personal use of the Card is prohibited.

The Card is available to associates who routinely travel on Organization business and/or frequently need credit for business purchases. The card will be ordered after Human Resources receives approval from the Chief Executive Officer.

### **Expense Limits**

Corporate card expense limits are established by the Chief Executive Officer based on expenditure authority, business requirements and usage. If an expense limit change is required for a cardholder, the



cardholder or supervisor should contact the Chief Executive Officer for the change. If the business case warrants a limit change, the Kauffman School Finance department will make the change.

Expense limits can be increased temporarily to accommodate special requirements, such as a conference event or meeting. In such cases, the increase must be requested as stated above. The expense limit will be returned to the original level immediately after the event expenses have been posted and the monthly billing date has passed.

### **Lost/Stolen Cards**

A lost or stolen Card or charge card number shall be reported as soon as the Associate discovers it. The risk of unauthorized use of stolen cards and accounts is greatest in the first few hours after the theft. Please notify Jerrad Jones at 816-612-8505 immediately. If after business hours, please notify Commerce Bank at 800-892-7104 to close the Card, and notify Jerrad Jones as well

### **Travel Management**

All business-related travel reservations should be made through the School's preferred travel management provider, Travel & Transport, and/or the online booking tool, Concur Travel & Expense.

Non-associates are encouraged to book Organization-related business travel reservations through the Kauffman School's travel management provider.

All team members expecting to travel at least once per year should complete a travel profile, located in Concur Expense Reporting to ensure pertinent details and preferences are adhered to in the reservation process. Each team member is responsible for updating and maintaining profile information. This includes changes to corporate charge card account numbers, expiration date, address, phone number, membership numbers, etc.

### **Expense Reporting**

Expenses directly related to Organization business are reimbursed by the Organization based on submission of a properly completed Expense Report or, for Board members, other appropriate expense documentation. In addition, the following safeguards are in place to ensure assets are properly used in a manner consistent with the Organization's mission and vision, and in compliance with external regulatory requirements and internal fiscal control policies and procedures:

All expenditure information must be appropriately documented and coded on the Expense Report. Receipts supporting the reported expenses must be attached for all purchases on the Card over \$50. All out-of-pocket expenditures not charged on the Card must have an appropriate original receipt, in order for the expense to be reimbursed.

Receipts must show the itemized detail of what was purchased. Restaurant tear tabs or receipts that include only the total and tip are not acceptable.

All receipts for business expenses regardless of the receipt submission requirements must include the name of the vendor, location, date and dollar amount.

Out-of-pocket expenses not submitted for reimbursement within **sixty (60) days** from the date the expense was incurred **will not be reimbursed**.

All team member Expense Reports require their supervisor's approval.

All Expense Reports and expense documentation are reviewed by the Finance Department for accuracy, appropriate authorizations, proper budget coding, appropriate supporting documentation, and general reasonability.

Concur reports are to be submitted weekly, on Fridays, using Concur, if charges have been incurred. All expense reports and Card transactions are subject to audit. Random audits, using electronic audit programs, will be performed.

Concur reports that are incorrect or incomplete will be returned to the Preparer for corrective action and may result in delay or non-reimbursement of specific items.

Disregard for Organization policy or falsifying expense reports can result in disciplinary action up to and including termination.

### **Corporate Travel**

Air, hotel, and car rental reservations for Associates should be processed through the Kauffman School's travel management provider and/or the online booking tool.

Group Travel: If travel involves **ten (10) or more participants**, please contact the travel management provider before communicating any travel arrangements to participants.

### **Air Travel**

Best Practice: All air travel should be booked at least **14 days in advance**.

Reservations: If traveling by air, reservations should be made as far in advance as possible in order to secure possible discounts. Associates are expected to book the lowest-priced, non-stop coach class airfare available. Generally, only coach class airfare will be reimbursed, exceptions include one class above coach for international and domestic travel if in-flight time is over 6 hours.

Fees charged to reserve airline seats in the front of the aircraft or emergency row seats will not be reimbursed. However, the Early Bird check-in fee for Southwest Airlines will be reimbursed.

Cancellations, Voided, Unused or Stolen Tickets: Contact the travel management provider immediately for any cancellations. If travel plans change, unused airline tickets or credit slips must be used for future business-related travel.

Baggage: The Organization will reimburse baggage fees up to two checked bags (within normal weight limits). Baggage is the responsibility of the Associate and the transportation service provider. The Organization will not reimburse the Associate for personal items lost while traveling on business. Always carry laptop computers, cameras, etc. on board the aircraft. When possible, carry important and/or confidential documents on board the aircraft.

**Airport Parking:** Associates are encouraged to utilize the most cost-effective airport parking options, while considering safety, at the airport when traveling for business. Mileage and parking will be reimbursed for transportation to and from the airport when using a personal vehicle (see Personal Car Usage for details on mileage reimbursement).

**Car Service:** For trips longer than three (3) days, a taxi or car service may be used if the cost is substantially the same as or less than driving a personal vehicle.

## **Lodging**

**Reservations:** Associates should reserve hotel rooms through the travel management provider, and are expected to stay in reasonably priced hotels typical of the area and in reasonably close proximity to the business or function attending. Business needs rarely justify the use of suites or luxury accommodations, and any excessive room rate expense will not be reimbursed. Expense for a suite or luxury accommodation will be presumed excessive unless approved by the Chief Executive Officer in advance.

**Use of rooms:** The Organization presumes that rooms will be used for the Associate's reasonable comfort, rather than socializing, while fulfilling the Organization's business purposes.

**Conferences:** If attending a conference or seminar, the sponsoring organization may have reserved a block of rooms in a designated hotel at a discounted price. Associates should take advantage of these lower rates.

Personal expenses incurred will not be reimbursed, including laundry, movies, toiletries, in-room alcoholic beverages or other mini-bar charges.

## **Ground Transportation**

### **Car Rental**

**Best Practice:** Rental cars should be used a minimum of one time per day to justify the rental expense. When circumstances require car rental, a mid-size, intermediate, or full-size car is considered reasonable, unless more room is required to accommodate several passengers.

**Authorized Drivers:** Only associates are covered under the Organization's insurance plan for rental vehicles. Drivers other than an associate must either be covered under their own insurance or purchase insurance from the rental agency.

**Rental Car Insurance:** For team members, insurance add-ons such as Collision Damage Waiver or Personal Accident Insurance for vehicles rented for domestic business travel should be declined as the Organization's automobile liability policy<sup>1</sup> covers the use of rented vehicles by team members for business purposes. When traveling internationally, insurance add-ons for vehicles rented should be accepted as the Organization's automobile liability policy does not cover the use of rented vehicles outside of the United States.

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<sup>1</sup> If you need to show proof of this insurance to the rental car agencies you can pick up an insurance card from Finance.

Rental Car Fuel: Associates should refuel the rental car prior to returning the car to the rental car counter.

#### Taxi or Other Local Transportation

The cost of taxis to and from places of business, hotels, or airports in connection with business activities is reimbursable. Taxis should be chosen only when more economical services (hotel vans, shuttles, etc.) are not available. Associates are encouraged to use public transportation when feasible.

#### *Not Reimbursed*

The Organization will not reimburse Associates for items such as, but not limited to, satellite radio, car repairs, tickets, fines, and traffic violations.

#### Personal Car Usage

Frequent use of personal vehicles for business is not encouraged. It is the personal responsibility of the owner of a vehicle being used for Organization business to carry adequate insurance coverage for their protection and for the protection of any passengers.

Associates should drive a car to their destination when:

- Driving is more cost-effective than air travel;
- Distance to the destination is less than 120 miles;
- Travel time by car is less than two hours, or less than the total elapsed time for air travel.

Associates should rent a car if the cost of the rental would be less than the personal mileage reimbursement to the traveler.

Mileage Reimbursement: Miles driven in a personal vehicle for Organization business will be reimbursed at the IRS standard rate established annually. For team members, the allowable mileage for reimbursement is determined based on actual mileage in excess of the roundtrip mileage between their home and the office.

#### **Meals**

Personal meals are defined as food and beverage expenses incurred by the Associate when on an out of town business trip. Expenses for personal meals vary greatly depending on the destination and choice of dining establishment. Associate are expected to use their best judgment in incurring reasonable costs regarding this expense. The Finance department will use governmental per diem rates as a guideline to determine whether this expense is excessive.

Business meals are defined as meals taken with guests or other team members, during which a specific business discussion takes place. Associates will be reimbursed for business meal expenses according to actual and reasonable cost. When more than one Traveler is present at a business meal, the most senior level team member should pay the bill and submit it on their Expense Report.

Associate who incur or approve expenses for alcoholic beverages shall exercise prudent judgment to ensure the purpose of the occasion directly supports the Organization's mission and that consumption is

at all times in moderation and in no way to the point of impaired judgment or behavior. The Organization will not cover alcohol expenses for Associate or others who exceed that threshold nor will it pay for consumption in large quantities (e.g. running a tab) that is not itself a formal event. These provisions are not limited to meals. Alcohol cannot be purchased with public dollars, thus any expense or meal including alcohol must be identified to ensure only other private grant funds are used.

Tips for meals should not exceed 20% of the bill. Any tips considered excessive will not be reimbursed. As a general rule, Associate shall not tip more than they would on a personal trip.

All business meals require an explanation on the Expense Report stating the business purpose of the meeting, the attendees, and their organizations. Personal meals are only reimbursed for Associate during business travel.

### **Telephone/Internet Expenses**

While traveling on business, Associate will be reimbursed for reasonable and necessary: business phone calls, personal telephone calls, and internet access fees. Associate are encouraged to request a data card from IT prior to traveling to avoid internet access fees.

### **Spousal Travel**

Travel expenses of an accompanying spouse/partner are considered personal expenses, should not be charged against the Card, and will not be reimbursed. In extenuating circumstances, the reimbursement of these travel expenses may be allowed. However, unless certain tax law requirements are met, the expenses attributable to the spouse/partner will be considered additional income reportable on the team members Form W-2 or Form 1099, as applicable.

### **Team Members Traveling Together**

In situations where traveling team members dine together, share a taxi or otherwise incur shared expenses, the most senior level associate should pay for the expenditure and submit it on their Expense Report.

## **Insurance**

### **Domestic Travel Insurance/Rental Car Insurance**

The Organization provides all necessary travel and auto insurance. The insurance coverage offered by the rental car company should be declined since the Organization self-insures the risk. Associate involved in an accident while on business should contact the Chief Operating Officer, who will connect the employee to the Legal Department.

### **International Travel Insurance**

International travel insurance is provided to Associate who travel to certain foreign countries. This insurance provides coverage for any injury or accident and assistance with returning the Associate to the United States. In the event as Associate requires medical attention in a foreign country, an Associate may use the Card (or personal credit card) to pay for the health care charges. The Associate should

obtain a copy of the medical invoice and provide that invoice to Human Resources upon return to the United States.

### **Non-Reimbursable Expenses**

Out of pocket expenses more than 60 days old will not be reimbursed. The following expenses are not reimbursable:

- Air telephone and rental car telephone usage;
- Airfare above coach or discounted fares available when the trip was booked;
- Airline seat reservation fees or emergency row seat fees (Early Bird check in for Southwest Airlines will be reimbursed);
- Airline club memberships or dues;
- Annual fees for personal charge or credit cards;
- Barbers and hairdressers;
- Car washes/car repairs or maintenance;
- Child care;
- Clothing, toiletries and personal items;
- Collision insurance on rental cars;
- Computer supplies (these should be ordered through IT);
- Country club (or other social club) dues;
- Expenses for travel companions/family members;
- Expenses related to vacation or personal days while on a business trip;
- Financial Planning;
- Furniture;
- Golf fees;
- Health club facility fees, saunas, massages, etc.;
- Helicopter services for airport transfers;
- Laundry expenses on trips of short duration;
- Loss/theft of personal funds or property;
- Lost baggage;
- Luggage and brief cases;
- "No show" charges for hotel or car service;
- Non-business related entertainment, such as in-room/in-flight movies, fitness center expenses, site-seeing or tourist expenses, etc.;
- Optional baggage insurance;
- Personal insurance, entertainment, telephone calls in excess of reasonable limit;
- Pet care;
- Postage (non-business related);
- Satellite radio on car rentals;
- Shoeshine;
- Souvenirs/personal gifts;
- Theft of cash/travel advance money or company-paid airline tickets;
- Tobacco products;

- Traffic or parking violations;
- Upgrades on hotel room or rental vehicle;

**ANY EXCEPTIONS TO THE POLICIES ABOVE MUST BE APPROVED IN ADVANCE BY A KAUFFMAN SCHOOL OFFICER AND ACCOMPANIED BY A WRITTEN EXPLANATION ON THE EXPENSE REPORT.**

Those who violate this Travel and Expense Reimbursement Policy and its guidelines are subject to appropriate discipline up to and including termination of their relationship/employment with the Organization.

**APPENDIX A**  
**KAUFFMAN SCHOOL TEAM MEMBER CONFLICT OF INTEREST DISCLOSURE STATEMENT**

1. I have received and read, understand and agree to abide by the Kauffman School’s Team Member Conflict of Interest Policy.

2 Please check one.

A. \_\_\_ To the best of my knowledge, no circumstances exist involving me, or a member of my family, that are or may be perceived as a conflict of interest within the meaning of the Policy and neither I, nor a member of my family, are affiliated with an organization with which the Kauffman School does or is likely to do business.

or

B. \_\_\_ To the best of my knowledge, there do exist circumstances involving me, or a member of my family, that are or may be perceived as a conflict or potential conflict of interest within the meaning of the Policy, including the affiliations such as relationships with grantees or potential grantees, contractors, or others with whom the Kauffman School does or is likely to do business.

<u>Organization Name</u>	<u>Person with Conflict</u>	<u>Relation to Team member</u>	<u>Nature of Affiliation</u>

Team member Name	Signature	Date
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Supervisor’s Signature	Date
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This document is for informational purposes. The information in this document may be changed without notice subject to subsequent approval by the Board of Directors of the Ewing Marion Kauffman School as set forth in the Official School Board Policies of the Ewing Marion Kauffman School, Inc.



**APPENDIX B**  
**KAUFFMAN SCHOOL PERSONNEL POLICIES ACKNOWLEDGEMENT OF RECEIPT**

I have on my computer or in my possession a copy of the Kauffman School Personnel Policies document. My signature below indicates that I have received this information and understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

This handbook contains statements of the Kauffman School's current philosophies, policies and guidelines regarding the treatment of and actions by our team members. These philosophies and guidelines do not in any way constitute a contract. Nothing in this handbook (or in the specific benefits, philosophies or procedures referred to in this handbook) enhances employment rights or establishes any specific duration of employment. Employment is at-will and may be terminated by either the team member or the Kauffman School at any time.

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Team Member's Signature

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Team Member's Name (Printed)

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Date

**APPENDIX C**  
**KAUFFMAN SCHOOL PERSONNEL POLICIES FOR VIRTUAL LEARNING**

The expectations outlined below are largely consistent with those in place during in-person school, but given the new and temporary context of virtual learning, we are providing them here for the sake of clarity and consistency.

**Attendance**

- In accordance with our PTO Policy, requests for PTO should be submitted to the team member's Supervisor. The Supervisor will review and communicate approval back to the team member and to HR for tracking purposes.
- If the team member's absence is related to COVID-19, they team member may be eligible for leave under the Families First Coronavirus Response Act (FFCRA).

**Student and Family Communication**

The following guidelines apply to in-person school, but are especially relevant in the context of virtual learning:

- In general, **phone calls** will always be the best strategy for relationship building, following up on consequences, crucial conversations, and weekly check-ins around academics or behavior.
- **Texting or emailing** is most appropriate for delivering whole-group reminders, responding to individual student or family questions or student self-advocacy, and micro-moment relationship building. In our current situation, it may also be used more frequently for instructional clarifications or answering simple questions about assignments.
- The following should never be communicated via text or email:
  - Information about IEPs and Special Education services, EL services, counseling, or 504 plans and related services
  - Communication about a student's potential retention (positive or negative indicators)
  - Information about conflict with another student or teacher
  - Information and context about a negative consequence
- In general, it is easier for written text to be misunderstood, especially when tone may be inferred. If a student or family communicates in writing in a way that indicates they are angry or frustrated, the team member should reply with a phone call.

## Attire

- While team members are not expected to adhere to our professional dress code during virtual instruction, the following expectations must be met:
  - Team members must maintain a formal presence with students, just as they would in-person.
  - Visitors will occasionally be present in virtual classrooms.
  - Team members' dress/appearance should be neat, appropriate for a school setting, and reflect positively on the team member and our students.
  - Team members must avoid unprofessional attire, such as:
    - Visible night clothes such as pajamas
    - Clothing that might be perceived as "revealing"
    - Clothes that are visibly ripped, dirty, etc.
    - Clothing with inappropriate or questionable images or print

## Other Expectations

- Team members are expected to engage in virtual instruction from an appropriate location and to ensure nothing unprofessional can be seen in the virtual setting, including posters on the wall or items on desks, counters, etc. Best practice is if it wouldn't be in an in-person classroom, it should not be visible in a virtual classroom.
- Team members' interactions with students must mirror the level of professionalism expected in a school setting. Best practice is if it wouldn't be said or done in an in-person classroom, it should not be done or said in a virtual classroom.
- Given our virtual context, it is especially important that team members' communication is prompt and clear. Team members' must promptly read and internalize daily huddle emails, and respond to emails, calls, and texts (including those from families) as promptly as possible and within 24 hours of receipt.