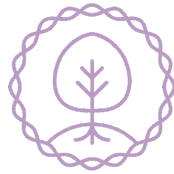


# Team Handbook

## 2021-2022



GIRLS PREPARATORY  
**ACADEMY**  
KANSAS CITY

Updated: June 17, 2021

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 Kansas City Girls Preparatory Academy as set forth in the Official School Board Policies of Kansas City Girls Preparatory Academy.

This document will continue to evolve for two core reasons:

- We're a start-up, and we're doubling in size every year or two. There are significant differences between systems that serve teams of different sizes well.
- Our goal is to build a school that makes diversity, inclusion, and equity realities for our community rather than buzzwords. We will continue collaborating to improve our policies over time. Our HR Input Committee serves as a critical place for collaboration to ensure equity in key policies and practices.

This document covers policies for employees of both Kansas City Girls Preparatory Academy and the Kansas City Girls Preparatory Academy Foundation.

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## OUR VALUES AND PRIORITIES

### Mission

Develop young women to use their voices, succeed in college, and lead impactful, meaningful lives.

### Vision

In 2015-2016, only seven open-enrollment schools within the Kansas City Public Schools boundaries had more than half of students proficient in math and reading.<sup>1</sup> For students who take college-entrance exams, scores fall far below requirements for competitive admissions.<sup>2</sup> These burdens are borne disproportionately by low-income communities of color in Kansas City.<sup>3</sup>

KCGPA seeks to ensure that young women growing up in neighborhoods negatively impacted by de jure and de facto racial segregation<sup>4</sup> achieve equitable educational outcomes. Too often, young women living in segregated neighborhoods – and especially young women of color – do not have access to equitable educational opportunities.<sup>5</sup> KCGPA aims to change this reality.

KCGPA will establish a school community that prepares students not just for academic and career success, but also ensures that young women from underserved communities develop the knowledge, skills, and agency to define for themselves what a meaningful, impactful life will be, and to act in service of the values and equity-focused critical lens that they've developed within their school community.

KCGPA will develop a reputation for strong community engagement, a trusting and caring culture, and supportive, rigorous academics. The school community of families, students, staff, and partners will celebrate one another's successes, support learning from failures, and feel an ever-growing sense of possibility as strong academic results confirm the potential of every young woman. The school will have a reputation as a premier option for students with special needs and/or with limited English proficiency, who the school will serve with excellence.

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<sup>1</sup> Missouri Comprehensive Data System. <https://mcds.dese.mo.gov/Pages/default.aspx>

<sup>2</sup> "The Conditions for Success: Ensuring Great Public Schools in Every Neighborhood." Education Cities Presentation to the Missouri State Board of Education. 2014.

<sup>3</sup> "Putting Performance on the Map Locating Quality Schools in the Kansas City, Missouri School District." IFF. 2010. <http://www.iff.org/wp-content/uploads/2017/05/IFFKCRReportFINAL.pdf>

<sup>4</sup> Briana O'Higgins. How School and District Boundaries Shaped Education In Kansas City." *KCUR*. June 27, 2014. <http://kcur.org/post/how-school-and-district-boundaries-shaped-education-kansas-city#stream/0>

<sup>5</sup> Center for Public Education. "Educational Equity What does it mean? How do we know when we reach it?" <http://www.centerforpubliceducation.org/educationalequity>

Ultimately, KCGPA's students will attend competitive colleges and universities. They will be experiencing success and navigating hurdles with the supportive relationships they grew with one another and KCGPA's staff. These alumnae will return to KCGPA to inspire young women following in their footsteps. They will share their excitement as they prepare to serve as Kansas City's next generation of leaders in medicine, law, business, public service, engineering, education, and countless other fields.

## **Values**

KCGPA's philosophy is informed not just by a desire to redress injustices, but also by a deep belief in the potential of every young woman to achieve at incredibly high levels when nurtured by a program founded in shared values of Community, Growth, and Freedom. These three core values serve as both the foundation of all programming and the lens through which the KCGPA team measures success.

### **Freedom**

Our core value of Freedom is about more than diversity, inclusion, or equity, which are ultimately means to an end.

The end we seek is freedom, or the idea of collective liberation. Collective liberation recognizes that all of our struggles are intimately connected, and that we must work together to create the kind of world we know is possible. We believe that every person is worthy of dignity and respect, and that within systems of oppression everyone suffers.

KCGPA believes that equity is a means to this ultimate end of freedom/collective liberation. KCGPA believes that equitable outcomes can be achieved through the development of a diverse community of students and families with an intentionally inclusive culture. The culture of this community will be driven not only by a shared desire for equitable outcomes, but by an abiding belief in the value of equity itself – that we must open our eyes to past and current inequities and work together to address them.

KCGPA believes that a community driven by a commitment to equitable outcomes can be served well through the structure of an open-enrollment, single-gender model. It is important to note, however, that KCGPA does not pursue a single-gender model because it subscribes to biological theories of different learning styles by sex any more than it subscribes to biological theories of different learning styles by race.<sup>6</sup>

Gender and race matter in schooling not because girls and girls of color learn differently; gender and race matter because of normative social and cultural beliefs that often obstruct the progress of young women, and especially young women of color.<sup>7</sup> A large and growing body of

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<sup>6</sup> Lise Eliot. "The Myth of Pink and Blue Brains." *Educational Leadership*, Vol. 68, No. 3. Nov. 2010.

<sup>7</sup> Beverly Tatum. *Why Are All the Black Kids Sitting Together in the Cafeteria: And Other Conversations About Race*. BasicBooks. 1997.

research documents how educators' stereotypes of race and gender shape damaging expectations for academics, behavior, and future potential for female students and students of color.<sup>8</sup>

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<sup>8</sup> Jamilia J. Blake, Bettie Ray Butler, and Danielle Smith. "Challenging Middle Class Notions of Femininity: The Cause for Black Females' Disproportionate Suspension Rates." *Closing the School Discipline Gap: Research to Practice*. Daniel Losen ed., forthcoming; Seth Gershenson, Stephen B. Holt, and Nicholas Papageorge, "Who Believes in Me? The Effect of Student-Teacher Demographic Match on Teacher Expectations." W.E. Upjohn Institute for Employment Research. 2015. [http://research.upjohn.org/up\\_workingpapers/231/](http://research.upjohn.org/up_workingpapers/231/); Ulrich Boser, Megan Wilhelm, and Robert Hanna. "The Power of the Pygmalion Effect: Teachers Expectations Strongly Predict College Completion." Center for American Progress. October 6, 2014.

These beliefs play a prominent role not just in the classroom, but across entire school systems. These beliefs are often implicit<sup>9</sup> because they are embedded in assumptions about who deserves resources and support, whether they be via course offerings or behavior management practices.<sup>10</sup> The fact that beliefs are often implicit does not reduce their impact across a wide range of factors, including disproportionate rates of suspension in Missouri,<sup>11</sup> inequitable access to qualified and effective teacher<sup>12</sup> and wage gaps for African American, Hispanic, and white women earning just 64 cents, 55 cents, and 78 cents to the dollar that a white, non-Hispanic male earns, respectively.<sup>13</sup> Tragically, the confluence of these pernicious beliefs can even be seen in life expectancies that are 8-14 years shorter in Kansas City's low-income neighborhoods than its high-income neighborhoods.<sup>14</sup>

These stigmatizing beliefs clearly have life-altering impacts. KCGPA will embrace its core value of equity to directly challenge them. KCGPA will ground staff and student understanding of issues of equity in a theory of difference proposed by Stuart Hall, where "race is more like a language than it is like a way in which we are biologically constituted." Hall describes how "floating signifiers" like religion, skin color, language, gender, and a host of other classifications shape people's expectations of themselves and of others, very often without their conscious awareness that this is happening.<sup>15</sup> To succeed in its mission, KCGPA's families, students, staff will engage in an ongoing, mutually supportive dialogue to embrace the value of equity and the struggle to understand, challenge, and fundamentally reshape limiting beliefs and expectations.

## **Community**

KCGPA will reinforce its foundational belief in equity by cultivating a trusting, supportive, and tight-knit community where young women construct their sense of self and of purpose. In the words of Cesar Chavez: "We need to help students and parents cherish and preserve the ethnic and cultural diversity that nourishes and strengthens this community – and this nation." KCGPA believes that the best way to develop confident, independent young women who see their diversity as an incredible asset and can lead in and outside of their communities is to engage their community in their education.

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<sup>9</sup> Kirwan Institute for the Study of Race and Ethnicity, The Ohio State University. "2016 State of the Science: Implicit Bias Review." 2016. [kirwaninstitute.osu.edu/my-product/2016-state-of-the-science-implicit-bias-review](http://kirwaninstitute.osu.edu/my-product/2016-state-of-the-science-implicit-bias-review)

<sup>10</sup> Lisa Delpit. *Other People's Children: Cultural Conflict in the Classroom*. New York. The New Press. 1995.

<sup>11</sup> Sarah Martin-Anderson. "School Suspension as a Determinant of Health." Presentation for Kansas City School Suspension Summit. September 6, 2017.

<sup>12</sup> United States Department of Education, Office of Civil Rights. "Dear Colleague Letter: Resource Comparability." October 1, 2014. <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-resourcecomp-201410.pdf>

<sup>13</sup> "A Look at the Wage Gap for African American Women in 20 States." National Partnership for Women and Families. January 9, 2013. [www.nationalpartnership.org](http://www.nationalpartnership.org)

<sup>14</sup> United States Census Bureau. *2011-2015 American Community Survey*. 2016. [census.gov/programs-surveys/acs](http://census.gov/programs-surveys/acs)

<sup>15</sup> Stuart Hall. *Race, the Floating Signifier*. DVD. Sut Jhally. 1997.

KCGPA will serve young women in 5th - 12th grade to help them navigate a critical stage in their identity development.<sup>16</sup> Social and Emotional Learning, which has been shown to have significant, positive, and long-term impacts on “mental health, social skills, and academic achievement,”<sup>17</sup> will be supported through a daily advisory and integration into core curricula.

KCGPA will also constantly measure its progress through the lens of its belief in the power of community. Organizations often operate with implicit or assumed values.<sup>18</sup> KCGPA will engage students, families, and staff in an ongoing discourse around where the values are being lived out – and where the school is falling short. KCGPA’s belief in community drives a commitment to working with the school’s community to achieve the mission. Please see Section A.2: Curriculum and Instruction and Section B.6: Parent/Guardian, Community, Higher Education, and Employee Involvement for more information.

## **Growth**

KCGPA’s team also believes fundamentally in the power of a growth mindset and an excitement in the constant journey to learn and grow. This belief is grounded in research. Stanford psychologist Carol Dweck has shown that a strong growth mindset can be more predictive of success in life outcomes than a high IQ.<sup>19</sup> She defines a fixed mindset as a belief that “basic qualities, like... intelligence or talent, are simply fixed traits.” People with this mindset “spend their time documenting their intelligence or talent instead of developing them.” This contrasts with a growth mindset, wherein “people believe that their most basic abilities can be developed through dedication and hard work... [which] creates a love of learning and a resilience that is essential for great accomplishment.”

KCGPA’s founding team recognizes that most people have a blend of fixed and growth mindsets. They may perceive their ability to develop friends through a growth mindset lens, whereas they may perceive their math abilities through a fixed mindset. For all members of KCGPA’s community, development of this growth mindset will support their near-term academic and personal growth while building the habits of mind for long-term success. All KCGPA students and staff will believe that every experience is a learning opportunity and that every single student can learn at high levels with effective, strategic effort.

## **Long-Term Organizational Priorities**

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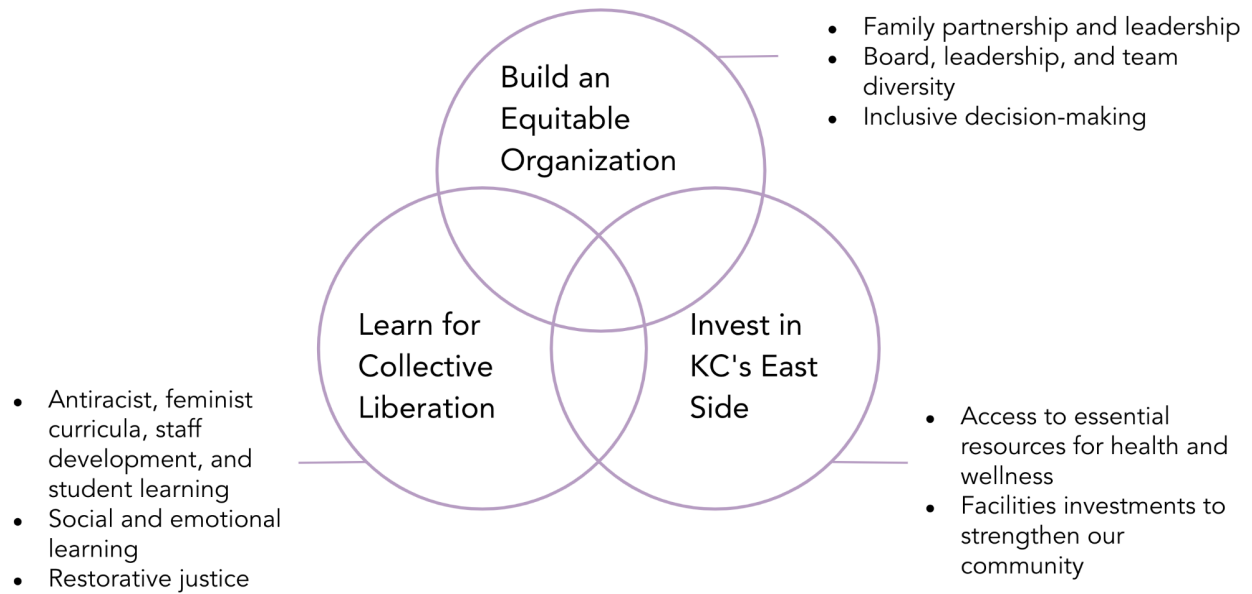
<sup>16</sup> Melissa Johnson. “Girls In-Between: Social, Emotional, Physical, and Sexual Development in Context.” *Women’s Reproductive Mental Health Across the Lifespan*. Springer International Publishing. Switzerland. 2014.

<sup>17</sup> Rebecca D. Taylor, Eva Oberle, Joseph A. Durlak, Roger Weissberg. “Promoting Positive Youth Development Through School-Based Social and Emotional Learning Interventions: A Meta-Analysis of Follow-Up Effects.” *Child Development*, Volume 88, Issue 4, July/August 2017.

<sup>18</sup> Glenn Singleton. *Courageous Conversations About Race: A Field Guide for Achieving Equity in Schools*. Corwin. 2005.

<sup>19</sup> Carol Dweck. *Mindset: The New Psychology of Success*. Ballantine Books. 2007.

The graphic below outlines our long-term, org-wide priorities.



## **Org Chart**

Please find our org charts [here](#).



# TEAM COMMUNICATIONS

## Norms

### Talking About Identity, Power, and Intersectionality

Because dominant, White Supremacist social norms make us unaccustomed to talking about the power dynamics of race, gender, and other identity markers in the workplace, we often avoid talking about them at all. These intersectional dynamics often lie at the heart of the conversations we need to have to best grow as individuals and as a team.

- We use shared definitions for concepts like racism and antiracism from [Beverly Tatum](#)
- We learn about the history and current social, economic, political, and cultural practices of White Supremacy. (too many resources here to link them all)
- We recognize our own implicit bias and constantly [seek to interrupt it](#).
- We educate ourselves on identifying and interrupting [racial microaggressions](#)
- We avoid [common “detours” that prevent us from addressing racism](#)
- We use [antiracist and feminist reflection questions](#) to analyze our work before action planning.

### Feedback and “Difficult Conversations”

Our commitment to talk “to the person, not about the person” is at its heart a demonstration of deep trust and caring. It may at times require courage, but we commit to bringing issues directly to the person because we trust that they will work with us to resolve the issue, and we care about them enough to talk to them even about hard topics.

Conversely, we don’t talk about those hard issues without the person/people involved being present. This can sow distrust and harm relationships. If a colleague is “venting,” please help them move towards solutions: “I hear X is stressing you out. Can I help you think through how to address it with [name of person/people who need to be involved].”

Two approaches can support this commitment:

	<b>Difficult Learning Conversations</b>	<b>Feedback model</b>
<b>Purpose</b>	<ul style="list-style-type: none"><li>● To explore a “bump or a bruise” with a colleague in order to understand their perspective, improve communications, and seek solutions together.</li></ul>	<ul style="list-style-type: none"><li>● Quick affirming and adjusting feedback</li></ul>
Looks / Sounds Like	<ul style="list-style-type: none"><li>● Mental Prep: Curious or defensive? Learning or being right?</li></ul>	<ul style="list-style-type: none"><li>● Can I share some feedback?</li></ul>

	<ul style="list-style-type: none"> <li>● Topic: 1 sentence. <b>Headline.</b></li> <li>● What happened: Impact <b>intention</b> <ul style="list-style-type: none"> <li>○ Events without judgment</li> <li>○ Impact on me - be transparent</li> <li>○ Assumptions and name own ignorance about their intent</li> </ul> </li> <li>● PSAV: Paraphrase. State what learning. Ask for help. Validate emotions.</li> </ul>	<ul style="list-style-type: none"> <li>● When you <b>behavior NOT judgment.</b></li> <li>● The impact is ____.</li> <li>● Wrap-up <ul style="list-style-type: none"> <li>○ Affirming - Thank you!</li> <li>○ Adjusting - What should we do moving forward?</li> </ul> </li> </ul>
Resources	<ul style="list-style-type: none"> <li>● Exemplar videos - <a href="#">mild</a> and <a href="#">spicy</a></li> <li>● <a href="#">Planning template and example plans</a></li> <li>● <a href="#">Printable card for your wallet</a></li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">PPT overview from Manager Tools</a></li> </ul>

## **Systems**

KCGPA uses a variety of channels to streamline communication. Please talk to your team lead and/or manager if you have questions or see opportunities to improve these.

Please also remember - all KCGPA communications and internet usage are public domain. Do not email anything or visit websites which you would not consider public.

<b>Channel</b>	<b>Purpose and Norms</b>
Phone Call	<ul style="list-style-type: none"> <li>● Important and urgent.</li> <li>● Encouraged more often during remote learning to avoid confusion and build relationships.</li> </ul>
Text	<ul style="list-style-type: none"> <li>● Urgent response needed.</li> <li>● Use sparingly.</li> <li>● Try to respond as quickly as possible without interrupting teaching or meetings.</li> </ul>
Slack (more info <a href="#">below</a> )	<ul style="list-style-type: none"> <li>● All staff announcements will be posted here.</li> <li>● If you have a question while teaching, this is a great place to contact someone directly or ask your team.</li> <li>● Quick, streamlined communications during work hours, e.g. “preview our meeting agenda here!”</li> </ul>
Email	<p>We don’t want an email-heavy culture. Our goal is to minimize time on email so we can maximize time to connect with each other and our scholars.</p> <ul style="list-style-type: none"> <li>● Purpose: important, non-urgent info and action items, e.g. a meeting wrap-up email with next steps/owners.</li> </ul>

	<ul style="list-style-type: none"> <li>● Keep it simple.</li> <li>● Avoid one-word replies not answering a direct question (e.g. “OK,” “Thanks,” and “Got it.”)</li> <li>● Don’t Cc unnecessarily. Write “Moving [Name] to BCC” if they don’t need to be included.</li> <li>● Response times <ul style="list-style-type: none"> <li>○ Avoid email outside of work hours or on weekends.</li> <li>○ Respond within 48 hours, or send an acknowledgement: “Got it - will get back to you by X time.”</li> </ul> </li> <li>● Clear subject lines <ul style="list-style-type: none"> <li>○ FYI → FYI: Agenda for 10/2 Culture Planning Meeting</li> <li>○ Action Requested → 30min AR by 9/24: Please respond to comments on Unit 3 plan</li> </ul> </li> <li>● Pro tips <ul style="list-style-type: none"> <li>○ <a href="#">Batch email</a>. Do not keep email open all day.</li> <li>○ Turn off email notifications on your phone and laptop.</li> <li>○ To schedule external meetings, use <a href="#">google calendar appointment slots</a>.</li> <li>○ Use <a href="#">canned responses for frequently sent emails</a>.</li> <li>○ <a href="#">Use filters</a> to auto-archive, block, or sort email into folders.</li> <li>○ Mark all non-essential newsletters as spam.</li> <li>○ To move quickly through your inbox: <ul style="list-style-type: none"> <li>■ <a href="#">Use speech to text</a>.</li> <li>■ Click on Settings/Auto-advance/After archiving, deleting, muting, etc. a conversation: Go to the previous (older) conversation.</li> <li>■ <a href="#">Use keyboard shortcuts</a>.</li> </ul> </li> </ul> </li> </ul>
Google Classroom	<ul style="list-style-type: none"> <li>● Since we are using one Google Classroom to house all content information for students, please name your content at the beginning of the title of the assignment.</li> <li>● Do not add parents as students in the class. This would allow them to send messages to students. There is a feature for parents specifically to get updates on work, and you do not need a Gmail account to receive the weekly updates.</li> </ul>
Google Calendar	<ul style="list-style-type: none"> <li>● Team members should keep a Google Calendar with updated schedules (teaching periods, duties, planning periods) that allow for easy scheduling of meetings.</li> <li>● To schedule a meeting, send a calendar invite to the person you are meeting with to ensure you both have the meeting on your calendars.</li> <li>● Accept or decline invites so meeting organizers can plan for attendees.</li> <li>● Before sending the calendar invite, be sure you have communicated with the person about the meeting and you are on the same page as far as the meeting’s necessity.</li> </ul>

Bulletin Boards	<ul style="list-style-type: none"> <li>● We want our surroundings to breathe energy into the work that we do each day.</li> <li>● Accordingly, we want our physical displays to highlight and celebrate our students' work and growth in both academics and our Commitments.</li> <li>● Grade Teams will work together to identify rotations.</li> </ul>
Weekly Staff Notes	<ul style="list-style-type: none"> <li>● Reading staff notes before Monday AM Huddle is required.</li> <li>● Staff notes consists of important academic, culture, operations, and general updates that will allow us to disseminate a fair amount of information efficiently.</li> </ul>

### **Staff, Student and Families Communication**

Staff are available for family contact between 7:45am - 3:45pm, Monday through Friday. Staff are expected to respond in 24 business hours.

Attendance: Call front office and leave a message at (816)268-2573

Transportation: Call First Student at (816)254-5262.

Mental Health: Call Cristina Marquez, School Social Worker at (816)974-3441 or Gina Bumgarner, School Counselor at 913.303.9712.

Mental health services are available 24 hours per day through the following providers. If you have a situation requiring emergency care, please call one of the following crisis numbers:

1-888-761-4357 ([Missouri Crisis Line](#))

1-800-273-8255 ([National Suicide Prevention Hotline](#))

1-800-392-3738 ([Missouri Child Abuse & Neglect Hotline](#))

	<b>Purpose and Norms</b>
Student	<ul style="list-style-type: none"> <li>● Email teacher</li> <li>● Call with your parent/ guardian</li> </ul>
Text	<ul style="list-style-type: none"> <li>● If a student texts you, please include the parent/ guardian on the response back to the student and family</li> </ul>

## **Slack**

### **Why Slack?**

- Immediate, essential communication between staff members during work hours.
- A place to connect virtually that's separate from our personal phone numbers.

### **Why not just stick with emails?**

- Slack replaces some emails - but not all.
- It's for those quick, one off questions you want to directly ask someone, or a place to share resources.
- It can also be a place to collaborate.
- Email should still be used for action items and more complex communications.

### **Why not just use text, Gchat or GroupMe?**

- Slack allows us to send Google documents and create channels for teams.
- It doesn't require us to look at our phones or emails.

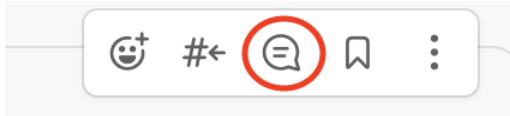
### **How?**

- [Slack 101](#)
- [Navigating Slack](#)
- [Finding and Starting Conversation](#)

### **Expectations**

- Monitor Slack Monday-Friday during work hours.
  - Outside of these hours, slacks can be expected to be responded to during the next day.
  - One may send a Slack outside these hours; however, feel free to have it muted outside of the time window above and respond during the next day's office hours.
  - [You can "Snooze" your Slacks](#), so they don't disrupt you while teaching, but please have it on throughout the entire work day.
- Response times - ideally, within an hour or two.
- Operate with our org-wide norms.
  - We're a community; we have to work with each other to create and maintain a positive Slack environment.
  - Shift to a phone call (while remote) or conversation (when in person) if an issue arises.
- Slacks should be concise, specific, and quick-- otherwise, it should be an email.
- Ask yourself before sending a Slack:

- Is this something that I could reach out to a specific individual about via
  - Slack direct message (e.g. if a quick, simple question)- can be answered in less than 5 minutes
  - Email (if an action item or not a quick question)
  - Phone (if complex)?
- Is this something that could wait until our next huddle?
- Is this something I should ask to have included in Staff Notes?
- When replying to a Slack message in a staff channel, use the “Reply in thread” button so your response gets read and reduces the amount of scrolling.



- Try to be aware of @channel and @here- these create notifications for everyone.
  - Try to direct message or tag (@Name) an individual in the message instead.

### Channel Descriptions

You do not need to be in all the channels below, just the teams that apply to your context.

Channel Name	Description/ Purpose	Settings	Examples/Non-Examples
<b>#allstaff_announcements (ALL STAFF)</b>	A channel for leadership to inform our staff of real-time and/or time sensitive updates that can't wait for the Staff notes or end of day email	Unmuted (you should always check this channel)	<p><b>Example</b></p> <p>- During teaching hours: “@channel The storm is causing power outages. Please Direct Message your manager immediately if you need coverage due to lost Wi-fi.”</p> <p>Outside teaching hours:</p> <p>- Tacos at Ponak's, anyone? :)</p> <p><b>Non-example</b></p> <p>- “Has anyone seen (insert scholar name)? They should be in class right now.” (This would be better for your grade level team.)</p>
<b>#parkinglot</b>	To ask your questions that may pertain to whole team or your not sure where to find the answers	Muted except for SLT	<p><b>Example</b></p> <p>Will we be getting teacher badges this year?</p> <p><b>Non-example</b></p>

			- "Has anyone seen (insert scholar name)? They should be in class right now." (This would be better for your grade level team.)
<b>#tech-support (ALL STAFF)</b>	To help troubleshoot tech issues for students and staff. You can post screenshots here or ask for help. It will be monitored by SLT to provide quick support.	Muted except for Ops	<p><b>Example</b></p> <ul style="list-style-type: none"> <li>-Hey! The chat function for the C3 Zoom (5th grade) is not working. All the kids and I logged off, and logged back in, and nothing changed. Can you please assist?</li> <li>- *Insert Screenshot* Is anyone getting this message on Nearpod today?</li> </ul> <p><b>Non-Example</b></p> <ul style="list-style-type: none"> <li>- "Does anyone have ___'s number?"</li> <li>- "(Insert scholar name) won't be in class today!"</li> </ul>
<b>#pride</b>	All staff, to share Pride resources	Muted	<p><b>Example</b></p> <ul style="list-style-type: none"> <li>- "Here are some slides I created for Pride today if anyone wants to use!"</li> </ul> <p><b>Non-Example</b></p> <ul style="list-style-type: none"> <li>- "One of my Pride girls can't get on Zoom-help!?" (Put this in #tech-support and tag Dani!)</li> </ul>
<b>#5thgrade</b>	Grade Level Team to ask quick questions, brainstorm student issues, or share resources.	Unmuted	<p><b>Example</b></p> <ul style="list-style-type: none"> <li>- "Does anyone have (Insert scholar's name) family's number?"</li> <li>- "What time is our Grade Level Meeting today?"</li> </ul>
<b>#6thgrade</b> <b>#7thgrade</b>			
<b>#ela</b>	ELA Content Team (5th and 6th grade) to ask quick questions, brainstorm student issues, or share resources.	Muted	<p><b>Example</b></p> <ul style="list-style-type: none"> <li>- "How did the ____ lesson go today?"</li> <li>- "I have a student struggling with ____, anyone else having trouble teaching this concept? What should I do?"</li> </ul>
<b>#math</b>	Math Content Team (5th and 6th grade) to ask quick questions, brainstorm student issues, or share resources.	Muted	
<b>#stem</b>	STEM Content Team	Muted	

#enrichment			
#learningsupport	Learning Support Team	Muted	
Direct Messages	Best way to contact someone about a quick question/need	Unmuted	Snooze during teaching hours; check during flex

### **Branding External Documents**

- For all external-facing documents, follow KCGPA's Brand Guidelines at [KCGPA /External Communications/Brand Guidelines](#).

### **Document Naming Conventions**

- General
  - Simple Doc Name - YYYY-MM-DD
  - Pride Overview PPT - 2019-08-19
- Curriculum
  - Varies by content area, but is ideally standard within each content team to assist planning
  - ELA - Lesson#\_Novel\_pages\_DateTaught



## FAMILY AND EXTERNAL COMMUNICATIONS

### Documentation for Student Communications

Documentation of communications is critical to protect student and team safety. Document all 1:1 communications with families and students in SchoolRunner. If you are teaching a virtual class, set your Zoom to record all classes to your Zoom cloud.

<b>Talk with a student 1:1</b>	<ul style="list-style-type: none"><li>● Ask the parent/guardian to communicate with the student on your behalf directly if possible.</li><li>● If parent/guardian is not able to help, ask to speak with the student on speakerphone, ideally with the parent/guardian present.</li><li>● At minimum, notify the parent/guardian via text or call that you need to communicate with the student and document in Schoolrunner.</li></ul>
<b>Zoom with a student 1:1</b>	<ul style="list-style-type: none"><li>● Notify the parent/guardian via text or call that you will be communicating with the student via Zoom</li><li>● Record the zoom to your Zoom cloud account. This should happen automatically based on the settings in the link above.</li></ul>
<b>Zoom class</b>	<ul style="list-style-type: none"><li>● Automatically record virtual classes to your Zoom cloud. <a href="#">Instructions are here.</a></li></ul>

All staff should

Social workers should avoid communication with clients using technology (such as social networking sites, online chat, e-mail, text messages, telephone, and video) for personal or non-work-related purposes.

Social workers should be aware that posting personal information on professional Web sites or other media might cause boundary confusion, inappropriate dual relationships, or harm to clients.

Social workers should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, and other forms of technology. Social workers should be aware that involvement in electronic communication with groups based on race, ethnicity, language, sexual orientation, gender identity or expression, mental or physical ability, religion, immigration status, and other personal affiliations may affect their ability to work effectively with particular clients.

(h) Social workers should avoid accepting requests from or engaging in personal relationships with clients on social networking sites or other electronic media to prevent boundary confusion, inappropriate dual relationships, or harm to clients.

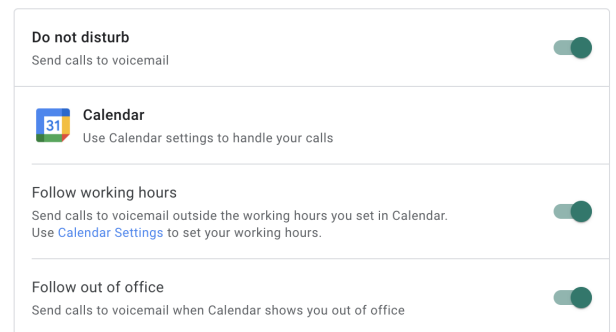
Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

## **Google Voice**


All KCGPA full-time staff members have had a google voice number assigned to them and are encouraged to use and publish this information to families.

1. Go to [voice.google.com](http://voice.google.com).
2. Sign in to your Google Account.
3. Review the Terms of Service and Privacy Policy. click Continue.
4. Your number has already been assigned to your email.
5. Follow the on-screen instructions.
6. Set up your availability and Do Not Disturb
  - a. Go to Settings in Google Voice (look for the wheel)
  - b. Select the following options.
7. To set your working hours, click the Calendar Settings link under working hours.
  - a. Set your working hours as shown below.

Do not disturb



## Do not disturb

<b>Do not disturb</b> Send calls to voicemail	<input checked="" type="checkbox"/>
 <b>Calendar</b> Use Calendar settings to handle your calls	
<b>Follow working hours</b> Send calls to voicemail outside the working hours you set in Calendar. Use <a href="#">Calendar Settings</a> to set your working hours.	<input checked="" type="checkbox"/>
<b>Follow out of office</b> Send calls to voicemail when Calendar shows you out of office	<input checked="" type="checkbox"/>

## Interpreter Services

### Resources

Girls Prep contracts with a real-time phone interpreting service called [Telelanguage](#). Team members can use this service at any time to support family communications.

- Dial 888-877-8353
- Say or enter your access code 41070
- Say the language needed
- After this you will be connected with your interpreter

The [Talking Points app](#) can also help to translate text conversations.

### Support

Effective interpretation can be quite difficult. Please review these two resources prior to using an interpreter for the first time:

- [Best practices for maximizing the impact of an interpreter](#)
- [Video of how to leverage an interpreter for an IEP meeting](#)

Our school Social Worker can provide additional support with best practices.

## Weekly Family Letter

- We send a weekly letter home to families to ensure consistent communications.
- Pride Leaders should read the letter aloud to their Pride on Fridays and add any important context/answer questions to ensure our students understand.
- To add information to the weekly letter, please email it to your manager and the Family and Community Engagement Coordinator.

## **Attendance Policy**

We believe that attendance is a critical part of our scholars' social, emotional, and academic success. When a scholar is missing school on a consistent basis, we consistently reach out to the family to problem solve and get them back to school.

Each week, the Office Manager/Registrar runs a report on weekly absence totals and follows the table below for excused and unexcused absences.

<b>Days</b>	<b>Action</b>	<b>Owner</b>
1 day absent	Phone Call Home	OM/R call day of to confirm absence Log in Schoolrunner under Attendance Call
3 days absent 3 days late arrival	Phone Call Home	OM/R sends Tara/ Dani list (ATTENDANCE FOLLOW) Tara/ Dani makes calls Tara/ Dani notifies when complete OM/R documents in PowerSchool
5 days absent 5 day late arrival	Letter goes home	OM/R sends Tara/ Dani list OM/R sends out and documents in PowerSchool
7 days 7 day late arrival	Mandatory parent Conference	FOOM/RM sends Tara/ Dani list Tara/ Dani schedules meeting Tara/ Dani notifies FOM when complete OM/R documents in PowerSchool
10 days absent	Mandatory parent Conference  May result in grade level retention	OM/R sends Tara/ Dani list Tara/ Dani makes calls Tara/ Dani notifies when complete OM/R documents in PowerSchool
10 or more days absent	Truancy call to state??  Immediately unenrolled	FOM sends Tara/ Dani list Tara/ Dani makes calls Tara/ Dani notifies when complete FOM documents in PowerSchool

## **Attendance During Virtual Learning**

Daily attendance in virtual classes is essential to support student learning and building community. Scholars are expected to attend each virtual class daily.

Please find our full remote attendance policy [here](#).

## **Make-up Work for Absences**

To ensure all scholars can access lessons, teachers will work with their manager and/or content team to determine the best way for students to access guidance on the lesson.

A quick video is preferred (below), but managers and content teams may choose other formats that make most sense for their content (e.g. link to a student-paced Nearpod of the lesson, "quick hit" Google slides, a Google Doc of lesson highlights, a Study Guide, etc.)

To record the Intro to New Material portion of the lesson:

- Record the screen-share portion (e.g. Nearpod, doc cam) of a lesson. ([Instructions for recording lessons on Mac](#))
- Do not record webcams to protect student privacy.
- Record only the highest-leverage section of the lesson (e.g. the 15 minute Intro to New Material), rather than an hour of content that a student would need to navigate.

Deadlines for Make-Up Work Submission

- Students should be given two days for every day absent to complete make-up work.
- Encourage students to plan, prioritize, and advocate for their needs. If more time is needed, help them plan accordingly and request it from their teachers.

## **Inclement Weather**

- KCGPA follows KCPS school closure decisions to simplify childcare for families.
- When KCPS closes school, we follow the sequence below:
  - School Leader and Director of Operations confirm we are cancelling for the day.
  - Director of Operations sends a SchoolMessenger alert and email to families and staff and notifies local television and radio stations.
- When we are in a remote learning model, we will continue classes virtually on inclement weather days if possible.

## Common Scenarios

Parent action	Teacher response
“ _____ will be absent for a <b>health reason/sick.</b> ”	<ul style="list-style-type: none"> <li>● Thanks! I’ll share that with our Office Manager/Registrar, Ms. Youisif. If you need to contact her, she can be reached at <a href="mailto:eyousif@kcgpa.org">eyousif@kcgpa.org</a> or 816-268-2573.</li> </ul>
“ _____ will be absent for a <b>vacation/ non-school sports or arts etc.</b> ”	
Surprise drop-in	<ul style="list-style-type: none"> <li>● Get info on question/concern</li> <li>● If you prefer, reschedule for a formal meeting. Balance setting boundaries with a prompt, empathetic, professional response.</li> <li>● “I can see why this would worry you. I’m going to gather some information and set aside time to chat. Let’s schedule a meeting..”</li> </ul>
Asks for an appointment	<ul style="list-style-type: none"> <li>● Ideally, set one up within a week with specific time constraints (30 min is normal)</li> <li>● Include other teachers/admin as needed</li> </ul>
Messages a question	<ul style="list-style-type: none"> <li>● Send an acknowledgement within 1 business day (“Thank you for writing. Let me connect with _____ and get back to you by _____”)</li> <li>● If it’s a straightforward question, answer it.</li> <li>● Be conscious of using a formal, professional, and kind tone.</li> </ul>
Messages a concern	<ul style="list-style-type: none"> <li>● Send an acknowledgement within 1 business day (“Thank you for writing. Let me connect with _____ and get back to you by _____”).</li> <li>● Resist urge to answer immediately, as it’s often a good idea to 1) let you think through a calm, professional response and 2) let the parent cool off</li> <li>● Based on severity of complaint, notify your manager:               <ul style="list-style-type: none"> <li>○ Example: A family thinks their scholar is being treated unfairly or is quite upset</li> <li>○ Non-example: A parent thinks a quiz grade is unfair.</li> </ul> </li> </ul>

## **Social Media Interactions with Students and Families**

Communications with enrolled or potential students and families at KCGPA should only take place at the school during school hours, during school-sanctioned meetings or events, as part of the school's curriculum or regular reporting process, or to assist with homework or similar supports.

To ensure everyone's safety, KCGPA team members should not engage with students or their families in any of the following ways without approval of the Chief Executive Officer:

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

If a student indicates he/she is in a situation requiring emergency assistance or professional help, the teacher should contact 911 and notify the School Leader immediately following the call.

# SOCIAL AND EMOTIONAL LEARNING

## **Social Work Services**

Please refer to this [Social Work Cheat Sheet](#) for information and resources to support families and students.

To refer a student, please use this [Google Form](#) or this [Google Doc](#).

## **Sharing Personal or Private Information**

With the positive intention of being honest and vulnerable with students and families, staff may wonder if they should disclose personal information to form or deepen a connection. For example, a team member may wonder if it would help to share about a break-up or a personal history of trauma in order to show empathy for a student's experience.

This practice is prohibited for employees of KCGPA because of the potential for significant, if unintended, negative consequences. These consequences often result from miscommunication of the intended message or distortion of that message when it is relayed to others. This is especially prone to occurring due to the private and often emotional nature of this information.

Disclosure of certain types of private, personal information can also remove students and families from the center of our collective focus. This can instead place a potentially harmful or distracting spotlight on staff members instead.

Types of information that KCGPA staff should not disclose include historical or current:

- Physical, sexual, or emotional abuse
- Neglect or abandonment
- Drug/alcohol abuse
- Sexual activities
- Other private, personal details that may be reasonably considered inappropriate to share

## **Sharing Gender and/or Sexual Identity/Orientation**

All KCGPA team members shall adhere to legal standards of confidentiality relating to information about a student's transgender status, legal name, or gender assigned at birth.



In addition, school personnel shall treat information relating to a student's transgender status as being particularly sensitive, shall not disclose it to other students and parents, and shall only disclose to other school personnel with a legitimate educational interest.

KCGPA shall allow students to assert a name and gender pronouns that reflect their gender identity without any substantiating evidence. School staff shall, at the request of a student or parent, address the student using the asserted name and pronoun that correspond to their gender identity.

## ACADEMICS

### Grading Policy

One of the core values of KC Girls Prep is Growth. Our grading policy reflects our belief in an equitable and rigorous curriculum that strives to have students set and achieve goals that matter to them.

Purpose of grades: Grades communicate a student’s mastery, growth, and strengthening of a growth mindset that will lead to them leading choice-filled lives.

- Grades are feedback to students to reinforce a growth mindset
- Grades are a tool to build academic pride
- Grades show academic readiness for secondary and post-secondary success
- Grades show mastery of college-ready standards and content specific skills

### Grading Categories & Weights

Category	Weight	Description	Supports Overview
Independent Study	15%	<ul style="list-style-type: none"> <li>● Graded for both effort/completion and accuracy. Up to the teacher's discretion.</li> <li>● Independent Study assignments are given at teacher’s discretion and will be communicated via google classroom.</li> <li>● 1 weekly grade for completion only</li> <li>● iready task</li> <li>● Independent Reading assignments</li> <li>● Independent learning or performance tasks</li> </ul>	Effort-based revisions for 50% of points back
Classwork	55%	<p>Any task where students demonstrate mastery but content breadth is minimal and can access resources for support (teacher, book, notes, etc.) Also a task that measures growth in a student.</p> <ul style="list-style-type: none"> <li>● Weekly Quizzes</li> <li>● Classwork</li> <li>● Do-Nows</li> <li>● Class discussion</li> </ul>	Accuracy based revisions for 50% of points back
Summatives	30%	<p>Any formal assessment where students have to internalize content that spans a significant amount of time and demonstrate mastery of specific concepts.</p> <ul style="list-style-type: none"> <li>● Unit Assessments</li> </ul>	

		<ul style="list-style-type: none"> <li>● In-Class Performance- Based-Writing Tasks</li> <li>● Essays/Projects</li> </ul>	
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### Grading Scale

KC Girls Prep will use a point system for all core academic classes. The teacher will determine the number of points possible per assignment. Student responses on assignments will determine the points earned based on the number of correct responses or a teacher-generated rubric. The points earned out of the total points possible will be used to calculate a percent score for the student’s grade.

KC Girls Prep will utilize a +/- letter grade scale. The overall letter scale correlates to the score percentage and grade points (used to calculate GPA) presented below.

Letter Grade	Course Grade Range (%)	Level of Mastery	Description
A+	97 – 100	Adv Advanced	Strong evidence of meeting or exceeding learning goals
A	93 – 96		
A-	90 – 92		
B+	87 – 89	Pro Proficient	Evidence suggests adequate meeting of learning goals
B	83 – 86		
B-	80 – 82		
C+	77 – 79	Dev Developing	Evidence suggests some learning goals met
C	73 – 76		
C-	70 – 72		
D+	67 – 69	Eme Emerging	Evidence suggests some partially met learning goals or no learning goals met
D	65 – 66		
F	Below 65		

### Minimum Weekly Grading Expectations

- Grades are updated with the week’s prior work by close of business each Friday.

- The number of assignments per week vary by content areas.

Homework (HW)	<ul style="list-style-type: none"> <li>• Minimum of 1 HW grade per week</li> <li>• The purpose of HW is to provide             <ul style="list-style-type: none"> <li>○ additional learning opportunities</li> <li>○ critical time management practice for scholars</li> </ul> </li> </ul>
Classwork (CW)	<ul style="list-style-type: none"> <li>• Tasks that students have had multiple reviews over.</li> <li>• Minimum of 2 CW per week. 9 per quarter.             <ul style="list-style-type: none"> <li>○ 1 must be for accuracy</li> <li>○ 1 optional for completion grade</li> </ul> </li> <li>• Quizzes are included in this category</li> </ul>
Summatives	<ul style="list-style-type: none"> <li>• No more than 2 per quarter</li> <li>• All teacher created major assignments need to be approved by your manager two weeks before administering</li> <li>• The lowest grade for summative assessments will be 50%</li> </ul>

<p><b>Criteria For Success for Classwork Completion Grade</b>  <i>Each assignment will be worth a total of 5 possible points.          Points can be earned as shown below.</i></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment is submitted by due date (1 point)</li> <li><input type="checkbox"/> All questions and components are complete (2 points)</li> <li><input type="checkbox"/> Followed all directions given (2 point)          (i.e. showed all work, provided 2 examples, wrote 5 complete sentences)</li> </ul>

<b>Grading Expectations FAQ</b>	
<p>What if a student is absent?</p> <ul style="list-style-type: none"> <li>• The student has the same amount of time to turn in make-up work that is equal to the days they were absent, i.e. if a student was absent for one day, she has one day to turn in the work she missed.</li> <li>• If more time is needed, please communicate that expectation with the team.</li> </ul> <p>What if homework is turned in late?</p> <ul style="list-style-type: none"> <li>• Teacher will deduct 10 points per day for later homework.</li> <li>• After 5 days, work will no longer be accepted</li> </ul>	
<b>Pride Leader Expectations</b>	<b>Teacher Expectation</b>

<ul style="list-style-type: none"> <li>• Welcome student back and do a quick check in</li> <li>• Remind student to check google classroom/makeup work folder in each class for missed work.</li> </ul>	<ul style="list-style-type: none"> <li>• Check in with student to see if they need help accessing recording</li> <li>• If work is not turned in by due date, check in with student and caregiver to see how you can support.</li> <li>• incomplete “I” grades will be available in the gradebook. However, it is recommended “I” grades are used as a placeholder until a student submits the assignment.</li> <li>• If work is not submitted, add in zero.</li> </ul>
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How often do I need to update grades?  
 Content Teacher will update grades weekly in Schoolrunner. This helps families and students keep track of their progress.  
 Progress reports will be communicated with families bi-weekly.

Pride Leader Expectations	Teacher Expectation
<ul style="list-style-type: none"> <li>• Check students grades in your pride.</li> <li>• Call families to share when you notice growth</li> <li>• Call families when you notice any concerns in overall grades. Collaborate with families for best solution and what feedback they have for us.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter grades in weekly</li> <li>• If you see a scholar needs support, proactively reach out to families and scholar.</li> <li>• Bring academic concerns to designated Grade Level Meeting time</li> </ul>

Grading Calendar			
Quarter Ends	Progress Report	Grades Due	Report Cards
Q1 - 8/16 - 10/29/21	9/29/21	11/3/21	11/5/21
Q2 - 11/1/21 - 1/21/22	12/8/21	1/26/22	1/28/22
Q3 - 1/24 - 4/1/22	2/23/22	4/6/22	4/8/22
Q4 - 4/4 - 5/27/22	5/4/22	5/27/22	6/1/22

<p><b>Final Grade</b>          Q1+Q2 = S1          Q3 + Q4 = S2</p>
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$$S1 + S2 = Y1$$

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

KCGPA 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.

### **Contracted Days and Hours**

All team members' contracted hours for 21-22 are 7:45am - 3:45pm (8 hours).

For the 21-22 school year, in accordance with KCGPA's Board-approved Annual Calendar:

- New 11-month employee's contracts include 200 days
  - 175 days with scholars
  - 25 in-service/professional development days
- Returning 11-month employee's contracts include 198 days
  - 175 days with scholars
  - 23 in-service/professional development days
- 12-month employee's contracts include 223 days
  - 175 days with scholars
  - 25 in-service/professional development days
  - 23 summertime working days

### **Teacher Planning and Support**

KCGPA respects the commitment of its staff and will provide support in a variety of ways to help sustain its team members and strives to provide the time needed for effective planning and support. Daily planning periods, extended holidays, early student release on Friday's, and interim assessment data days are examples of these support mechanisms.

## **Attendance and Coverage for Absence**

### **Planned Absences**

To prepare for a planned absence, please schedule with your manager at least two weeks in advance of your absence. If there are more than two team members with planned absences on a given team in a given day, PTO may not be approved. After PTO is approved ([see below for more information](#)), a team member is responsible for providing all substitute lesson plans and related materials to their manager and uploading to Google Classroom.

### **Unplanned Absences**

All staff should inform their manager, the Director of Operations, and the School Leader 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 school hours.

### **Substitute Lesson Plans and Materials**

To prepare for an emergency or unexpected absence, all teachers are required to share with their manager three days worth of substitute teacher lesson plans and materials. If any of these materials are used in the event of an absence, they must be replaced within three weeks.

- A copy of the lesson plan and all necessary materials
- List of assigned duties for that day
- Attendance sheets
- Notes on any parent meetings, student situations, or other relevant circumstances
- During virtual learning, asynchronous video to support students successfully completing independent work

### **Substitute Teachers and Internal Class Coverage**

KCGPA employs substitute teachers, but may ask that instructional and administrative team members cover for one another when someone is absent. The following policies are intended to ensure that an absence does not adversely impact student learning or school function.

Class coverage will occur in one of the following ways.

- Step 1 - KCGPA contracted substitute
- Step 2 - Volunteer from internal coverage rotation
- Step 3 - Required internal coverage rotation

KCGPA makes every effort to secure an effective substitute teacher for planned and unplanned absences. The internal substitute rotation is a back-up system in place for each day of the week in the event we have exhausted all external resources for covering absent teachers or in the event of an emergency. This is especially important because the state-wide shortage of qualified and effective substitute teachers may often require team members to support during an absence. KCGPA does not contract with an external substitute provider.

This rotation requires team members to be ready to cover at least one class (or share coverage with another staff member) unexpectedly on their pre-assigned coverage period (a plan period). For example, if a team member is assigned a Pd. 2 rotation, they should expect to be called upon any Pd. 2. However, multiple other team members will be assigned to share Pd. 2 so the group will have its own rotation during that period. Teachers can volunteer to be “first in line” for class coverage.

Staff will be compensated at a rate of \$25 for each class covered.



Staff will complete the [timesheet](#) and submit to Dani Murphy at [dmurphy@kcgpa.org](mailto:dmurphy@kcgpa.org) prior to the next pay period (timeline included in tab 1 of timesheet).

### Internal Coverage Rotation Expectations

Staff that are supporting in emergency coverage situations will be asked to complete the following:

- Take student attendance for class period in [SchoolRunner](#)
- Lead and execute sub plan provided
- Monitor and support student work

<b><u>Internal Coverage Rotation</u></b> To be updated throughout the school year		
Period	Coverage	Support / Back-up
<b>Pride</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● In case of emergency:               <ul style="list-style-type: none"> <li>○ Team members that co-lead Pride</li> </ul> </li> </ul>	SLT <ul style="list-style-type: none"> <li>● Conwell</li> <li>● Haskins</li> <li>● Krebs</li> <li>● Thompson</li> <li>● Williams</li> <li>● Dash</li> </ul> Ops - in case of emergency <ul style="list-style-type: none"> <li>● Yousif</li> <li>● Murphy</li> </ul>
<b>Win Block</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members that do not have a WIN block</li> </ul>	
<b>1</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members with Period 1 plan</li> </ul>	
<b>2</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members with Period 2 plan</li> </ul>	
<b>3</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members with Period 3 plan</li> </ul>	
<b>4</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members with Period 4 plan</li> </ul>	
<b>5</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members with Period 5 plan</li> </ul>	
<b>6</b>	<ul style="list-style-type: none"> <li>● SLT</li> <li>● Staff Members with Period 6 plan</li> </ul>	

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

Paid Time Off (PTO) consists of a combination of pre-scheduled vacations for employees and flexible days intended to be used for vacation, sick, or personal time. These flexible PTO days are tracked by the hour so an employee may address needs such as a dental appointment that does not require missing an entire day of work.

KCGPA offers significant vacation and holiday time throughout the year in an effort to ensure balance and personal time can be prioritized, while also providing consistent instruction for students during scheduled school days.

### **Eligibility**

Full-time, benefit eligible team members whose start date occurs in July through October have 6 days of PTO during the fiscal year (July 1 - June 30).

Employees whose start date occurs in November through March have 3 days of PTO available during their first fiscal year of employment. Employees whose start date falls in April through June have 1 day of PTO available during their first fiscal year of employment.

KCGPA tracks PTO by hours via the [Bamboo HR online benefits portal](#). Employees receive 8 hours of PTO per day during remote learning and 8 hours of PTO per day during in person learning, equivalent to the number of hours of work expected. Hourly PTO tracking is intended to make scheduling easier for personal needs like a short dental appointment.

Team members who are re-hired are considered new hires for purposes of PTO eligibility. Benefit eligible part-time team members receive a prorated PTO benefit based on their percent of full time status.

### **Floating Holiday for Religious Holidays or Personal Celebrations**

KCGPA provides team members one day of paid time off for the occasions that are important to them. Each employee, in addition to the normal PTO allotment and holidays established organization-wide, receives one “floating” holiday which they may use for a day they deem important (Chinese New Year, Diwali, Eid al-Fitr, etc.).

The intention of this policy is to ensure that all employees have the opportunity to celebrate something they value.

Note that as a non-sectarian, public institution, religious holidays have no official status at KCGPA.

All PTO limitations and policies apply also to floating holidays.

## **Limitations**

Except in cases approved in advance by the Chief Executive Officer or School Leader, PTO may not be used during the following “blackout dates”:

- the day before or after a holiday (see holidays list [below](#))
- the day before or after a school vacation day or week
- the day before or after a three-day weekend
- during Summer Professional Development
- during the first and last two weeks of the school year

Emergency PTO requests during blackout dates must be supported by medical or equivalent documentation uploaded to your private Bamboo account. In the absence of medical or equivalent documentation, time off taken on a blackout date will be unpaid.

Employees are also asked to not use 3 or more personal days consecutively, unless in highly special circumstances. These will be carefully reviewed on a case-by-case basis and must be approved by the School Leader. All school days are of critical importance to scholars’ learning, and requests for PTO on critical days like interim assessments, state testing, or data days will also be carefully considered.

There is a 2-week period at the end of the school year in which PTO cannot be taken by school-based team members. This is the last week of the school year with scholars and the last week of the year with faculty. The rationale for this is to ensure that scholars can finish strong and close out the school year successfully. This policy also applies to team members whose employment at KCGPA will end at the conclusion of a school year. Non-returning employees will work their final days on-site at KCGPA. Eleven month employees’ contracts will conclude on the final day of the school year for teachers, and will be paid bi-weekly until July 15. All other employee contracts will conclude on the date indicated in the employee’s offer letter, unless an employee resigns or is terminated prior to the conclusion of their term.

## **Exceeding Allotted PTO Balance**

If a full-time employee exceeds their allotted 48 hours of PTO during the contract year, their paycheck will be automatically adjusted in proportion to the employee’s annual salary for the hours that were exceeded. This pay adjustment will occur on the employee’s June 30th pay period.

## **PTO Reimbursement**

Unused PTO cannot be carried over from one year to the next. PTO is an annual benefit that must be used between July 1 and June 30 of each year. Unused PTO days will be automatically reimbursed to the employee at a rate of \$50 per day.

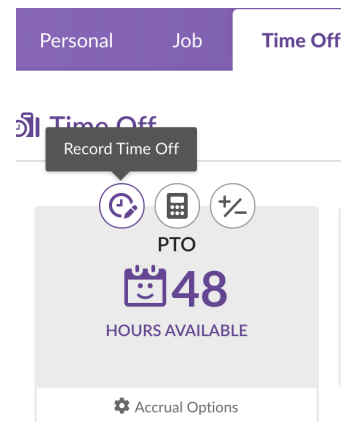
## **Requesting PTO**

All PTO time must be scheduled at least two weeks in advance, except in cases of emergency, and must be approved by the manager.

Prior to requesting time off, a manager should be consulted to coordinate personal days in order to minimize multiple staff being out on the same day in a given grade level. For school-based staff, PTO will not be approved for more than two team members on a given team in a given day, except in case of emergency or special circumstance at the discretion of the School Leader or Chief Executive Officer.

To request PTO:

- 1) Email manager and CC the Director of Operations with requested time off dates.
- 2) Manager approves or denies (more info below) and completes the following.
  - a) Adds to PTO Google Calendar if approved
  - b) Emails Director of Operations approval
- 3) Teacher submits PTO in Bamboo (see directions below and contact Director of Operations if you need help with this request)
  - a) Login to Bamboo
  - b) Click Record Time Off (Pencil with clock)
  - c) Complete required information, keeping in mind that you can request PTO by hours or by days
    - i) Amount should represent the number of hours requested (one full day = 8 hours)
- 4) Click Submit Request



### Approval

Prior approval from the team member's manager is required before personal time is taken. A team member may request personal time by submitting a written request through BambooHR to his/her manager.

Non-emergency PTO requests should be submitted at least two weeks in advance; failure to comply with this timeline may result in denial of PTO. Emergency PTO requests should be submitted as soon as possible prior to the date of leave. A manager's approval of PTO is not guaranteed, even in situations where the above timeline is followed.

If a team member chooses to not attend on a day(s) that is not approved by the organization, the day(s) will be considered unpaid. In specific circumstances, this could lead to further disciplinary action.

### Consecutive Absences

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

## **Vacation and Holidays**

KC Girls Prep seeks to build a sustainable schedule for all team members. For that reason, 12-month employees receive 36 days of paid vacation (just over 7 weeks) and 11-month employees receive 46 days of paid vacation (just over 9 weeks).

All KCGPA 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
- Indigenous People's Day/Columbus Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day

Holidays will be scheduled to align with the Kansas City Public Schools holiday calendar whenever possible to make childcare simpler for families. 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 prorated 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 KCGPA team members will receive the following school vacations, 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:

- Fall Break/ Thanksgiving - 5 days in November
- Winter Break - 10 days
- Spring Break - 5 days, typically in March
- Summer break for 12 month employees - 10 days during the last week in June and first week in July

### **Summer Break**

Twelve month benefit eligible team members are required to work during the summer months except during KCGPA's designated two-week "summer break" when students are not in session.

KCGPA'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 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.

Twelve-month benefit-eligible team members who start their employment after April 1 will be granted "summer break" days in year one of employment at the discretion of the Chief Executive Officer. Benefit-eligible part-time team members receive a prorated 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 are required to work eleven months total with one month of summer vacation. Additional summer vacation time may be provided based on the school's priorities for a given year. 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 and their first day of work for the new school year. The "out of session" period will be approved by the Chief Executive Officer and embedded in the school's annual academic calendar, which will also account for the potential of inclement weather make-up days at the end of the school year.

## **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.

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

As an organization with fewer than 50 employees, KCGPA does not currently have any employees eligible for leave under the Family Medical Leave Act (“FMLA”). FMLA procedures, including certification and recertification procedures, would typically apply to FMLA-eligible employees, if any.

KCGPA seeks to offer benefits to employees beyond the minimum requirements of FMLA. This section creates no rights extending beyond any contracted period of employment, if a contract exists.

### **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 first three days of a military leave will be paid. The rest of the leave will be unpaid. The unpaid leave will not affect the team member’s status, seniority, pay, vacation, sick leave, bonus, advancement, or other advantages of employment.

### **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.

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

A Team Member of KCGPA 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 orthodontic 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. KCGPA 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 manager 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, KCGPA requires that the Team Member provide a written statement to this effect.

### **Jury Duty**

KCGPA 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 in the immediate family or a miscarriage, up to a total of three (3) working days with pay shall be provided. The three (3) days may be comprised of the day of death, immediately following death, or day(s) to attend the funeral/service. Any request for additional time off must be presented to, and approved by, the Chief Executive Officer and Human Resources.

For bereavement leave, "immediate family" means:

- A team member's: Parents, siblings, spouse/domestic partner, children, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, grandparent, grandchild, step-brother or sister, step-children, step-parents
- A domestic partner's: Parents, siblings, children, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, grandparent, grandchild, step-brother or sister, step-children, step-parents.

## **Parental Leave**

The purpose of KCGPA's parental leave policy is to:

- Retain team members so that they can build the long-term relationships that allow us to best serve students and families
- Maintain fiscal responsibility to achieve our goal of being sustainable on public funding

### **Key Principles**

- Prioritizing family. KCGPA seeks to ensure that every employee enjoys a supportive work environment that allows them to prioritize family. In order to go above and beyond FMLA requirements, KCGPA will provide Medical Leave/Parental Leave as if employees qualified for FMLA time off.
- Flexibility. KCGPA seeks to provide maximum flexibility for employees to use leave benefits in the manner most helpful to the employee given the constraints of her/his job responsibilities.

### **Paid Time Off**

Employees must use family leave within 12 months of the birth, adoption or foster care placement of a child or children. KCGPA will follow the paid time off schedule below.

- During the 12 weeks of qualified FMLA leave, the first 20 weekdays will be paid at 90% of a team member's salary.
- The next 20 weekdays of any qualified FMLA leave will be paid at 60% of a Team Member's salary.
- Thereafter, team members may use any accrued, unused PTO available. Once the team member exhausts any available accrued, unused PTO, the leave will be unpaid unless they use accrued, unused PTO.

### **Flexible or Part-Time Hours**

If an employee's role allows for work to be completed from home or at school via flexible or part-time hours, they may use their leave more flexibly by:

- With their manager, preparing a written plan for completing work from home or in a flexible-hours arrangement to be approved by the Chief Executive Officer.
- The plan must include:
  - Scope of work and deliverables
  - Expected hours, timeline, and location(s) where work will be completed
  - Plan for communication with manager and, if applicable, team the employee leads

- Compensation for this flexible work must be tracked using KCGPA's invoice/hours tracking system. Compensation will be calculated by dividing the number of hours worked over a two week period by 80 and multiplying by the employee's compensation for a two-week pay period.

### **Pro Rata Contract**

KCGPA will provide Medical Leave/Parental Leave for employees who are not yet covered by FMLA requirements of 12 months and at least 1,250 hours over the past 12 months prior to taking such leave (an employee in their first year with KCGPA, which is typically not covered). In order to avoid abuse of this benefit (e.g. a new employee seeks employment at KCGPA, uses this benefit, and voluntarily resigns soon after), KCGPA requires a pro rata commitment from employees who fall below the months or hours needed for FMLA eligibility. This pro rata contract requires that, if the employee voluntarily resigns within one year of the start of the leave, s/he will repay KCGPA 50% of the payments provided during the course of that leave.

### **Supporting the Needs of Nursing Mothers**

- KCGPA provides a private room with a lockable door and blinds on windows for staff members to pump breastmilk, including a mini-fridge.
- If the electrical system of the classroom permits, pregnant and nursing mothers may also use a mini-fridge in their classroom to store snacks and breastmilk.

### **Additional Notices Concerning Leaves of Absence**

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

KCGPA reserves the right to revise this policy as needed, except as mandated by law.

### **Paid vs. Unpaid FMLA Leave**

If the qualified FMLA time off is due to military caregiver leave you will be eligible for up to 26 weeks of leave, but only the first 12 weeks will fall under the payment arrangement described. You can however use any other available PTO time once the 12 weeks are up to continue to be paid while on military caregiver leave.

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 During Non-Contracted Days**

If a leave falls during a period in which an eligible employee is not otherwise scheduled to work (e.g. a summer break for an 11-month employee), the leave period would pause during that unscheduled time period and resume upon the resumption of scheduled work.

### **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 manager 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 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 KCGPA 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 manager 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. KCGPA 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.

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

### **Medical and Other Benefits**

During an approved FMLA leave, KCGPA 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 KCGPA 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.

### **Planning for Leave**

KCGPA requests that employees prepare a basic plan prior to their paternal leave that covers the following elements.

- Time off window. When the employee expects the baby to be due or the adoption to occur, how much time off she or he will take beforehand, and how much after. This is not a commitment, it's an intention to help the employee and manager plan.
- Communication plan with manager while away. How the employee and manager intend to communicate, how often, and about what? This will vary greatly depending on the employee's role and intended duration of leave.
- Communication plan with team while away. How the employee and her or his team intend to communicate, how often, and about what? An individual contributor may only

need to communicate with the person covering for them. A manager may need to be more available, especially if the person covering doesn't have as much experience. In this case, a much more robust training program beforehand will be necessary.

- Naming and training of a #2. Decide on a number 2, even if you're an individual contributor. A strong plan will include a recommendation, a plan to train them, and what the employee thinks can be dropped or put on hold.
- Existing work review - project status, plans for work during, etc. This need not cover every last detail, but should highlight important workstreams. The intent is to help your manager and/or team make decisions on your plan and whether it makes sense in terms of your chosen number 2 and training plan.
- Brief team member review - If the employee is a manager, they should note pending actions or issues with anyone on her/his team -- anything the manager or number 2 might need to know in terms of personnel issues.

### **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, KCGPA requires that the Team Member provide a written statement to this effect.

### **Prohibited Interference and Discrimination**

KCGPA will not interfere with, restrict, or deny Team Members any right provided by the FMLA. Moreover, KCGPA 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.

# STUDENT HEALTH

## **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 KCGPA. 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 KCGPA**

Students may not transport any medication, including prescription, over-the-counter, or herbal medication, to KCGPA. All medication must be transported to KCGPA 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, KCGPA 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. KCGPA 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, KCGPA 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**

KCGPA is equipped with an epinephrine auto-injector, more commonly known as an EpiPen. 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 nonhealth provider such as a teacher. The parent/guardian is responsible for providing emergency medications to KCGPA. If the emergency medication has not been provided or is expired, the student may not attend the field trip.



## **Student Allergy Prevention and Response**

KCGPA 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 KCGPA policies and procedures pertaining to the identification and accommodation of students with disabilities. All KCGPA staff members are required to follow any 504 Plan or IHP/EAP developed for a student by KCGPA.

KCGPA staff members may use air fresheners, oils, or other such items intended to add fragrance in any KCGPA 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 KCGPA.

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 KCGPA Board policy.

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

KCGPA 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 KCGPA property, on KCGPA transportation, or at a KCGPA activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

KCGPA 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.

## **Crisis Response**

KCGPA provides each team member with a separate binder outlining procedures and protocols associated with fires, tornadoes, intruders, and other situations requiring extraordinary responses.

KCGPA will review this material with team members annually.

Please contact the Chief Executive Officer to request a copy of the crisis response materials.

## **Mandated Reporting: Child Abuse and Neglect Reporting**

All KCGPA 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 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:

- Notify the Dean of Culture, Social Worker, and School Leader of the situation.
- Complete the [KCGPA Child Abuse & Neglect Reporting Form](#).
- Call the Missouri Department of Social Services Children’s Division Child Abuse and Neglect Hotline Unit
  - (800) 392-3738
  - <https://dss.mo.gov/cd/keeping-kids-safe/can.htm>

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

For training, you can access the [Missouri Kids First free online training](#).

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 School Leader.

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).

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

KCGPA 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 KCGPA’s Board of Directors;

Required reporting of allegations of sexual misconduct by the Chief Executive Officer per the Amy Hestir Student Protection Act and KCGPA 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.

### **Transporting Students**

KCGPA 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 are 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. These policies include the use of car services such as Uber, Lyft, taxis, and similar services.

# HR POLICY UPDATES DURING CORONAVIRUS

## Safe Return to School and Continuity of Services Plan

A detailed overview of our mitigation strategies is available [here](#).

Current KCMO data is maintained [here](#).

## FAQs

Does KC Girls Prep require team members or students to get a COVID-19 vaccine?

- KCGPA strongly encourages all staff and students who are eligible to receive the COVID-19 vaccine.
- KCGPA is committed to connecting its staff and students with local providers to receive the vaccine.
- KCGPA does not, however, require vaccination nor request information about vaccination status from staff or students.

If COVID-19 is contracted at school, are medical bills covered?

- It is very difficult to pin down the exact source of contact. Missouri's worker's compensation laws in this case apply only to first responders.
- Personal medical coverage through KCGPA or another source is required to cover the medical expense.

Is COVID-19 testing covered on the KCGPA medical plans?

- Yes. UHC health plans cover:
  - Cost share waivers for COVID-19 testing-related visits, testing (diagnostic and antibody) and treatment
  - Telehealth coverage for COVID-19-related services for both in-network and out-of-network providers
  - Telehealth coverage for non-COVID-19-related services for in-network providers

What if a team member can't work in person?

- Accommodations and modifications may be made on a case-by-case basis with approval from the team member's manager, School Leader, and Chief Executive Officer.
- Medical documentation is required.
- See [Exemptions from In Person Work](#) for more detailed information.

Does contracting COVID impact PTO?

- Absences due to a team member contracting COVID-19, including symptoms experienced after a vaccination, do not count against PTO banks.

Are we asking staff who return to in person work after testing positive to submit a negative test before returning?

- Yes. Any staff member who has a confirmed positive test for COVID-19 will be required to submit a confirmed negative COVID-19 test before returning to work.

### **Exemptions from In Person Work**

Our first priority remains the health and safety of our team, students, and families.

Under the ADA and MHRA, KC Girls Prep will accommodate those individuals with health conditions that render them unable to return to in-person work. Medical documentation of relevant health conditions is required.

Any employee who is unable to receive a COVID-19 vaccination for medical or religious reasons and is at increased risk for severe illness may request an exemption to working in person by notifying their manager, the School Leader, and the CEO in writing.

If approved, the team member will work remotely, carrying out the full functions of the job, and working a full day.

Each case will be reviewed by the School Leader, Chief Executive Officer, and legal counsel. Approval or denial of the request will be made to the employee in writing. The employee's manager will be notified as to the employee's overall status without disclosing the reason for the request. If the request is denied, the employee's options will be discussed. If the exemption request is approved and the employee's job is not conducive to remote work, other duties may be assigned.

The duration of the approval will be dependent on the reason for the request and reconsideration may be required.

# HR AND EMPLOYMENT POLICIES

References to Team Members: The terms employees, associate, staff member, personnel, intern, trainee, and teacher may all be used in this document to refer to either full or part-time team members of Kansas City Girls Preparatory Academy.

## **Benefits**

### **Eligibility**

Team members that are compensated by KCGPA for an average of 30 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 the first of the month following the employee's date of hire.

### **Benefits Summary**

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

### **Retirement Plans**

Required Kansas City Public School Retirement System (KCPSRS)

- Kansas 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).
- KCGPA team members are required to participate in the Kansas City Public School Retirement System (KCPSRS) – which includes a mandatory contribution to the KCPSRS by the team member, and a matching contribution by the school.

Optional 403b

- KCGPA offers an additional investment opportunity under an [optional 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 Renea Simpson at [Renea.Simpson@aig.com](mailto:Renea.Simpson@aig.com) or [schedule a virtual meeting or phone appointment](#) for more information.

## **Employee Assistance Program**

KCGPA is pleased to offer team members the opportunity to participate in the [Employee Assistance Program \(EAP\) through Lincoln Financial](#). This confidential program provides professional counseling services.

All full-time and part-time benefits eligible team members of KCGPA are eligible for this program, which includes online tools, in-person options, and remote 24/7 assistance.

For more information, please contact Becki Joiner, our HR representative, at [JoinerB@caravus.com](mailto:JoinerB@caravus.com).

## **Benefits End Date for Departing Employees**

Benefits will end on June 30 of a school year for team members who are leaving at the end of a school year, unless the employee departs prior to the end of their contract.

## **Employment Policies**

### **At Will Employment**

Employment at KCGPA 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 KCGPA 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.

Though not required due to the nature of an "at will" contract, KCGPA 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 and Categories**

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 30 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 KCGPA 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 benefits 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 two (2) to 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.

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

### **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 manager indicating hours worked. All overtime must be approved in advance by the team member’s manager.

Exempt employees are expected to work the hours necessary to perform their jobs, including time necessary to maintain an efficient operation. In addition to mandatory deductions or deductions authorized or otherwise required by applicable law, KCGPA will not make deductions from salary except under the following circumstances:

- Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability, provided the employee does not have any PTO or other approved leave available.
- Deductions from pay may be made when an exempt employee is absent from work for one or more full day due to illness or disability, provided the employee does not have any PTO available or other approved leave available.
- Deductions from pay may be made for unpaid disciplinary suspensions of one or more full days imposed for violation of a workplace conduct rule (e.g., anti-discrimination/

anti-harassment policy, workplace violence policy, or other similar workplace conduct rules applicable to employees).

- Deductions from pay may be made for FMLA-related absences when the employee does not have any paid leave time available.

Any employee, who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Human Resources Department immediately. Human Resources will promptly investigate the concern and make any corrections necessary. No employee will be retaliated against for raising any questions under this policy.

### **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 manager to pre-approve overtime hours. Exempt team members are not eligible for overtime pay.

### **Equal Employment Opportunity**

KCGPA 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, gender identity, 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.

### **Paychecks/Direct Deposits**

All team members receive pay through direct deposits to their personal bank or savings account on the 15th and the last day of each month. Pay stubs are distributed via email by EdOps.

When a payday falls on a weekend or bank holiday, funds are deposited the last business day prior to the weekend or bank holiday. When a payday falls on a KCGPA holiday that is not a bank holiday, funds will be deposited on the normal pay date.

## **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 KCGPA'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 KCGPA 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 KCGPA.

The materials, products, designs, plans, ideas, and data of KCGPA 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 KCGPA 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 KCGPA, 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 KCGPA, 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 KCGPA:

- information that the law classifies as confidential, such as certain employment, health, or medical information about School team members or identifying information about minors;
- KCGPA 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 KCGPA 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 KCGPA, team members may not disclose confidential information to third parties or knowingly allow others to disclose such information, without prior written consent from KCGPA'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 (FERPA)**

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 KCGPA team members must comply with the requirements of FERPA.

Any team member who discloses confidential KCGPA or student information will be subject to disciplinary action up to and including termination. Maintaining the confidentiality of KCGPA'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 KCGPA'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.

### **Team Member 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. KCGPA 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 KCGPA's 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 managers, not through gossip and unproductive conversation.

### **Corrective Action**

KCGPA 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**

KCGPA 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 observe the following standards regarding personal appearance:

- Be physically clean and neat.
- Wear appropriately professional attire; clothing that is torn or wrinkled is not appropriate. (See table below for additional description);
- The 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;
- KCGPA logoed shirts and other school logo-apparel may be worn with business/business casual bottoms Monday - Thursday.
- Jeans are ok on Fridays only unless otherwise noted.

Questions about the appropriateness of an article of clothing should be directed to the School Leader, as an alternative, a good rule of thumb is to wear only clothing that a team member is sure is appropriate. KCGPA 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 a request from a manager to address the issue.

## **Professional Development**

Team members are required to participate in appropriate professional development activities identified by the Chief Executive Officer or School Leader. 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 School Leader.

## **Relay National School Leaders Academy Fellowship**

Certain teachers and/or leaders of KCGPA may be invited to participate in the Relay National School Leaders Academy Fellowship ("Relay) (the " Relay Fellowship") if that training would maintain or improve the skills required by the teacher's current position with KCGPA. 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 KCGPA.

KCGPA will pay the Relay Fellowship tuition for team members who successfully complete the Relay Fellowship and continue employment with KCGPA for at least two (2) years after completion. However, upon acceptance into the Relay Fellowship, team members will be required to sign a tuition repayment agreement. Additional information will be provided to team members 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 KCGPA. A teacher who has not met the minimum educational requirements of his or her current position with KCGPA will not be eligible to participate in the Relay Fellowship.

## **Other Professional Development Programs**

Depending on the school's needs and staff member's development priorities, staff may participate in a variety of additional professional development programs, some of which may require overnight travel. These programs include, but are not limited to, the following. Staff are encouraged to identify and share additional learning opportunities that would advance their professional learning and our shared mission.

- Travel for learning visits to the Young Women's Leadership Network and other high-performing urban schools
- Achievement Network
- Consultants with content-specific expertise (e.g. a math curriculum consultant)
- EL Education
- The Fellowship for Race and Equity in Education
- National Council of Teachers of Mathematics
- Promise54
- Relay Graduate School of Education
- Student Achievement Partners
- Teach like a Champion's Train the Trainer programming

- UnboundEd
- UChicago STEP Literacy Programming

### **Duties as Assigned**

Team members will be assigned a variety of tasks and duties throughout the school year. KCGPA 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 KCGPA team member for an organization other than KCGPA, 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.

### **Tobacco-Free School**

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 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 KCGPA 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 KCGPA'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 KCGPA premises (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other KCGPA- or work-related activity whether on or off KCGPA premises;
- The use of alcohol on KCGPA premises (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other KCGPA or work-related activity whether on or off KCGPA premises, provided, however, KCGPA 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 KCGPA premises, operating a vehicle leased or owned by KCGPA, or performing services for or on behalf of KCGPA; and
- Having alcohol in your system during school hours or at any time in which a team member is interacting with students of KCGPA.

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. KCGPA reserves the right to require a team member to take a leave of absence or comply with other appropriate action determined by KCGPA.

Team members who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, KCGPA 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**

KCGPA 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 manager of any work-related injury.
- Team member or manager 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 manager 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 KCGPA'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.

### **Teacher Workroom**

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.
- Please "leave it cleaner than you found it"

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.

### **Conflict Resolution and Complaints**

It is the practice of KCGPA 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. KCGPA 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 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 KCGPA 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 KCGPA 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 School Leader 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 School Leader 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 School Leader's response (unless the matter directly involves the Chief Executive Officer or School Leader).

- 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 School Leader 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**

KCGPA 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 School Leader or Chief Executive Officer to resolve;
- If the team member and School Leader 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 School Leader or Chief Executive Officer and the team member has reason to believe the School Leader or Chief Executive Officer may be less than impartial.

### **Anti-Harassment**

KCGPA 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, KCGPA prohibits conduct that is inconsistent with KCGPA's values and beliefs even though it may not violate the law.

It is KCGPA'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 managers, 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 manager, a member of KCGPA leadership, a Board member, or outside counsel. Any manager or member of KCGPA leadership who becomes aware of potential violations of this policy is required to contact the Board Chairman or the Secretary immediately.

KCGPA 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 KCGPA'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 managery, non-managery, 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. KCGPA 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**

KCGPA will not tolerate hazing or bullying in any form. KCGPA 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. KCGPA 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. KCGPA team members who violate this policy may be disciplined or terminated. The School Leader will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. KCGPA 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.

### **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.

## **Human Resources and Business Services Contacts**

For day-to-day operational and human resources questions, please contact Dani Murphy, Director of Operations:

- [dmurphy@kcgpa.org](mailto:dmurphy@kcgpa.org)
- 918-440-5561

For questions regarding benefits and payroll, Kristin Brown serves as KCGPA's point of contact at EdOps. EdOps is an organization that contracts with KCGPA for business and operations services so that school leadership can remain focused on supporting culture and academics. Kristin can be reached at:

- [kristin@ed-ops.com](mailto:kristin@ed-ops.com)
- (816) 388-9725

For questions regarding specific benefits options, contact your benefits provider (typically listed on the back of your membership card) or contact Becki Joiner, our HR representative, at [JoinerB@caravus.com](mailto:JoinerB@caravus.com).

## **Equipment, Technology, and Internet Use**

### **Care of Equipment**

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.

All KCGPA 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 KCGPA 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 KCGPA. Team members should follow all software licensing agreements, and contact the Chief Executive Officer with any questions or concerns regarding licensing. KCGPA reserves the right, at any time, to search and inspect KCGPA systems, equipment, or material. Please see the full Equipment, Technology, and Internet Use policies set forth herein.

## **E-mail**

All KCGPA 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.

## **Use of Equipment**

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

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of KCGPA computer network system should be in support of education and research, consistent with the educational mission or objectives of KCGPA and in accordance with federal law, Missouri law and all school policies.

Staff members should have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of KCGPA network system may lead to the discovery that an individual has or is violating KCGPA policy or the law.

KCGPA makes no warranties of any kind, either express or implied, that the functions or the services provided by or through KCGPA technology system will be error-free or without defect. KCGPA will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. KCGPA is not responsible for the accuracy or quality of the information obtained through or stored on KCGPA system. KCGPA 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"), KCGPA has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. KCGPA 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 KCGPA 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.

## **Acceptable Uses of KCGPA's Equipment**

Software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and KCGPA's electronic mail system, KCGPA'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 KCGPA, 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 KCGPA's Equipment**

KCGPA'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 KCGPA's Equipment. KCGPA will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against KCGPA's policies or contrary to KCGPA's best interest.

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

## **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 KCGPA. As such, they are intended to be used for job-related and business purposes only.

KCGPA 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.

KCGPA 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 KCGPA'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 KCGPA via KCGPA's Equipment is considered a statement that reflects on KCGPA. All communications sent by students and team members via KCGPA's Equipment must comply with this and other KCGPA policies.

## **Intellectual Property**

KCGPA is excited to share its work and documentation with other schools. 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 KCGPA 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 KCGPA.
- Check with the School Leader 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 KCGPA.

### **Software and Copyright Issues**

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

The Board encourages teachers and staff assigned to KCGPA 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 KCGPA 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:

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

### **Additional Copyright and Fair Use Guidelines**

- 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.

### **Social Media Policy**

KCGPA 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 may be blurred.

KCGPA staff is prohibited from communicating with students and families via social media unless specifically approved by KCGPA's Chief Executive Officer or School Leader. KCGPA team

members should communicate with students and families via face-to-face meetings, phone calls, and text messages.

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

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

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 School Leader 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 KCGPA unless the team member is expressly authorized by KCGPA Chief Executive Officer or School Leader to make an official statement on behalf of KCGPA
- does not violate laws applicable to communications with or about students
- does not disclose proprietary or confidential information of KCGPA
- 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 KCGPA reserves the right to discipline for impermissible behavior that utilizes social media.

Additionally, KCGPA 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 KCGPA-related activities in the online environment as well as during one-on-one interaction and KCGPA-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 KCGPA and/or on a team member, especially (but not limited to) if that team member identifies his/her relationship to KCGPA. Communicating as a team member of KCGPA in online communications may be interpreted by readers as a communication on behalf of KCGPA.

If information is posted, the team member must disclose his/her relationship to KCGPA 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 KCGPA in their personal social media bio sections, associates are prohibited from using the "KCGPA" 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 KCGPA unless they have been formally authorized to do so by KCGPA Chief Executive Officer or School Leader. If contacted for information or an interview, refer the inquirer to KCGPA Chief Executive Officer.

If, on behalf of KCGPA, a team member is interested in creating branded social media accounts for marketing purposes, he or she should receive explicit permission from KCGPA's Chief Executive Officer or School Leader.

## **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 KCGPA 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.

## **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 KCGPA's School Leader and Chief Executive Officer, who will consult with legal counsel for additional guidance.

### **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 redistributed 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 KCGPA 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 KCGPA Students**

KCGPA staff is prohibited from communicating with students and families via social media or other forms of communication not specifically approved by KCGPA's Chief Executive Officer or School Leader. School staff should communicate with students and families via face-to-face meetings, phone calls, and text messages. 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 KCGPA 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 KCGPA to liability in certain instances. KCGPA 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.

### **KCGPA-Sponsored Social Media Sites**

It is the intention of KCGPA 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 KCGPA 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 KCGPA-related social media activity. KCGPA will consider establishing accounts to include (but not limited to):

- Twitter: When deemed appropriate by KCGPA administration, a main KCGPA Twitter account will be created to broadcast messages, deadlines, etc. to followers. The account will only respond to Direct Messages regarding KCGPA content or information.
- Facebook: KCGPA 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.

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

We want to build our reputation and share our successes and challenges with a broad audience. To do so, we must 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 KCGPA 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.

# COMPENSATION

## **Student Loan Support**

### **Public Service Loan Forgiveness (PSLF)**

[PSLF](#) forgives the remaining balance on some loan types after a participant has made 120 qualifying monthly payments (10 years) under a qualifying repayment plan while working full-time for a qualifying employer. KCGPA is a qualifying employer.

PSLF qualifications are here and should be reviewed in detail, as eligibility depends on what type of government loan a team member has and how they have been doing income-based repayments.

Note that only about 1% of the first wave of applicants who were eligible after 10 years had their loans repaid because of fine print issues. It's important to collect employment documentation yearly and carefully review all information.

### **Federal TEACH Grants**

The [TEACH Grant Program](#) provides grants of up to \$4,000 a year to students who are completing or plan to complete coursework needed to begin a career in teaching. Eligibility and application information is available on their website. KC Girls Prep is a [TEACH Grant eligible school](#).

Please note that this grant requires teaching in a TEACH grant eligible school for 4 years, or participants would have to pay back the money plus interest (converts to a loan). Participants have 8 years to complete this service obligation. It does not need to be done all at once or at the same school or in the same city/state location.

## **Leadership and Stipend Opportunities**

To develop leadership across the school, KCGPA encourages team members to take on leadership and stretch roles. At the same time, team members should ensure they have an excellent foundation in their current responsibilities before adding additional time commitments. Team members are also encouraged to pursue no more than one teacher-leadership role at a time to preserve balance and focus.



KCGPA will update the following stipend opportunities as needs evolve:

- Mentoring a Resident Teacher from the Kansas City Teacher Residency (KCTR) - \$3,000 stipend, paid by KCTR
- Grade Level Chair - \$2,500 stipend
- Content Team Lead - \$2,500 stipend
- Extracurricular/sports - stipends may vary depending on responsibilities and hours required
- Other responsibilities that merit a stipend may be determined as KCGPA's needs evolve

The first half of stipends are paid by January 30 of each school year, and the second half by June 30.

### **To Apply**

**Team members should** confer with their manager prior to applying for a stipend opportunity.

Please use [this googleform](#) to submit an application. Please also email your manager and the School Leader at the same time to ensure they see and review the application.

After applying, the School Leader will schedule an interview with you, potentially including your manager as well as other relevant stakeholders.

Note that team members in teacher leader roles will be required to attend meetings and some collaborative work time during the summer break to prepare for the coming year.

## **Promotions**

### **Purpose of Interviewing for Promotions and Lateral Transitions**

We seek to grow our team's capacity in order to achieve results for families and students we serve, and so want to have a clear path to promotion that all team members can discuss with their manager.

We also seek to ensure that every person who receives a lateral transition or promotion is crystal clear on the core competencies and responsibilities of their new role.

An internal interview process allows hiring managers and team members to engage in a shared experience of exploring the work of the new role so that they can ensure a mutual fit.

Confidentiality is maintained for team members who apply for an internal promotion.

## What should I expect from the interviewing process?

The responsibilities inherent in a new role – whether a promotion or a lateral transition – are often different than the role a team member currently inhabits. For this reason, we require a competency-based interview process for both lateral transitions and promotions.

Knowing that everyone does better when they can see the test in advance, we want to offer guidance for managers and their teams on the process for developing towards and interviewing for promotions.

### Process overview

- CEO notifies all staff of open positions available for promotion or lateral transition.
- Internal candidates discuss applying for a promotion with their manager and notify the CEO, Cc'ing the School Leader and their manager.
- The default is that an internal candidate follows the same interview process as external candidates, except for the phone screen and any administrative questions. Hiring managers have latitude to make reasonable adjustments to the normal interviewing process on the basis of prior evidence of strong performance in competency areas that the external interview process would normally select for. This may include adjusting a project or performance task or adapting interview protocols to target specific competencies.
- Privacy is paramount, as there may be multiple applicants for an open position. In addition, internal candidates may be declined, asked to engage in additional performance tasks to probe more deeply into specific competencies, or asked to re-apply after a specific development plan is implemented to grow their capacity.

Promotion	<ul style="list-style-type: none"> <li>• Reserved for exemplary performers</li> <li>• Requires a competency-based interview process which accounts for prior work in relevant competencies and areas of performance</li> </ul>
Lateral Transition	<ul style="list-style-type: none"> <li>• Reserved for extremely strong performers with a particular aptitude or long-term career interest that would allow them to contribute at the same title/role level on a different team</li> <li>• Requires a competency-based interview process which accounts for prior work in relevant competencies and areas of performance</li> </ul>
Vertical Growth	<ul style="list-style-type: none"> <li>• For someone remaining in the same role</li> <li>• More responsibility in the areas they are already working</li> <li>• May mean manager delegating more work to them and/or giving them leadership tasks</li> <li>• Usually this happens after they've already done some horizontal growth</li> </ul>

	<ul style="list-style-type: none"> <li>• Very job dependent</li> </ul>
Horizontal Growth	<ul style="list-style-type: none"> <li>• For someone remaining in the same role</li> <li>• Broaden responsibilities and give additional tasks in areas they are not presently active in</li> <li>• May mean asking them to cross-train with another team member to strengthen the team overall</li> <li>• Usually the first step on the path to promotion</li> </ul>
No Change	<ul style="list-style-type: none"> <li>• For someone remaining in the same role</li> <li>• Does not indicate a performance judgment as this is often dependent on factors outside of employee performance, such as existing workstreams, org-wide priorities, team structures, etc.</li> </ul>

**Travel and Expense Reimbursement**

**Purpose and Enforcement**

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

**Reimbursement Procedure**

Steps to request a reimbursement are [here](#).

**Key Terms**

“Associate” refers to any KCGPA team member.

“Travelers” refers to any and all associates, non-associates and consultants working for KCGPA.

“Organization” refers to KCGPA.

The “Card” refers to an approved, KCGPA-issued credit card.

**Responsibilities**

The Travelers 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, Travelers are not expected to gain or lose financially. As with all expenditures, Travelers 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 Traveler'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 Traveler'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 Traveler. 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 Traveler 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.
- Travelers 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 Traveler'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 approved, KCGPA-issued credit 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 manager should contact the Chief Executive Officer for 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 the Chief Executive Officer and Kristin Brown at Ed-Ops immediately. If after business hours, please notify First National Bank to close the Card.

## 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. Detailed instructions are [here](#). 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 manager'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 Travel**

All air travel should be booked at least 1 month in advance, and earlier if possible.

Reservations: If traveling by air, reservations should be made as far in advance as possible in order to secure possible discounts. Travelers 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.

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 Traveler and the transportation service provider. The Organization will not reimburse the traveler 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: Travelers 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: Travelers 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 Traveler'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. Travelers 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>20</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.

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

### **Taxi or Other Local Transportation**

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<sup>20</sup> If you need to show proof of this insurance to the rental car agencies you can pick up an insurance card from Finance.

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. Travelers are encouraged to use public transportation when feasible.

#### Non-Reimbursable Ground Transportation Expenses

The Organization will not reimburse travelers 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.

Travelers 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.

Travelers 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 school.

#### **Meals**

Personal meals are defined as food and beverage expenses incurred by the Traveler when on an out of town business trip. Expenses for personal meals vary greatly depending on the destination and choice of dining establishment. Travelers are expected to use their best judgment in incurring reasonable costs regarding this expense. Finance 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. Travelers 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.

Travelers 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 Travelers 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, Travelers 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 Travelers during business travel.

### **Telephone/Internet Expenses**

While traveling on business, Travelers will be reimbursed for reasonable and necessary: business phone calls, personal telephone calls, and internet access fees. Travelers 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. Travelers involved in an accident while on business should contact the Legal Department.

#### **International Travel Insurance**

International travel insurance is provided to Travelers who travel to certain foreign countries. This insurance provides coverage for any injury or accident and assistance with returning the

Traveler to the United States. In the event a Traveler requires medical attention in a foreign country, a Traveler may use the Card (or personal credit card) to pay for the health care charges. The Traveler should obtain a copy of the medical invoice and provide that invoice to Human Resources upon return to the United States.

### **Other 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 an organization 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: KCGPA Team Member Conflict of Interest Disclosure Statement**

1) I have received and read, understand and agree to abide by KCGPA’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 KCGPA does or is likely to do business.
- 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 KCGPA does or is likely to do business.

Organization Name	Person with Conflict	Relation to Team Member	Nature of Affiliation

\_\_\_\_\_  
Team member Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

## **Appendix B: KCGPA Personnel Policies Acknowledgement of Receipt**

I have on my computer or in my possession a copy of KCGPA 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 KCGPA'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 KCGPA 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