

Prohibited Expenditures

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. No officer, employee, or agent of Kansas City Girls Preparatory Academy may use public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No officer, employee, or agent of Kansas City Girls Preparatory Academy may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No officer, employee, or agent of Kansas City Girls Preparatory Academy may use public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

Capital Assets Accounting

The Board of Kansas City Girls Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.1. Definition of Capital Asset. A capital asset is an asset that is tangible in nature; has a life that exceeds one year; of significant value (\$5,000 per unit or a lower amount designated by the board of directors); and reasonably identified and controlled through a physical inventory system. Examples include: land, buildings, machinery, and furniture.

SECTION 1.2. Documentation. The Manager of Operations shall ensure that Kansas City Girls Preparatory Academy maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory. The Manager of Operations will ensure that a physical inventory of capital assets takes place once every two years.

SECTION 1.4. Annual Audit. The annual financial audit required by the Board shall include an exhibit in the audit report identifying all capital assets and the ownership interest of local, state, and federal parties.

Bonded Indebtedness

The Board of Kansas City Girls Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. The Board may issue bonds for any School expenditures as prescribed in state law.

Drug Free Workplace

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, students, and other employees. Employees who display physical manifestations of drug or alcohol use while on duty may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to participate in and complete rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense that occurred on school premises or while on duty must notify the School Leader of their conviction. Notification must be made by the employee to the School Leader within five (5) days of the conviction. Within ten (10) days, the School Leader will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The School will institute a drug-free awareness program to inform employees of:

The dangers of drug and alcohol abuse in the workplace.

This policy of maintaining a drug-free workplace.

Available counseling and rehabilitation.

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as all other medical records.

The School's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, he/she will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the School shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The School shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

Personnel Evaluations

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The School Leader shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the School leader on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the School Leader on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.4. The School Leader shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary with the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

SECTION 1.4.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Governing Board or its designated committee is considered final.

Staff Complaints And Grievances

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Intent of the Policy

SECTION 1.1. The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

SECTION 1.2. This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

SECTION 2. Definitions

SECTION 2.1. Complaint - A complaint means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

SECTION 2.2. Employee - Employee shall mean any person hired by the Board to perform services either full or part-time.

SECTION 2.3. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

SECTION 2.4. School Leader - Employee possessing that degree of administrative authority.

SECTION 2.5. Parties in Interest - Any persons involved in the processing and investigation of the complaint.

SECTION 2.6. Complaint File - A file maintained by the School leader containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

SECTION 2.7. Board - The Governing Board of Kansas City Girls Preparatory Academy.

SECTION 2.8. Notification - Means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record

SECTION 3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of Kansas City Girls Preparatory Academy who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.

SECTION 3.2 The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy,

rule, regulations, or written agreements that have allegedly been violated. The written request should be received by the charter school's office via certified mail at the following address 5000 E. 17th St. Kansas City, MO 64127.

SECTION 4.2. The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

SECTION 4.3. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

SECTION 4.4. The Governing Board may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

SECTION 4.5. At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Governing Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

SECTION 4.6 The overall time frame from the initiation of the complaint until rendition of the decision by the Governing Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

SECTION 4.7. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the (School Leader or other title) within twenty (20) business days of the hearing.

SECTION 4.8. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the School Leader either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Governing Board.

SECTION 4.9. If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to the Board Chair within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The Board Chair will notify the School Leader or his/her designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to the Board Chair.

SECTION 4.10 The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of his/her choice to assist in the presentation of the complaint at the Governing Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the School Leader or the complainant.

SECTION 4.11. The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Governing Board level of the complaint process, unless it is determined by the School Leader presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Governing Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15) working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

SECTION 4.12. The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated.

SECTION 5. Prohibited Reprisal Provision

SECTION 5.1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

SECTION 6. Collection of Information

SECTION 6.1. Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

Personal Leave

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

Specific policies and procedures governing contract length, daily hours, and leave (earning, accumulating, using, and receiving reimbursement for) shall be approved annually by the Board of Directors and communicated to staff as part of an approved Employee Handbook.

Equal Educational Opportunity

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

The School shall provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. A student may have more than one type of disability.

The School's programs and services available to meet the needs of these students shall meet the requirements of: The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and Missouri Special Education Services requirements found in sections 162.670 - .995, RSMo.

The identification of students with disabilities and the services provided by the LEA shall be in accordance with the regulations and guidelines of the department of elementary and secondary education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

School Calendar

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Annual Calendar

SECTION 1.1. The School Leader or his/her designee shall submit for approval by the Governing Board a calendar for the upcoming school year no later than May of each preceding year. The calendar shall specify the dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable laws and regulations.

SECTION 1.2. No later than the last regularly scheduled board meeting in May, the Governing Board shall officially adopt the upcoming school year calendar.

SECTION 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall be published on the School's website and via other communication channels no later than June.

SECTION 2. Authorization to Revise the Annual Calendar

SECTION 2.1. The Governing Board, upon recommendation by the School Leader or his/her designee has the authority to make changes to the official school calendar through a duly adopted board resolution.

Mental Health Awareness Training

Senate Bill 681 establishes a new requirement for mental health awareness training. This training may be given any time during a student's four years of high school and should be included in the school's existing health or physician education curriculum.

Employee Information Sharing

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. The School Leader or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

Section 2. Information Sharing

Section 2.1. The School shall provide information about a former employee to another public school upon request.

Section 2.2. The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School by the former employee if such violated related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3. All current and potential employees shall be given notice of this policy upon its adoptions.

Students of Legal Age

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Upon attainment of the age of eighteen (18), students shall be deemed adults for purposes of educational records, placement, and reporting.

Health Information Records

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Except as otherwise required by the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file. Only the School Leader or his/her designee shall have access to the locked file cabinet or secure computer file.

School Safety Plan and Emergency Closing Procedures

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. School Safety Plan:

The School will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

SECTION 2. Emergency Suspension of School Operations or Activities

SECTION 2.1. The School may abide by school closures for Kansas City Public Schools.

SECTION 2.2. The Governing Board further authorizes the School Leader or his/her designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

SECTION 2.3. The School Leader or his/her designee shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

SECTION 2.4. School activities, including but not limited to extracurricular events, activities, clubs, competitions, and athletic events, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The School Leader or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the School Leader or his/her designee's discretion, school activities as described in Section 2.4, may be canceled even after a completed school day if conditions exist to warrant such suspension. The School Leader or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

School Attendance

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the School Leader. Individual petitions for any deviation from full-time attendance shall be considered by the School Leader on the merits of the individual student's application and in compliance with applicable state law and regulations.

SECTION 2. Students may attend the School on a part-time basis as provided by applicable state law and regulations of the Board.

SECTION 3. In order to receive maximum benefit from instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 4. Attendance Rules.

SECTION 4.1. Absences will be classified as excused or unexcused absences. The following circumstances are excused absences:

Personal illness or attendance in school endangers a student's health or the health of others.

A serious illness or death in a student's immediate family necessitating absence from school.

A court order or an order by a governmental agency mandating absence from school.

Observance of religious holidays.

Conditions rendering attendance impossible or hazardous to student health or safety.

A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

SECTION 4.2. Unexcused absences are all failures to attend school for a reason other than one listed in Section 4.1.

SECTION 4.3. If a student is absent from school, the student must bring a written excuse the day the student returns to school.

SECTION 4.4. When the student is absent, the school will attempt to contact the parent/guardian to determine the cause of absence. However, a written excuse must be brought, whether or not contact

with a parent/guardian is made by phone. The School Leader's designee for absentee calls will maintain an accurate phone log.

SECTION 4.5. All school-work missed due to absence must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 4.6. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 4.7. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

Eye Protection

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

(1) Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;

(2) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

Parents and Student Complaints and Grievances

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of authority shall be as follows:

1. **Classroom related concerns** – teachers
 2. **School related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.) – [School Leader or other title]
 3. **Appeals** – Governing Board Grievance Committee
- Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3. All Appeals to the Governing Board Grievance Committee must be submitted in writing and submitted to boardchair@kcgpa.org.

Drug Free Schools

The Governing Board of Kansas City Girls Preparatory Academy adopts the following regulation effective on the date that the policy is adopted by the Board.

SECTION 1. Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the School shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. (See also Policy 6130 - Drug Education.) Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SECTION 2. The School shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

SECTION 3. The School certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The School conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Student Fees

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit. Students are required to pay for materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

Students may be charged fees or admission for participation in activities, which are voluntary, such as attendance at school athletic, or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.

School Chaperones

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Chaperone Duties and Responsibilities.

SECTION 1.1. All students must ride in school provided transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. At no time will students ride in transportation not provided by the school unless prior approval by administration is granted in writing.

SECTION 1.2. School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all Kansas City Girls Preparatory Academy students.

SECTION 1.3. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a Kansas City Girls Preparatory Academy staff member or administration.

SECTION 1.4. School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

SECTION 1.5. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 1.6. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 1.7. Chaperones may not bring siblings of their child who is attending the trip.

SECTION 1.8. Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

SECTION 1.9. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.

SECTION 1.10. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 1.11. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 1.12. A School staff member or chaperone should never leave Students unattended.

SECTION 1.13. Students should remain with their specific chaperone unless authorized by a Kansas City Girls Preparatory Academy staff member.

SECTION 1.14. Students who become ill during the course of a field trip should be brought to a Kansas City Girls Preparatory Academy staff member. Parents of the student should be promptly contacted by the Kansas City Girls Preparatory Academy staff member. The School staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 1.15. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and Kansas City Girls Preparatory Academy staff

Seclusion, Restraint and Corporal Punishment [Revised]

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 6. Law Enforcement or Emergency Medical Personnel Assistance

Section 6.1. In some instances, in which a student is an immediate danger to himself or herself or others, the School or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Section 6.2. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

Section 7. Corporal Punishment

Section 7.1. For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed by or volunteering on behalf of the School shall administer corporal punishment or cause corporal punishment to be administered upon a student attending LEA schools.

Section 7.2. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the School's policy on student seclusion, isolation, and restraint is not a violation of this policy.

Section 7.3. A student shall not be subject to corporal punishment procedures without a parent or guardian being notified and providing written permission for corporal punishment.

Active Shooter Training and Drills

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. Teacher and Employee Training

At the discretion of school administration, the school may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property.

The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

SECTION 2. Simulated Active Shooter and Intruder Response

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

- (1) Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
- (2) Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission.

SECTION 3. The school shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.

Strip Searches

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Strip Searches

Section 1.1. No employee or volunteer at the school shall perform a strip search of any student of the school.

Section 1.2. A student may be strip search by or under the authority of a commissioned law enforcement officer.

Section 1.3. A student may be strip searched by a school employee only if a commissioned law enforcement office is not immediately available and if the school employee reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person.

Section 1.4. If a student is strip searched by an employee of the school or a commissioned law enforcement officer, the school will attempt to notify the student's parent or guardian as soon as possible.

Section 1.5. For the purposes of this policy, strip search means the inspection of a person's anus or genitalia, including but not limited to inspections conducted visually, manually or by means of any physical instrument. A strip search shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student; give medical attention to a student; provide health services to a student; or screen a student for medical conditions.

Section 2. Emblem, Insignia or Garment

Section 2.1. No employee of or volunteer in or board member of the school shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.

Section 3. Violation of Policy

Section 3.1. Any employee of the school who violates Section 1 of this policy shall be immediately suspended without pay, pending an evidentiary hearing, when such employee is entitled by statute or contract to such hearing. If an employee is not entitled to such evidentiary hearing, the employee shall be suspended pending completion of due process or further disciplinary action.

Will's Law

Will's Law requires school nurses to develop an individualized health care plan that address particular emergency situations relating to a student's epilepsy or seizure disorder.

Jason Flatt/Avery Reine Cantor Act

Under this Act, a high school that has identification cards must print the three digit dialing code that directs calls and routes text messages to the Suicide and Crisis Lifeline, 988.

Organ, Eye, and Tissue Donation

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Presentation on Organ, Eye, and Tissue Donation

Section 1.1. Any state or nationally recognized program or organization that provides unbiased information on organ, eye, and tissue donation that requests to present information on organ, eye, and tissue donation to the Board shall be allowed to give such presentation and shall be allotted no less than thirty minutes for the presentation.

Section 1.2. The Board shall consider the information presented and decide whether to present such information to students and parents in the school and the manner in which such information shall be presented.

Section 2. Student Instruction

Section 2.1. No student shall be required to participate in any instruction relating to information about organ, eye, and tissue donation if the student has any sincerely held religious or emotional belief which is contrary to such instruction.

Admission and Enrollment Policy

Charter schools are free and open to all students who are residents of the school district in which the charter school is located and students who are eligible to attend schools in that district under a voluntary desegregation program (R.S. MO §160.410). Legislation passed in Missouri in 2012 allows for single sex charter schools, provided enrollment in the school is voluntary. KCGPA will be free of any tuition or fees and open to female students who are eligible to attend Kansas City Public Schools.

For more information on single sex school law, please see Appendix B.1.8: Compliance with Nondiscrimination Law.

KCGPA will give enrollment preference to students residing in priority zip codes (64106, 64108, 64109, 64120, 64123, 64124, 64125, 64126, 64127, 64128, 64129, 64130), students who are children of KCGPA employees, and siblings of students previously enrolled in the school provided those students satisfy the residency requirements. KCGPA will not have admission criteria and will accept and meet the needs of all students.

The school will take students on a first-come, first-served basis until its enrollment threshold is met. In the event there are more applications than seats, the school will use a lottery process to give every applicant an equal chance of admission. In order to ensure the school continues to serve its target population over time and in accordance with R.S.Mo 160.410.2(1), KCGPA will provide a geographical enrollment preference to students living in zip codes where statutorily defined “high-risk” factors are prevalent and existing performing school options are limited. The school plans to locate its permanent facilities within the enrollment preference area. The school will focus its marketing and recruiting efforts in those areas of the city where the likelihood of students exhibiting at least one of the “high-risk” factors identified in state statute is greatest. (R.S.Mo 160.405.2)

KCGPA will employ the sibling enrollment preference pursuant to R.S.Mo 160.410.2(2) in order to better retain students who may leave the school if their younger siblings are compelled to attend a different district or charter school due to full enrollment. Students whose parents are employed at KCGPA and reside, like the student, within the boundaries of the Kansas City, Missouri School District will also receive admission preference pursuant to R.S.Mo 160.410.2(2).

As a charter public school, KCGPA cannot and will not selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic. The school will be required to take students on a first come first served basis. In the event there are more applications than seats, the school will use a lottery to give every applicant an equal chance of admission per R.S.Mo 160.410.

The school will create an application period from September 2022 to March 2023 and set the maximum number of students it is prepared to enroll at a particular grade level (e.g. 100 fifth graders). If, by the end of the application period, the maximum capacity is not reached, all students submitting application forms will be admitted into the school. If maximum capacity is exceeded, all students who applied during the application period will be assigned numbers which will be randomized and randomly selected by computer for admittance. Students who are not selected, or students who submit application forms outside the application period, will be placed on a wait list and are randomly selected as seats become available at their grade level.

Students receiving geographical enrollment preference, who have siblings already attending KCGPA, or whose parents/guardians work at the school and reside, like the student, within the boundaries of Kansas City Public Schools will receive priority in the application or lottery procedures by being admitted through application or lottery first. Students who do not have a statutorily approved enrollment preference (R.S.Mo 160.410.2) will then be admitted through application or a secondary lottery based on the process described above

Lottery Policy

The following policy represents a draft policy that has not yet been Board-approved. KCGPA's Board will review and approve a final lottery policy before the opening of its enrollment window in Fall 2019.

Proof of Residence

KCGPA and Missouri Charter law require that students reside within the geographical boundaries of the Kansas City Public Schools. To uphold this law, proof of residency may be requested to verify residency for existing students under the following circumstances:

- Returned Mail
- Excessive Tardies
- Non-working phone numbers
- Probable cause

Proof of Residency that is accepted is outlined below. Set A applies to families living in their own home. Set B applies to families living with other district families.

Set A: Acceptable Proofs of Residency (2 required)

- Rental Agreement
- Lease
- Deed
- Mortgage Statement (dated within the past 30 days)
- Water Bill (dated within the past 30 days)
- Gas Bill (dated within the past 30 days)
- Electric Bill (dated within the past 30 days)

Utilities must be dated within the past thirty days, in the name of the parent/legal guardian, name and address must be printed in the "service at" line and cannot read "final bill."

Set B: Acceptable Proofs of Residency (3 required)

- Driver's License W-2 (All items below must be dated within the past 30 days)

- Paycheck Stub
- Utility Bill
- Car Insurance Statement (ID card not accepted)
- Loan Paperwork
- Court Paperwork
- Government Paperwork

Kansas City Girls Preparatory Academy (KCGPA) shall enroll only pupils that reside in the Kansas City Public Schools district boundaries (KCPS). KCGPA does not limit admission based on race, ethnicity, national origin, disability, income level, proficiency in the English Language, or athletic ability, but may limit admission to pupils within a given age group or grade level. As an all-girls school, KCGPA does limit admission based on gender.

If capacity of KCGPA is insufficient to enroll all pupils who submit a timely application at any grade level, KCGPA will use a lottery admissions process that assures all applicants of equal chance of gaining admission except that:

1) Category 1: KCGPA gives preference for enrollment to girls whose siblings attend the school or whose parents are employed at the school and reside in the school district boundaries. If there are fewer openings at a grade level then students on the wait list from category #1, a lottery is used to determine which pupils will be admitted. If the number of pupils from category #1 wait list is equal or less than the opening at a grade level, all category #1 pupils will be admitted. If there are still openings, category #2 will be used to fill remaining openings.

2) Category 2: KCGPA gives preference for enrollment to girls who reside in the KCPS district boundaries within the following zip codes: 64106, 64108, 64109, 64120, 64123, 64124, 64125, 64126, 64127, 64128, 64129, 64130. If after pupils from category #1 above are enrolled there are fewer openings at a grade level than students on a wait list from category #2, a lottery is used to determine which children will be admitted. If the number of pupils from the category #2 pupils will be admitted and there are still openings, category #3 will be used to fill remaining openings. All pupils on the wait list school-wide will be used to fill remaining vacancies by grade level. If after pupils from categories #1 and #2 above are enrolled, and there are fewer openings at a grade level than students on the wait list from category #3, a lottery is used to determine which children will be admitted. If the number of pupils from category #3 wait list is equal or less than the opening at a grade level, all category #3 pupils will be admitted.

Category 3: KCGPA will enroll pupils who reside in the KCPS district boundaries outside of the following zip codes: 64106, 64108, 64109, 64120, 64123, 64124, 64125, 64126, 64127, 64128, 64129, 64130.

Show-Me-Success Diploma Program

The Show-Me-Success Diploma program is an alternative pathway to graduation for high school students. Any student earning a Show-Me-Success Diploma may elect to remain in high school or enroll in a qualifying postsecondary educational institution.

Parental Notification

Any charter school that is in the bottom 5% of scores on the annual performance report is required to mail a letter to the parents and guardians of each student in the school informing the parents and guardians of the score and any options available to such students as a result of the school's score.

Missouri Student Religious Liberties Act

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. Anti-Discrimination

Section 1.1. Kansas City Girls Preparatory Academy shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

Section 1.1. Kansas City Girls Preparatory Academy shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner Kansas City Girls Preparatory Academy treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Section 2. Student Expression in Homework and Classroom Assignments

Section 2.1. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

Section 2.2. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by Kansas City Girls Preparatory Academy.

Section 2.3. Students shall not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork or other written or oral assignments, Kansas City Girls Preparatory Academy shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.

Section 3. Student Prayer, Religious Activities, and Religious Expression

Section 3.1. Students in Kansas City Girls Preparatory Academy may pray or engage in religious activities or religious expression, before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive of scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

Section 3.2. Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups.

Section 3.3. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

Section 3.4. Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

Section. 3.5. Kansas City Girls Preparatory Academy may only disclaim sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

Section 4. Student Clothing, Accessories, and Jewelry

Section 4.1. Students at Kansas City Girls Preparatory Academy may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

Section 5. Construction

Section 5.1. This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person
- Prohibit Kansas City Girls Preparatory Academy from maintaining order and discipline in a content and viewpoint neutral manner
- Prohibit Kansas City Girls Preparatory Academy from protecting the safety of students, employees, and visitors of Kansas City Girls Preparatory Academy
- Prohibit Kansas City Girls Preparatory Academy from adopting and enforcing policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.

Limited Public Forum

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. Establishment of Limited Public Forum

Section 1.1. A limited public forum is hereby established for student speakers at all Kansas City Girls Preparatory Academy events at which a student is to publicly speak.

Section 2. Student Speakers

Section 2.1. Students speakers at school events and graduation ceremonies shall be selected using the following neutral criteria:

- Grade point average
- Staff voting

Section 2.2. Student speakers are prohibited from engaging in obscene, vulgar, offensively lewd, or indecent speech.

Section 2.3. Student expression in the limited public forum on an otherwise permissible subject shall not be excluded from the limited public forum because the subject is expressed from a religious viewpoint.

Section 3. Disclaimer

Section 3.1. Any student speech at a school event or graduation ceremony does not reflect the endorsement, sponsorship, position, or expression of Kansas City Girls Preparatory Academy.

Section 3.2. Such disclaimer shall be made in writing, orally, or both prior to a student speech at any school event or graduation ceremony.

Reading Instruction

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

The School shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas.

The program may include "explicit systematic phonics", which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.

Reading Intervention

This legislation applies the requirements for reading success plans for the first time to charter schools. Each school is required to have a policy for reading success plans. These plans should provide all parents and guardians of students with a plan that includes suggestions for regular parent-guided home reading. Charter schools are also required to provide intensive reading instruction to students as set forth in the act.

Charter schools are also required to assess all students enrolled in kindergarten through 3rd grade at the beginning and end of each school year for their level of reading or reading readiness. Additionally, charter schools shall assess any newly enrolled student in grades one through five for their level of reading or reading readiness.

At the beginning of the school year, each charter school shall provide a reading success plan to any student who exhibits a substantial deficiency in reading or has been identified as being at risk of dyslexia. In addition, each charter school shall ensure the parent or guardian of any student in kindergarten through 3rd grade who exhibits a substantial deficiency in reading and shall provide them information listed in the act.

If a student has a substantial reading deficiency at the end of 3rd grade, promotion or retention of the student shall be discussed by the student's parent or guardian and appropriate school staff. Charter schools shall provide students identified as having a substantial reading deficiency with certain services as set forth in the act.

Finally, each charter school shall ensure that intensive reading instruction is provided through a reading development initiative to each kindergarten through 5th grade student who is assessed as exhibiting a substantial reading deficiency. Such instruction shall comply with criteria listed in the act.

Computer Science Courses

This statute requires schools to offer certain coursework and instruction in computer science and computational thinking. Such courses must meet certain standards established by the State Board of Education and the Department of Elementary and Secondary Education.

Human Sexuality And Sexually Transmitted Diseases Instruction

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

(1) Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;

(2) Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;

(3) Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;

(4) Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;

(5) Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure;

(6) Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.

(7) Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content,

to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing & Exploited Children's CyberTipline;

(8) Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even amount friends;

(9) Teach pupils about sexual harassment, sexual violence, and consent:

(a) "Consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent;

(b) "Sexual Harassment" means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate;

(c) "Sexual Violence" means causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent.

SECTION 2. When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SECTION 3. The School shall notify the parent or legal guardian of each student enrolled in the school of:

(1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and

(2) The parent's right to remove the student from any part of the district's or school's human sexuality instruction.

(3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.

(4) The School will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

Dyslexia Screening

The Board of Kansas City Girls Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The school shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 2. The Governing Board of Kansas City Girls Preparatory Academy shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 3. The school shall offer all of its teachers two hours of training on dyslexia and related disorders. The school may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.

Braille Instruction

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

This policy establishes the Blind Students' Rights to Independence, Training, and Education Act.

Section 1. Definitions

For the purpose of this section, student is defined as: any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

Section 2. Instruction in Braille

Section 2.1. A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

Section 2.2. Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

Section 3. Individualized Education Plan

An individualized education plan shall include:

- (a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;
- (b) The date on which braille instruction will commence;
- (c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and
- (d) The duration of each session.

Physiology Textbook

The Governing Board of Kansas City Girls Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Physiology Textbook

Section 1.1. The school shall use a physiology textbook that contains at one or more chapters on dental hygiene.

Section 1.2. The chapter(s) on dental hygiene shall convey the proper knowledge to students on the care, function, and relation of the teeth to the general health.

“Get the Lead Out of School Drinking Water Act”

The “Get the Lead out of School Drinking Water Act” requires schools to provide drinking water with a lead concentration below five parts per billion. In addition, schools are required to complete inventories and testing to determine if there is any lead in the school drinking water and if remediation should occur.

Personal Leave Model Policy

The Board of Kansas City Girls Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

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 paid 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 receive PTO days according to the Schedule of Benefits by Years of Employment below.

If a team member starts after the beginning of the school year, personal leave/sick days are prorated. 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.

KCGPA tracks PTO by hours via the Bamboo HR online benefits portal.

22-23 - Schedule of Benefits by Years of Employment

This document outlines the benefits KCGPA provides per year of employment. The purpose of this structure is to reward years of service via transparent benefits improvements over time.

Health/Vision/Dental	Year of Employment at KC Girls Prep				
	1	2	3	4	5+
<ul style="list-style-type: none"> ● KCGPA pays a portion of health plan costs. Team members contribute the amounts below per month per year of employment. ● KCGPA contributes \$100 per dependent per month towards dependent health premiums. Employees are responsible for all other dependent premiums. 					
Health (optional)					
Discount per month per year	0	-5	-10	-15	-20
HSA Bronze (high deductible, HSA or FSA)	0	0	0	0	0
PPO Silver (medium-high deductible, FSA)	42	37	32	27	22
PPO Gold (medium-low deductible, FSA)	84	79	74	69	64

PPO Platinum (low deductible, FSA)	126	121	116	111	106
Dental (optional)					
Team members pay 100% of the monthly cost					
Vision (optional)					
Team members pay 100% of the monthly cost.					

Additional Benefits	Year of Employment at KC Girls Prep				
	1	2	3	4	5+
Short Term Disability	Paid 100% by KC Girls Prep at a rate of \$1,492 per team member in 21-22				
Long Term Disability					
\$25,000 Life Insurance Policy					
Employee Assistance Program					
Laptop					
Cell phone reimbursement	\$325	\$350	\$375	\$400	\$425

Paid Time Off	Year of Employment at KC Girls Prep				
	1	2	3	4	5+
Paid Time Off					
10.5 month contract	72	76	80	84	88
12 month contract	80	84	88	92	96
Other Paid Leave					
Paid Vacations	<p>We balance energy over time by scheduling one three day weekend per month, unless the month already has a longer holiday:</p> <ul style="list-style-type: none"> ● One week for Thanksgiving break ● Two weeks for winter break ● One week for spring break ● 10.5 month employees receive a six-week summer break. 12 month employees receive a two-week summer break. 				
Floating Holidays	Two floating holidays are offered to recognize team members of all cultural backgrounds.				
Paid COVID Leave	Required quarantines, illness, and other unanticipated impacts of COVID do not impact individual team member's PTO.				
Other Leave Types	Twelve weeks of parental leave, paid at 90% of salary for first four weeks, 60% for next four weeks, 0% for final four weeks though PTO days can be applied. First-year employees are eligible.				

	Paid leave for bereavement, jury duty, and military-related leave
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Retirement	
KC Public School Retirement System	<p>KCPSRS is a defined benefit pension plan.</p> <p>Per state and KCPSRS requirements:</p> <ul style="list-style-type: none"> • Team members contribute 9% of salary to their retirement plan • KCGPA contributes 12% of salary per team member <p>Please note that KCGPA’s contributions are not a direct contribution to each team member’s account, but to the overall KCPSRS pool. This is by KCPSRS policy.</p> <p>This benefit is not available to Foundation employees.</p>
Optional 403(b) Retirement Plan	Team member paid

What about...?	
Tuition Reimbursement	We value team members’ input, which has guided us to maximize annual salaries and health benefits while deprioritizing benefits of this type.
Gym Membership Reimbursement	

Floating Holidays for Religious Holidays or Personal Celebrations

KCGPA provides team members 2 days 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 two “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.

Floating holidays must be scheduled a minimum of two weeks in advance. All other PTO limitations and policies apply also to floating holidays except for rollover and reimbursement.

Limitations - Consecutive Days

Employees may take no more than three (3) consecutive PTO days annually with pay for personal reasons.

If an employee misses more than three (3) consecutive days of work for any reason other than bereavement or pre-approved PD, a physician's statement verifying the medical cause of the educator's absence must be submitted to Human Resources. Notification is essential to be in compliance with FMLA.

Limitations - Blackout Days

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
- the day before or after a school vacation day or week
- the day before or after a three-day weekend
- during Summer Professional Development or staff in-service days
- during the first and last two weeks of the school year
- Parent Teacher Conferences
- Back to School Night

Emergency PTO and special forms of leave (e.g. Non-FMLA Medical Leave or Bereavement Leave) 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 beginning and end of the school year in which PTO cannot be taken by school-based team members. The rationale for this is to ensure that scholars can start and finish strong. 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.

Exceeding Allotted PTO Balance

If a full-time employee exceeds their allotted 48 hours of PTO during the contract year, their next paycheck will be automatically deducted in proportion to the employee's annual salary for the hours that were exceeded.

A negative PTO balance does not carry over to the following year. In the case of an early resignation or termination for an employee with a negative PTO balance, KCGPA will automatically deduct the final paycheck(s) in proportion to the employee's annual salary for the hours that were exceeded.

PTO Rollover and Reimbursement

Unused PTO can be rolled over from one year to the next up to a maximum accumulation of up to 120 hours, after which point unused PTO hours will be automatically reimbursed at the end of the year in which they are unused at a rate of \$12/hour (\$96 per eight hour day).

Only 16 hours of rollover PTO (2 days) may be used per school year. In the event of a parental leave, all unused PTO can be applied.

Team members can request in writing that all hours be reimbursed rather than rolled over at the end of the year.

In the event of early resignation or termination, eligible unused PTO balances will be paid out automatically in the final paycheck.

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 of Operations.

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 Manager of Operations or School Leader.

To request PTO:

- 1) Discuss with or email your manager so they're aware of the dates you'll be requesting.
- 2) Submit a request in Bamboo and in Frontline.
- 3) Manager of Operations approves or denies and adds to PTO Google Calendar if approved.
- 4) Teacher submits PTO in Bamboo (see directions below and contact Director of Operations if you need help with this request)
- 5) Click Submit Request

Approval

Prior approval from the Manager of Operations is required before personal time is taken.

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. 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 10.5-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”.
- Leave for Victims of Domestic or Sexual Violence
- For team members who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence.

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 15th 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. Blackout dates do not apply.

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.

Leave for Victims of Domestic or Sexual Violence

Team members who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence
- Obtaining services from a victim services organization
- Obtaining psychological or other counseling
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household
- Seeking legal assistance or remedies to ensure health and safety

Staff may take up to two workweeks within 12 months for unpaid leave for reasons related to domestic or sexual violence. Leave does not need to be consecutive but does run concurrently with FMLA and cannot exceed 12 weeks.

Please note that staff must provide prior notice and, per law, KCGPA may need or be required to request any of the following:

- Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or professional staff
- Police report or court record
- Other corroborating evidence

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 10.5-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.