

Standards of Conduct

Code of Conduct

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

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

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

1. Theft or inappropriate removal or possession of property.
2. Falsification of timekeeping records.

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

SUSPENSION OR TERMINATION

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

- Conflict of interest Failure to follow
- Kairos procedures or administrative directives
- Conviction of a crime against society
- Falsifying records of documents, including an employment application Knowingly providing untruthful information in official activities
- Possession of or use of illegal drugs
- Reporting for duty under the influence of intoxicants or narcotics
- Unauthorized disclosure of confidential information concerning employees, students, or Kairos
- Possession of explosives, firearms, or other weapons on Kairos' premises or during School activity

- Theft or unauthorized use or possession of property belonging to Kairos, its students, other employees or visitors.
- Other conduct deemed by Kairos to be injurious to security, personal safety, employee welfare and the School's operations
- Loss of confidence/trust
- Poor performance or disregard of a lawful directive by the employee's supervisor, member of the leadership team at Kairos, or School Board

Drug-Free Workplace Requirements

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

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

Kairos Academies explicitly prohibits:

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

Employees who violate this policy may be terminated from employment.

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

effective.

Weapon and Firearms Possession

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

Reporting Suspected Child Abuse and Neglect

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

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

Who is required to report?

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

Legal Requirements of a Mandated Reporter

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

Note: the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in Section 210.110, but shall also include abuse inflicted by any other person.

Responsibilities as a mandated reporter:

- If a child discloses abuse to you, do not conduct an internal investigation.
- Directly report child abuse and neglect to Children's Division at 1-800-392-3738. The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting.

- Law enforcement can be contacted in addition to the Children's Division. Calling law enforcement does not fulfill your duty as a mandated reporter to report the abuse to the Children's Division.
- Mandated reporters must make a report if they have received information from a third party.

Effective Reporting Reports are to be made immediately to the 24-hour, seven-days-a-week Child Abuse/Neglect Hotline telephone number (1-800-392-3738 or 1-844-CAN-TELL) maintained by Children's Division. Mandated reporters may also report cases online at <http://dss.mo.gov/cd/can.htm>. It is the hotline unit's role to gather as much information as possible about the abuse. It is OK to not know the answer to every question.

Employee Training

Kairos Academies shall provide training for all new and existing employees on awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques for and recognition of sexual abuse and all other maltreatment of children.

Confidential Information

Confidential information is any information regarding Kairos Academies and its employees and students that is not known generally to the public. For example, student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, and research plans are considered confidential in nature. In addition, in the case of student information, federal law provides that information may not be disseminated except under certain limited conditions. Employees who obtain access to such confidential information as part of their employment are expected to maintain the confidentiality of this information to the extent required by law and applicable policy. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature that is obtained during the course of employment.

Visitors in Workplace

All visitors are expected to enter any Kairos Academies facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on Kairos Academies premises should immediately direct him or her to the building office or contact the administrator in charge.

Dress and Grooming

Kairos Academies staff and students wear Kairos branded gear to show school pride and to identify themselves at the school and when traveling. Students are able to choose the style of the Kairos-branded gear as long as it is school-appropriate (see Clothing/Shoes section, below). Staff and students are reminded that they will be interacting with many professionals as part of their work at Kairos and should consider that fact when deciding what to wear on any given school day.

Acceptable Dress	Unacceptable Dress
<ul style="list-style-type: none"> ● Kairos-branded shirt or outerwear <ul style="list-style-type: none"> ○ Shirt cover midriff and undergarments ○ Straps must be 2 fingers wide ● Khakis, jeans, shorts, skirts, or capris <ul style="list-style-type: none"> ○ May not sag or be excessively loose, tight, and/or short ○ Shorts, skirts and dresses must be fingertip length, or 3 in. inseam ● Shoes <ul style="list-style-type: none"> ○ Should be closed-toed and flat when working in hazardous areas (I.E. Science Lab) 	<ul style="list-style-type: none"> ● Chains, spiked jewelry, or jewelry/accessories that represent violence ● Clothing of any kind encouraging drug use, illegal activities, or gang-affiliation ● No holes/rips in shirts ● Sunglasses in the school building ● Pajamas or slippers

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

Social Media

Kairos Academies Charter has policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. Employees have a right to participate in social networking sites, blogs, forums, etc. as individuals in the community. However, employees should not post anything that would violate student confidentiality or the professional and ethical conduct expected of Kairos Academies employees. Inappropriate communications, even if made on one's own time using one's own resources, may be grounds for disciplinary actions up to and including

immediate termination. Employees are encouraged to adhere to the following guidelines when engaging in activity on social media:

Be respectful of the privacy and dignity of your co-workers, and do not post student photographs without appropriate authority. Do not "friend" students on your personal social media page unless you have an appropriate out-of-school relationship with the student, such as a family relationship, church affiliation, scouts, or other activity that would be appropriate for such informal communications.

- Do not create a link from your blog, website, or other social networking site to an Kairos Academies website without identifying yourself as an Kairos Academies employee.
- Do not infringe on Kairos Academies's logos, taglines, slogans, trademarks, or other symbols. Employees may not set up or update a personal social network page using Kairos Academies's computers, network, or equipment.
- Employees may not create private social media groups that involve use or display of Kairos Academies's logo or proprietary information.
- Employees shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and/or videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct school business.

Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. Maintain the confidentiality of Kairos Academies trade secrets and private or confidential information concerning Kairos Academies employees, students, and/or agents that is obtained from Kairos Academies's files or records in the course of employment. Do not post internal reports or other business-related confidential communications.

If an employee's use of social media violates state or federal law or Kairos Academies policy, or interferes with the employee's ability to effectively perform his or her job duties or adversely impacts Kairos Academies and its service to students and parents (as solely determined by Kairos Academies), the employee is subject to disciplinary action, up to and including termination of employment.

Electronic Communications with Students

"Electronic Communication" includes any communication facilitated by the use of any electronic device, including a cellphone, computer, computer network, personal, and includes e-mail, text message, instant message, and any communication made through an internet website, including a social media website or social networking website. Employees shall not engage in inappropriate electronic communications with students.

Employees are encouraged not to "friend" students on their personal social media pages

unless they have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication. Employees may elect not to disclose to a student the employee's personal telephone number or e-mail address.

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