

KC International Academy

Many Different Countries, One Awesome School

STUDENT & PARENT HANDBOOK

414 WALLACE AVE KCMO 64125 - GRADES TK-8

Phone# 816-242-4206

Fax# 816-920-6629

www.kcia.us

Superintendent - David Leone

Middle School Principal - Jamie Jansen

Elementary School Principal - Hannah VanAusdal

Elementary School Assistant Principal - Courtney Minnich

KC International Academy Code of Conduct

KC International Academy (KCIA) students are expected to conduct themselves in a positive, respectful manner at all times and in all areas of the buildings and on school buses. KCIA teachers and staff will conduct themselves in a manner that creates a positive, caring environment conducive to learning.

Learning Zone Behaviors

All KCIA students, teachers and staff will observe and implement the following expectations every day, every minute and in every location:

- Keep hands, feet and body to self at all times
- Follow directions from all adults the first time
- Be respectful of everyone
- Inside voices at all times
- Walk directly to destination in an orderly manner
- Kind, caring, respectful words only
- Report problems to a caring adult and ask for help when needed to make good choices
- Love does work
- Treat people the way you want to be treated

STUDENT DISCIPLINE

Students who make a choice to not follow the learning zone behaviors will follow a leveled approach to discipline. KCIA follows the principles of Conscious Discipline. Habitual misconduct that disrupts the learning of others and any Safe School Act violations will not be tolerated and could result in In-School Suspension, Out-of-School Suspension, or expulsion from KCIA.

2022-23 School Year

Dear Parents and Guardians,

Welcome to KC International Academy (KCIA). We are pleased that you have chosen to enroll your child at KCIA. The school year promises to be exciting and rewarding, as our caring and professional staff is eager to work with you to provide the best education for your child.

To help us work together we have prepared the Student/Parent Handbook as a reference guide. Of course, when you have questions or concerns the handbook does not address, please feel free to call or stop by the office to arrange a meeting.

Your participation and support is vital to your child's education. Therefore, we hope to see and hear from you often. Working together, the school and family will provide your child with the necessary tools to succeed both in school and in life.

Sincerely,

David A Leone - Superintendent
Jamie Jansen - Middle School Principal
Hannah VanAusdal - Elementary Principal
Courtney Minnich - Elementary Assistant Principal

Instructional Hours:

Regular School Hours: 8:00 a.m. - 3:15 p.m.

Wednesday Early Release: 8:00 a.m. - 1:45 p.m.

Half Day: 8:00 a.m. -12:00 p.m. (December 16th and last day of school)

Arrival Time: it is important that students arrive on time every day for maximum learning to take place. All students should arrive by 7:55 AM for breakfast. Instructional minutes begin at 8:00 AM.

Attendance Guidelines: Daily attendance is an important part of achieving academic success. Students should be in attendance, if at all possible. If a student must be absent, the parent/guardian should call the school office prior to 7:30 AM. If the school does not receive a call, efforts will be made to make a follow up call to verify absence. If a child is absent during the regular school day, participation in after-school activities is not allowed.

Perfect attendance means just that. Any excused or unexcused absence, tardy, late arrival, or early pickup will count against your child's overall attendance. In order to have perfect attendance, students must be at school each minute of every day throughout the entire school year. Attendance incentives for students take place every semester.

Bullying: Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Administration will investigate all reports of bullying. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct or more.

Conferences: Parent-teacher conferences are held throughout the school year. It is extremely important that all families attend parent teacher conferences. Dates are listed on the district calendar that every family receives. Additional conferences may be arranged with the classroom teacher as needed.

Dismissal Procedures: Staff members do not excuse students during the school day unless the building principal or his/her designee has given prior approval. Any student leaving school early must have a parent/legal guardian sign him/her out of the office. A designee that is at least 18 years of age can be appointed by the parent/legal guardian to sign the student out at the office. The office will verify that the designee has received permission prior to releasing the student. Designees may be asked to show a photo ID upon arrival. To improve efficiency, it is asked that parents/guardians notify the office that a designee will be checking their child out early. All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). When in doubt, the latest transportation form will be used to determine transport home. Students are called to the office after the parent or designee arrives. Student's attendance records will be impacted when they are signed out before the end of the regular school day (3:15pm).

All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communication through students cannot be accepted). A change in your child's regular dismissal routine (different means of transportation or someone different coming to pick your child up) must be communicated to the office no later than 1:00 PM. An email or voice message left with the classroom teacher does not guarantee the message will be received that day. All transportation changes should be communicated to the office. Note, consistency with dismissal is crucial to the safe and efficient dismissal of students from school.

School personnel will follow all legal documentation on file. Unless legally documented otherwise, students will be released to either parent identified on the child's birth certificate. Should documentation change during the school year, please notify the office and provide them with updated papers.

In the event that the parent/guardian cannot be reached, students may be released to individuals listed as emergency contacts. An emergency contact is one that is contacted in the event that the parent/guardian cannot be reached. Because of confidentiality, information cannot be shared with the contact unless directly instructed by the parent.

Early Release Wednesdays: Dismissal at 1:45 p.m.

All schools are places for learning. In order for teachers, school staff and administration to learn and grow together, the district has established student early release days. During this time, teachers and administrators are engaged in professional development to

improve teaching and learning strategies to increase student achievement. Dates are noted on the district calendar.

Half Days: Dismissal at 12:00 p.m.

There will be two half days during the 2022-23 school year. The dates are December 16, and the last day of the regular school year. During this time, teachers and administrators are engaged in professional development to improve teaching and learning strategies to increase student achievement

After School Activities: A variety of after school activities will be provided for students in grades 3-8. In order to participate, permission slips will be provided and must be signed by a parent/ guardian. Transportation will be provided.

Electronic Devices: Students' personal electronic devices, (i.e. cell phones) are discouraged. However, if brought into the school building, all devices must be kept off and stored in backpacks during school hours. If a device is turned on or left on during the school day and causes a disruption, it will be confiscated and returned only to a parent/guardian. The school is not responsible for any lost or stolen electronic devices. Cyber bullying will not be tolerated. Bullying of any type will be handled in accordance with the Student Code of Conduct.

Emergency Numbers: Please call the school office when a home address, email, phone number, cell number, or emergency contact number changes. It is important for your child's welfare that the school is aware of all changes. Parents/guardians may also be notified via district calling system in the event of emergencies, early dismissals, etc. Additional emergency contacts for dismissal must be added in person or in writing. Phone call requests will not be honored.

Emergency Procedures: Schools regularly practice emergency drills, i.e. fire, tornado, intruder, disaster, etc. to establish and promote protocols during the event of a real emergency. In the case of an emergency, tornado, fire alert, intruder, etc., all persons will adhere to the building evacuation/safety procedures. It is very important during these periods that telephone lines remain open so school staff can communicate with emergency services. Please do not call the school. Communication will be made with parents as quickly as possible. Building or district staff will follow district and school guidelines for safety purposes. Students will not be dismissed until all clear has been given. Access to school property will be controlled.

Enrollment: To enter Transitional Kindergarten a child must be 5 years old between Aug. 2 and Oct. 1. To enter kindergarten, a child must be five (5) years of age by July 31. To enter first grade, a child must be six (6) years of age by August 1st. All students entering KCIA must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by the KCIA Board of Education policy, state law, and the Safe Schools Act. Students transferring into KCIA will be assessed to determine grade level placement.

Field Trips: Field Trips are a valuable and fun learning experience for the students. If students are scheduled for a field trip, parents/guardians will be notified. Permission for field trips will be sent home at least four days prior to the scheduled field trip. Parents can deny permission prior to any field trip. The child is still expected to attend school. Siblings are not allowed to attend field trips due to insurance liabilities. If a parent chooses to transport their child to and from the field trip, the student must be signed in and out with the school personnel. Anytime the student is not under school supervision he/she will be counted absent.

Due to behavior concerns, parents or an adult designee assigned by the parent may be required to chaperone field trips in order for their child to attend. In some situations, a child may not be allowed to attend a field trip due to behavior or having attendance below 90%.

Field Trip Chaperone Guidelines: The safety and security of our students is the most important thing to consider when leaving school grounds. Not all trips will require a chaperone. With this in mind, the following expectations must be adhered to:

Who can go:

- Parents/Guardians of students
- Must be at least 18 years' old
- Siblings cannot attend
- In the event of more chaperone applicants than spots, chaperones will be chosen based on a lottery system (depending on circumstances)

While on the trip:

- Parents may need to provide their own transportation when room is not available on the bus
- Pictures should not be taken of any student that is not your own
- Be with/monitor your group the entire field trip
- Groups need to stay together at all times- this includes bathroom breaks

- Adhere to the schedule given/communicated with you
- Comply with all directions from teachers or facility/staff
- Typical school rules apply

Please refrain from:

- Use of tobacco, profanity or drugs/alcohol
- Giving food or snacks to students – this includes drinks, candy, gum, etc.
- Purchasing anything for your group
- Cell phone use unless it is an emergency or you are contacting the teacher
- Leaving early, if at all possible

Please understand that these rules must be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your student's teacher.

Harassment/Sexual Harassment: Sexual Harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance with board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion to termination could be taken when an individual's actions are proven to be dishonest.

Bullying: Bullying is prohibited at KCIA, on school property, at any school function, or on a school bus. All reports of bullying will be investigated by the administration. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct. "Bullying" means intimidation or harassment by individuals or groups, that causes a reasonable student or students to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, verbalizations, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Disciplinary actions from school administration in response to cyberbullying are permissible if:

- *cyberbullying occurred on school property or on a school bus,
- *cyberbullying occurred at or during a school function,
- *cyberbullying occurred using school-issued technology,
- *cyberbullying occurred using school accounts or logins, or
- *cyberbullying disrupts the learning environment.

Health Services: A school nurse (RN) is employed full time to staff the health room. Please feel free to call the school nurse if you have any questions regarding services, testing, or contagious diseases. All students must have a current health form on file.

● **Head Lice-** If the school nurse/designee should discover head lice/eggs on a student, the parent/guardian will be notified. If the presence of lice nits is discovered, the student may be removed from school. All students living within the household will also be checked. The school nurse will recommend to parents/guardians concerning treatments used. To be readmitted to school, the school nurse or his/her designee must examine a student to confirm that no lice nits are present. In keeping with the KCIA policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

● **Immunizations-** School nurses review all immunization records of every student in the building. If a child is in need of additional immunizations, you will be notified immediately. In order for students to attend school in the KCIA, all students must be in compliance with state laws regulating immunizations. If you have any questions regarding immunizations, please call the school nurse.

● **Medication-** A medication form must be on file for any medication to be administered to students. All student medication must be in the original container from the pharmacist with the student's name on it. No exceptions are made to this policy. School health care professionals record medications administered and keep medications in a locked cabinet.

Medicaid School-Based Health Services Program: As a result of your child's Individualized Education Program (IEP), KCIA will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational therapy and/or

physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, KCIA will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician. The physician will not be one that is retained by the district to determine medically necessary as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

Lost and Found: Students are responsible for keeping track of their personal clothing items. The school is not responsible for replacing lost personal items. An area for lost and found is located in the building. Please contact the office about the location of the lost and found area in the building. Parents are asked to label students personal items. Any items left in lost and found will be periodically donated to charity.

Lunchroom: The cafeteria serves breakfast and lunch each day school is in session. The Community Eligibility Provision (CEP) program which provides every student with a breakfast and lunch meal at no charge is in effect at KCIA. In support of healthy eating habits, students are discouraged from bringing caffeinated drinks, candy, chips, etc. to school for lunch. Providing students with fast food lunches at school is also discouraged. Energy drinks, glass containers, and trading or sharing food is not allowed. Microwaves will not be available to students.

Materials and School Facilities: Textbooks are supplied free of charge to students. Students are responsible for the care of instructional materials and school property. Students will be charged for lost or damaged materials. When abuse or carelessness results in property damage or loss, students will be required to replace the damaged item, and damage could result in disciplinary action.

Assessment Policy: There is no opt-out policy at KCIA in regards to state assessments per state standards. We are accountable for each student taking the annual state assessment.

Classroom Parties: Students may bring snacks or treats for holiday parties as requested by the classroom teachers. Please ensure all food and/or drinks are peanut free and delivered in unopened, original packaging. All items must be purchased; no home baked goods. Please check with your classroom teacher to ensure you have enough treats for

each student in the classroom. For TK-5 grade classrooms, parties will start at the end of the day.

Home birthday party invitations should not be handed out at school. Parents may supply a birthday treat (no more than 2 items allowed) or trinket for the students that will be distributed at the teacher's discretion. Trinkets are welcome in place of food. Birthday parties are not allowed at school.

Personal Property: During instructional hours, cell phones, or any other electronic device used for communication will be turned off and kept in backpacks or in a designated place determined by administration. Other personal property or nuisance items are not permitted in school. Students should not carry money on their person. We encourage all students to bring only items which have a direct relationship to class work or school activities to school (may be assigned by the classroom teacher). If unnecessary items are brought to school, the teacher will take them to the office. The parent/guardians may contact the office to arrange a time to pick up the item(s). The school is not liable for lost/stolen personal items, including money, should students choose to bring personal items to school. Discipline occurrences connected with bringing an unapproved nuisance or personal items will be handled in accordance to policy.

Recess: Elementary school holds outside recess most of the year. Normally, if a student is well enough to be at school, he/she is well enough for recess. A physician's request for a student to be excused from recess will be honored. Unless given permission by a teacher, students' personal game/toys, including electronic games, balls, recess equipment, etc. may not be brought to school. Students will remain inside under extreme weather conditions, i.e., above 90 degrees F or below 20 degrees F.

Report Cards: Report cards are sent home 4 times a year.

Residency: Parents who enroll their children in KCIA must demonstrate residency at the time of enrollment. At any time, the school feels the student may have moved from the boundaries of the school, additional checks may be made.

School Closings: If the school closes due to weather or other conditions, announcements are made immediately on KC area radio, television stations, social media (Facebook, Instagram, Twitter) and the school calling system. Please listen for these announcements and do not call the school. The school lines need to be kept open for emergency purposes. Parents must make arrangements at the beginning of the school year for

unplanned early dismissal situations. Students should be aware of and understand these arrangements.

School Dress: School dress should reflect respect for self, family, and school. Extremes in dress, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. The following are some guidelines for appropriate student dress:

- In the school building, hats, bandanas, gloves, chains, sunglasses, or revealing clothing are not to be worn.
- The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliation with, or support for prohibited organizations, such as gangs, on school grounds or at school sponsored activities is prohibited.
- Sagging, or words on the seat of the pants, is not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. Straps must be at least one inch in width. Spaghetti straps are not allowed.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.
- Dresses, skirts, and shorts must be fingertip length to be considered appropriate.
- Shoes with wheels may not be worn to school.

When in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate or a distraction to the learning environment, an attempt will be made to notify parents and the student will be required to make modifications.

Security Procedures: The school has a security doorbell system for entering the building. When visiting the school report to the main front door, ring the bell for entry and report to the main office to check. All visitors entering the building must check in at the front office.

Telephones: Student use of the telephone is discouraged, If there is an emergency situation students should reach to school staff or the office. Messages can be taken by the school office and will be given to students before they go home.

Transportation: Bus transportation is a privilege offered free to students. Riding the bus is an extension of the classroom. The same discipline code the regular school uses is in force on the bus. Drivers send home slips with discipline information when a student misbehaves. Suspension may occur for misbehavior on the bus. Students must remain seated while on the bus. **No food or drinks are allowed on the bus.**

Visitors at School: Parents and guardians are encouraged to visit the school for school sponsored events and volunteering. Conferences with the teacher will not be permitted during instructional time. For safety reasons, please sign in at the security desk upon arrival where you will be given a badge to wear. Loitering is not permitted on school property. High behavioral standards are expected by all visitors while on school property. Visitors are also expected to follow the school dress code.

If you would like to visit a classroom for an extended period of time during instruction (including music, art, physical education, etc.), please contact the classroom teacher 24 hours in advance to make an appointment. Parents should not bring other children or guests to visit the classroom.

Parent Volunteer Program: Parents are always welcome to help in the classroom, at special events, etc. If you would like to volunteer in your student's classroom or another classroom please contact the school office.

Withdrawal Procedure: If it becomes necessary for your child to withdraw from school, please give the school office at least a three-day notice. A copy of the records will be sent to the receiving school. If a student is absent for 10 consecutive days, they are withdrawn and must re-enroll, including proving residency. The school may initiate a report to the Children's Division if a student has missed more than 10 consecutive days.

KCIA Inclement Weather
Alternative Methods of Instruction (AMI) Plan

Missouri law regarding school cancellations due to weather and other emergency situations has changed. At times, when it becomes necessary to cancel in-building attendance due to weather conditions, instruction may continue at home. KCIA will inform parents by robocall, social media, FlyerConnect announcement and TV listing when in-building attendance is canceled and the AMI plan becomes active. Prior to an AMI day, teachers will send home a packet for students to complete on the AMI day. On the day that students return to the building, students should bring the packet back to school to be counted as a present. Teachers will also contact families on AMI days.

Federal Programs ESEA Information

Parents Right to Know: KCIA is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our school is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
 - Whether your child is provided services by paraprofessionals and, if so, their qualifications.
 - What baccalaureate degree major of the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification
- In addition to the information that parents may request, the school must provide to each individual parent:

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned to has been taught for four or more consecutive weeks by a teacher who is not qualified.

Please present a written request for this information to KCIA’s Director of Student Services, Jennifer Wilson by email at jwilson@kcia.us or by filling out the request for information form in the school office.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)²

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
<p>General Information</p> <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?
<p>Complaints filed with LEA</p> <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?
<p>Complaints filed with the Department</p> <ol style="list-style-type: none"> 6. How can a complaint be filed with the investigation department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<p>Appeals</p> <ol style="list-style-type: none"> 9. How will an appeal to the Department be investigated?

10. What happens if the complaint is not resolved at the state level (the Department)?
--

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will an appeal to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Parent and Family Engagement Policy

(2) WRITTEN POLICY.—Each local educational agency that receives funds under this part shall develop jointly with, agree with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency’s plan developed under section 1112 (Title I.A LEA plan), establish the agency’s expectations and objectives for meaningful parent and family involvement, and describe how the agency will—

(A) involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs(1) and (2) of section 1111(d).(Section 1111 is the State Plan.)

(B) provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; (C) coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;

(D) conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

(i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and (iii) strategies to support successful school and family interactions;

(E) use the findings of such evaluation in subparagraph

(D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and (F) involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

KC International Academy

PUBLIC RELEASE

SY 2020-21

Community Eligibility Provision

KC International Academy is participating in a Free Breakfast and Lunch Program for the current school year (School Year 2019-2020). This alternative is referred to as the Community Eligibility Provision (CEP). All students enrolled at this school may participate in the breakfast and lunch program at no charge. Household applications for free and reduced price meals will not be collected.

Studies have shown that children who are not hungry perform better in school. By providing school meals to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Free Breakfast and Lunch Program cannot succeed without your support. Please encourage your children to participate in the school meal programs.

If your children attend KC International Academy, breakfast and lunch will be available to them at no charge.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age,

political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

MOCAP

The Missouri Course Access and Virtual School Program is available to students in the state of Missouri. In order to participate in Virtual coursework, students must be enrolled in their resident school/district and must have been enrolled full time and attended a Missouri public school the previous semester. The resident school or district registers students with course providers. Enrollment in virtual coursework is based solely on the educational best interest for students.

For more information please contact KCIA School counselors:

Shelle Verkler
Middle School (Grades 6-8)
sverkler@kcia.us
816-242-4206

Leslie Danner and Britany Barton
Elementary Counselor (Grades K-5)
ldanner@kcia.us and bbarton@kcia.us
816-242-4206

Additional information can be located at: Mocap.mo.gov

KCIA Parent-School Compact

Our school envisions the highest level of success for every student. To accomplish this, families, teachers and students need to work together. Please complete and sign the part of this agreement that applies to you.

Staff Section:

We understand the importance of the school experience to every student and our role as educators and role models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- The staff will provide an environment conducive to learning
- The staff will communicate classwork expectations.
- The staff will communicate with families regarding your child's progress.
- The staff will help each student grow to his/her fullest potential

Student Section:

I realize that my education is important. I know that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will come to class on time and will be prepared to work.
- I will ask for help when needed.
- I will respect the rights of others to learn.
- I will show respect and cooperate with all adults in the school.

Family/Parent/Guardian Section:

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability.

- I will see that my child attends school regularly and on time.
- I will provide a home environment that encourages my child to learn.
- I will make sure my child gets adequate sleep and has a healthy diet.
- I will encourage my child to engage in Reading activities daily.
- I will attend all parent-teacher conferences.

KC International Academy
Acknowledgement of Review and Understanding

KCIA Student and Parent Handbook 2022-23

The 2022-23 Student/Parent Handbook provides important information related to student learning, expectations for student behavior, and other information related to student and parent rights.

KCIA requires that a parent/guardian for each student signs this form to acknowledge that they have read and understand the guidelines and expectations set forth in the handbook.

Student Name - Print

Student Signature

Date

Parent/Guardian Signature

Date