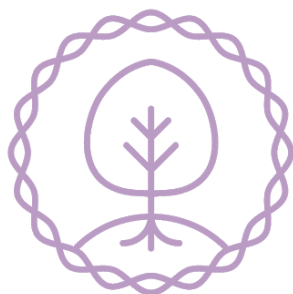


# Student and Family Handbook

2020-2021



**GIRLS PREPARATORY**  
**ACADEMY**  
KANSAS CITY

Updated: September 28, 2020

Please note: KC Girls Prep reserves the right to change its policies as well as this handbook. Changes to this handbook or board policies do not void parent and student agreement to the provisions of this handbook. The most recent version of this handbook will be posted on our website at [www.kcgpa.org](http://www.kcgpa.org).

# OUR MISSION AND VALUES

## Overview

Kansas City Girls Preparatory Academy (KC Girls Prep) is the first single-gender, open-enrollment charter public school in Kansas City. It will enroll up to 100 fifth grade girls beginning in Fall 2019 and grow one grade per year to form a 5th - 8th grade middle school and 9th - 12th grade high school.

KC Girls Prep will create a small-school atmosphere, where families, students, and staff will build the close and supportive relationships essential to developing young women who are self-directed, high-achieving, and committed to supporting one another.

KC Girls Prep is an affiliate of the Young Women's Leadership Network (YWLN), a network of all-girls schools founded over two decades ago that has ensured college access for thousands of young women from low-income neighborhoods. In service of its core values of Community, Growth, and Freedom, KC Girls Prep will build on YWLN's model to create a space where young women develop their voice and build the academic skills and knowledge to go wherever they want in life.

KC Girls Prep addresses a community need for more opportunities for young women in neighborhoods that have been negatively impacted by historical de jure segregation and contemporary de facto segregation. KC Girls Prep will serve young women living in the Kansas City Public Schools district boundaries, with a geographic preference for students from zip codes with the largest gap between demand for and supply of quality schools.

To ensure every student can achieve at high levels, KC Girls Prep will partner with families and its community to build a strong network of support for every student. In particular, KC Girls Prep seeks to serve students with special educational needs exceptionally well, including students with learning disabilities and students who speak a language other than English at home. KC Girls Prep's program will foster a strong community, confidence-building identity development, and a rigorous, college-bound academic culture, including:

- No tuition, fees, or admissions exams. KC Girls Prep will recruit and enroll girls of all academic abilities.
- Science, Technology, Engineering, Arts, and Mathematics (STEAM). STEAM classes will build conceptual understanding and interdisciplinary connections in content areas that open doors to a vast array of future opportunities for young women.
- Social and Emotional Learning. A daily advisory will ensure a tight-knit, trusting community where young women can challenge and support one another to be their best selves.
- Rapid literacy growth. Students will be immersed in rich texts in all classes and will receive daily personalized support to ensure they grow as readers faster than they could imagine.

- High quality teachers who are always learning. Teachers and leaders will engage in 30 full days of professional development per year, not including weekly professional development sessions on an early-release day, weekly coaching, and weekly collaboration with colleagues to design rich learning experiences for students.

KC Girls Prep’s founding team is inspired by the incredible growth and achievement that students attain when embraced by a school that ensures high expectations through high support. The team is excited to share this opportunity with the young women who will serve as Kansas City’s next generation of leaders.

## Our Mission

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

## Our Values

We are building KC Girls Prep on a foundation of three core values: freedom, community and growth. Gender and racial equity is the fundamental reason for our school’s existence and the lens through which we see an environment that brings out the best in every student. Our three core values uphold the five pillars of our model. These, in turn, support high academic and behavioral expectations where young women can discover their voice.

## Who We Serve

As a public charter school, KC Girls Prep is free and open to all students residing within the district boundaries of Kansas City Public Schools (KCPS). KC Girls Prep begins with fifth grade and that is the age at which the school accepts enrollments.

KC Girls Prep cannot selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic. KC Girls Prep will admit students until its enrollment threshold is met. In the event there are more applicants than seats, KC Girls Prep will use a lottery process to give every applicant an equal chance of admission.

KC Girls Prep will give a geographical enrollment preference to students living in zip codes: 64053, 64108, 64109, 64120, 64123, 64124, 64125, 64126, 64127, 64128, 64129, and 64130. KC Girls Prep also provides an enrollment preference to siblings of enrolled students and children whose parents/guardians work at the school and also reside within the KCPS boundaries.

## SOCIAL, EMOTIONAL, AND ACADEMIC LEARNING

The KC Girls Prep team believes every student can rapidly achieve grade-level proficiency when nurtured in a high expectations, high support academic environment. In order to accomplish our mission to prepare students to discover your voice, lead a meaningful and impactful life, and succeed in the college of your choice, it is necessary that our academic program exceed state and national standards.

### Circle

Students and staff at KC Girls Prep will meet as an advisory every Friday. Every Friday, we celebrate our successes and acknowledge individuals and groups who have exemplified the Core values of KC Girls Prep. Periodically, parents/guardians will be invited to attend and participate in advisory circles.

### Compass Report

KC Girls Prep has developed a student Compass Point system to provide students, families, and teachers with a frequent, comprehensive report of student fulfillment of behavioral, academic, and attendance expectations. Students will earn and lose Compass Points based on academics and core habits for the week.

Students receive their Compass Tracker every Monday, beginning the second week of school. They Tracker will go home every night except for Friday evenings. Reports are to be reviewed, signed by parents/guardians, and returned the following Tuesday. Each student starts the week with 75 Compass Points.

Compass points are also used to qualify students for participation in-school and out- of- school activities.

### Parent On-Compass Deposit

It is critical that our students apply our core values to their everyday lives. The Parent On-Compass deposit offers a way for parents/guardians to recognize students in the school for their outstanding actions. Parent on-compass points hold the same value as an on-compass issued by KC Girls Prep staff members and can be awarded to students once per week. Parent on-compass points should be filled out on the weekly on-compass tracker.

### Overview of Courses

- Balanced Literacy
- Science Technology & Engineering (STE)
- Humanities
- Math
- Pride (Advisory)

- Fine Arts and Athletics

### Standards for Promotion

KC Girls Prep's academic year is divided into four quarters. All courses are one academic-year long. Students are expected to earn minimum year averages of 65 percent in the core academic courses of literature, writing, math, and science. Failure to meet the minimum expectation in one or more courses may put a student's promotion in jeopardy. In addition to the minimum course expectation, if students fail to meet any of the following criteria, promotion also may be in jeopardy at the discretion of the School Leader:

- Attendance – Students should have fewer than 10 absences for the school year.
- Homework - Students should maintain a completion rate of 95% or greater for each quarter
- Interim Assessments – On interim assessments, students should achieve a score predictive of proficiency on the annual state MAP assessments in math, communication, arts, and science.
- Reading Growth–Students starting the academic year below their current grade equivalent reading level should achieve a minimum of 1.5 years of reading grade level growth as measured by the STEP assessment.
- Reading Level – Students should maintain a reading level of no more than 2 years behind the grade level they are being promoted to.
- ISS/OSS – Students should have fewer than 2 instances of ISS/OSS.

# GRADING POLICY

## Grading Philosophy

One of the core values of KC Girls Prep is “Growth.” Our grading policy reflects the rigors of a college preparatory curriculum and strives to have students set their targeted goals.

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

- Grades are feedback to students to reinforce a growth mindset
- Grades are a tool to build academic pride
- Grades show academic readiness for secondary and post-secondary success
- Grades show mastery of college-ready standards
- Grades reflect student mindset and habits that are crucial for secondary and post-secondary success

The specifications below demonstrate how KC Girls Prep seeks to meet this vision through grading policies and practices.

## Grading Categories & Weights

Category	Weight	Description	Typical # of Assignments	Supports Overview
Homework	15%	Graded for both effort/completion and accuracy. <ul style="list-style-type: none"> <li>● 1 weekly grade for completion minimum</li> </ul>	Counterdependent	Effort-based revisions for 50% of points back
Classwork	55%	Any task where students demonstrate mastery but content breadth is minimal and can access resources for support (teacher, book, notes, etc.) Also a task that measures growth in a student. <ul style="list-style-type: none"> <li>● Weekly Quizzes</li> <li>● Classwork</li> <li>● Do-Nows</li> <li>● Class discussion</li> </ul>	Counterdependent	Accuracy based revisions for 50% of points back
Summatives	30%	Any formal assessment where students have to internalize	Counterdependent	Effort-based revisions for 50%

		<p>content that spans a significant amount of time and demonstrate mastery without support from teachers, peers, or resource.</p> <ul style="list-style-type: none"> <li>● Unit Assessments</li> <li>● Interim Assessments</li> <li>● In-Class Performance-Based-Writing Tasks</li> <li>● Essays/Projects</li> </ul>		<p>of points back</p> <p>Replacement grade for reteach/remastery</p>
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**Grading Scale**

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

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

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

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Academic Assessment

KC Girls Prep recognizes that family understanding of and engagement in assessments is critical to supporting students, and will keep students and parents informed by:

- Sending home bi-weekly progress reports with class grades and behavior data. Student grades in core subject areas are the primary determinant of their promotion from one grade level to the next.
- Advisors will communicate biweekly with families about student progress and collaborate to identify additional supports. Students will use these reports to make the academic and behavioral adjustments necessary to achieve their goals. This data will be available online at all times, and KC Girls Prep will use printed documents as well to ensure parents can access the information.
- Meeting with families in person or virtually for at least three formal report card conferences each year to discuss their daughter’s progress.
- Hosting events in which families are invited to the school to celebrate student work.

Teacher Phone Policy

Students and parents will have the phone numbers of the School Leader, their teachers, and school office faculty. Calling teachers is encouraged if there is a question about expectations or general school issues, a “ticket” sent home for the parents to read, homework completion, or attendance.

While parents are more than welcome to call, students are highly encouraged to call the teacher themselves in order to practice self-sufficiency, self-advocacy, and problem-solving. Families are allowed to call teachers until at least 7:30pm but generally not after 8:00pm. Teachers will create individual deadlines for the latest time they will accept a call in the evenings. If there is an urgent issue that cannot wait until the morning, and it is after the designated call time, please call the School Leader.

When a student calls about a homework question, she will speak with her core content teacher or her advisor.

If a KC Girls Prep teacher does not return a call in the same evening for a homework question following the procedures above, the teacher will address the question the next morning and the student will not be penalized for an incomplete or wrong answer to the specific question. For phone calls other than homework or ticket questions, please give the teachers and schools leaders 48 hours to return your call.

Compass Tracker

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Students will receive a new Compass Tracker and have a fresh start each Monday. Each Friday afternoon, students will calculate the number of on-compass points earned as a result of upholding school commitments and habits. Parents are expected to review and sign the Compass Tracker each Monday evening and have their daughter return it to her advisor on Tuesday mornings. It is also strongly encouraged that the family reviews their child's Compass Tracker each evening.

### Mandatory Parent/Guardian Conferences

Collaboration and having a true partnership with families is essential to our students' success – it's woven into the DNA of everything we do. Through phone calls, emails, home visits, and parent-teacher conferences, KC Girls Prep regularly communicate with parents about their child's academic development. Families are asked regularly to review student work and attend three student-led conferences throughout the academic year.

Throughout the year, parents/guardians should notify the school within 48 hours if any contact information or emergency contact information changes. Please provide changes to the Office Manager at 816-268-5660

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### Homework Support

- Teachers are available by phone for homework assistance until 7:30pm.

### Special Education → Exceptional Learners

KC Girls Prep employs a Manager of Student Support whose sole focus is ensuring all students are enabled to continuously learn and grow. We believe all students are capable of discovering their voice, succeeding in college, , and leading a meaningful and impactful life. Parents/guardians will be contacted as appropriate by the Director of Student Support to discuss student needs and accommodations.

It is the policy of the School to develop an individualized educational plan (IEP) for each public school student with a qualifying disability who needs special educational services in accordance with applicable law, including the Individuals with Disabilities Education Act (IDEA), and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, R.S.Mo., and Missouri's State Plan for Part B of the IDEA. The school will implement transition goals, individualized assessment, and extended school year services as appropriate for the student.

To obtain a copy of the School's IDEA procedural safeguards, including appeal procedures, please contact the Director of Special Education at 816-268-5660.

## English as a New Language Learners

KC Girls Prep strives to prepare all students for both college graduation and a rich and rewarding adult life. English as a New Language Learners ("ENLL") are learners who primarily speak a language other than English at home. In order to fulfill this vision for all students, KC Girls Prep will ensure that our ENLL are given the tools and strategies they need to be successful both socially and academically. KC Girls Prep staff and classroom teachers will help ENLL build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that ENLL bring to our community.

While our ENLL work towards English proficiency, KC Girls Prep teachers and staff will maintain regular communication with the families in order to inform them of their children's progress. A more detailed description of the specific procedures for identification, placement and development of ENLL students is set forth in KC Girls Prep ENLL Policy posted on the school's website at [www.kcgpa.org](http://www.kcgpa.org).

## Student Transcripts and Academic Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance and kept on file in accordance with State law. Each student's educational record will include information required by state and federal statutes, regulations or agencies, and shall include other information deemed necessary by school officials. The parents/guardians of (minor) students who are attending or have attended KC Girls Prep have the right to inspect and review the educational records of their students and to request amendment of their students' educational record. Except as otherwise required, in compliance with the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, records containing student health information will be stored separately from other student records.

Upon request from a school or school district (or educational agency) to which a former student has applied for admission, KC Girls Prep will disclose to the requestor the following:

- Directory information
- Academic transcripts
- Medical record information
- Any and all information related to a student's participation in and progress related to an Individual Education Plan (if applicable);
- All student discipline records; and
- Any violations of the Missouri Safe Schools Act

With written permission from the student's parent/guardian, KC Girls Prep will provide directory information and academic transcripts for other purposes, such as scholarship applications.

Student academic work is at the heart of KC Girls Prep's programming and purpose. All school staff believe that with effort and hard work all students will succeed. Academic dishonesty threatens this

core belief and the integrity and results of the academic program. If an instructor should encounter an incident of academic dishonesty in the classroom, the following steps will be taken:

### Academic Dishonesty

- Instructor suspecting an act of academic dishonesty shall discuss the matter thoroughly with the student involved. After determining the extent of the alleged violation, an instructor will place a letter in the student's permanent record describing the violation.
- Academic Dishonesty is defined as giving or receiving and/or using unauthorized information on an exam or academic assignment, or submitting duplicate work for individual assignments. Plagiarism consists of representing another person's ideas or writing as one's own, whether from a book, another student's assignment, the Internet, or another source.
- The student will be given zero credit on the assignment or exam in question. The instructor will submit a summary of the incident and evidence as well as a recommendation for a consequence to the School Leader and the Chief Executive Officer. The recommendation will be considered and a consequence issued based on the severity of the offense.
- Generally, students committing an act of academic dishonesty will receive an automatic recalibration (detention) that day (minor violation) or suspension (major violation), though the School Leader can recommend alternative consequences to the Chief Executive Officer as appropriate. Students will use recalibration to reflect on their choice and work to repair harm with their community based on their actions.

# SCHOOL EXPECTATIONS

## Homework

- Homework will be checked for quality and completeness upon students' arrival at school every day.
- Assignments are expected to be organized and complete.
- Students will not receive On Compass points for homework that is incomplete or for Reading Logs and Compass Paycheck Reports that are not signed by a parent or guardian.

Students receive on-compass points for homework completion during morning breakfast. It is important for students to learn responsibility and ownership of their schoolwork – the kind of responsibility they will need to take for themselves in college and beyond. As such, students who forget homework will not avoid the consequences listed in this section even if a parent/guardian brings the work to school for them.

To ensure students have every opportunity to get support with their homework, teachers may be available by phone for homework support. Homework will be graded for completion nightly and homework assignments can be graded weekly for accuracy at the discretion of the content teacher.

## Supplies

KC Girls Prep will provide some student supplies and clearly indicate what supplies should be provided by the student. Upon discretion, different supplies will be allowed in different grade levels as designated by the school leader/leadership. If a staff member finds it appropriate to confiscate items from a student, items will be returned directly to the students parent/guardian. Some of these items may include: blankets, writing utensils, erasers, jewelry, food/snacks, toys, lotion, body spray, or any item that distracts students from learning.

## Supply List for All Students

- One book bag/backpack
- Two 1-inch binders (no zippers or cloth)
- Two 2-inch binder (no zippers or cloth)
- Two composition books
- Two 1-subject spiral notebook
- One zipper pencil pouch (no pencil boxes)
- Five pencils daily
- One highlighter daily
- 10 packs of wide-ruled loose-leaf paper
- Four packs of 3x5 lined index cards
- One 5-pack of Post-It notes
- One pack of colored pencils

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Five packs of 5-tab dividers

One pair of scissors - must be small enough to fit in pencil pouch

Community Supplies - will be collected on the first day of school and shared with all students.

Four glue sticks

Two boxes of tissue

One bottle of hand sanitizer with a pump

One 2-pack of dry erase markers

One pack of disinfecting cleaning wipes

Emergency Pack Items

Sanitary napkins (replenish monthly)

Cleansing wipes

Deodorant

School Meals

KC Girls Prep participates in the USDA child nutrition programs, including the National School Lunch Program ("NSLP") and the School Breakfast Program ("SBP"). KC Girls Prep is committed to offering school meals through the NSLP and SBP programs, and other Federal child nutrition programs, as more specifically set forth in the Wellness Policy posted on the school's website at [www.kcgpa.org](http://www.kcgpa.org).

Students will be served breakfast, lunch, and one snack each school day. KC Girls Prep will serve healthy meals and snacks containing low or no sugar and meeting federal healthy meals standards. We ask you to join us in our efforts by only sending healthy, balanced meals to school with your student. Please ensure that the following items are not included in your student's lunch:

Mobile Phone and Electronics Policy

Personal electronic devices (cell phones, e-readers, tablets, smart watches) are not allowed to be used at school. Devices that can be connected to the internet or bluetooth are expected to be powered down every day before school hours begin. Devices should be stored in cubbies. If a scholar is found to have their device physically on their person, backpack, or binder, or is powered on, during school hours, the device will be confiscated and scholars will receive a re-commitment. A member of the School Leadership team will contact the family to arrange device return. Multiple infractions of this policy will result in escalating consequences.

Consequences

- 1st time - teacher confiscates, issues recommitment (RC), turns in to school leadership team; compass team calls family; compass team returns at end of day.

- 2nd time - teacher confiscates, issues RC, turns in to school leadership team; school leadership team has meeting with family (device is returned during meeting)
- 3rd time - teacher confiscates, issues RC, turns in to school leadership team; leadership team has meeting with family (device is returned during meeting)
- Failure to adhere to this policy will result in disciplinary action and confiscation of the device. A parent/guardian must pick up the phone and meet with a member of the school leadership team.
- Items confiscated can be picked up in the front office by a parent/guardian.
- KC Girls Prep is not responsible for the loss or theft of mobile phones or other personal electronic devices at any time.

### Student Contact During School Hours

If a student forgets lunch money, a permission slip, a book, homework, or other items necessary for their day at school, a parent/guardian may bring those items to the school's Front Office. A KC Girls Prep staff will ensure that the item is delivered to the student. Students will not be called out of class to receive phone calls or meet visitors in the school. In cases of emergency, parents/guardians should contact the Front Office. KC Girls Prep staff will then deliver the message to the student or make appropriate arrangements.

### Parents/Guardian Response

Parents/guardians of KC Girls Prep students are expected to come to the school or make immediate arrangements for students when contacted regarding misbehavior, illness, or other situations requiring a parent/guardian's presence. During this time we will work with families to build a reentry plan for the scholar.

Misbehavior that could require a parent/guardian's presence can include, but not limited to the following:

- Intentional destruction of property
- Use of an item as a weapon to harm/damage (or threaten to harm/damage) scholars, staff, or property
- Bullying (severe, physical, and/or repetitive)
- Sexual harassment of any type (sexual harassment is any unwanted physical, verbal, or visual advances, comments, or images that have sexual overtones)
- Physical altercation of any kind
- Possession of illegal objects/substances
- Exiting the building/leaving campus or class without permission
- Violation of bus contract
- Making a verbal or physical threat

### Respect and Civility

There is a great deal of diversity in the families we serve, and we strive to ensure that everyone feels welcome in our schools. KC Girls Prep Board and school staff, recognizing that we are a multiracial, multi-ethnic, multilingual school, believe it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of KC Girls Prep community is promoted.

KC Girls Prep will not tolerate behavior by students, staff or visitors which insults, degrades or stereotypes any race, gender, disability, physical characteristics, ethnic group, sexual preference, age, national origin or religion.

## DRESS CODE

KC Girls Prep enforces a Dress Code to promote the belief that we are all on the same team together. Students must board the bus, arrive at school, and depart from school in uniform. Violations of the dress code will result in reaching out to families and receiving off-compass points. Parents/guardians will be contacted when students arrive at school in violation of the following Dress Code policy:

### Shirts

Students in grades 5-8 must wear a white, grey or navy blue short sleeve or long sleeve polo shirt only. Polos may be purchased from a store of families choice. Students are only allowed to wear white, short-sleeved t-shirts or white turtlenecks under their polo shirts. Outwear, grey cardigans and navy crew neck sweatshirts, may be purchased from KCGPA and are optional. Students may wear optional KCGPA outwear over their white, grey or navy polo shirt – a polo shirt must be worn under the cardigan or sweatshirt at all times.

### Pants/Skirts/Jumpers:

Students must wear solid uniform navy blue pants, shorts, or jumpers only (capri pants are permitted). Uniform pants, shorts, jumpers, and skirts must not have extra zippers, large outside pockets or other fashion garnishments anywhere on them, i.e., "cargo pants." Shorts, jumpers, and skirts must be no more than 1 inch above the knee. Parents do not have to order pants or shorts from the school approved uniform vendor.

### Shoes

Students will have passing periods between each course. As such, it is important that students wear shoes that allow for a quick and safe transition to learning. Students must wear shoes with full backs (no shoes with straps). No open-toed shoes. No flip-flops. No slippers. Shoes with closures must be worn as intended. Laces must be tied and velcro must be strapped. (Parents/guardians should contact the school with any questions regarding acceptable footwear.)

### Friday Dress Code

On Fridays, Students may wear any school issued KC Girls Prep T-Shirt with their uniform bottoms.

### General Rules

- No non-KC Girls Prep outerwear will be allowed to be worn in the building, though school cardigans and other school outerwear is available for purchase.
- Headwear, including hats, sweatbands, and combs may not be worn, except for religious reasons.
- Students may use hair dye.
- Hair accessories may not make noise or light up.
- Jewelry may not be distracting, make noise, or have inappropriate connotations.



- Sunglasses may not be worn unless they are prescribed.
- No visible body piercings, including tongue rings, are permitted (ears and nose excluded).
- No distracting or inappropriate body art (real or fake tattoos, drawings, etc.) may be displayed at any time unless for religious reasons.
- Backpacks/luggage with wheels and other bags deemed a distraction by the School Leader or Dean of Culture are not permitted.

### Uniform Purchase - New and Replacement Items

As students enter the building, their uniform is checked thoroughly and any student who is out of uniform or has an article missing will receive off-compass points. Parents will be contacted immediately. KC Girls Prep will lend a clean uniform item if one is available. If one is not available we will immediately reach out to parents/guardians.

# GENERAL SCHOOL POLICIES

## Admissions

KC Girls Prep does not (and, by statute, cannot) selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic.

KC Girls Prep will admit students until its enrollment threshold is met, after which a waiting list is established from which students are randomly selected when seats open. In the event there are more applications than seats, the KC Girls Prep will use a lottery process to give every applicant an equal chance of admission.

## Birthday Celebrations

KC Girls Prep team members are responsible for the organization of seasonal parties and celebrations. These celebrations are designed for currently enrolled KC Girls Prep students. Infants, preschool, middle school, high school students, or any other relatives or friends are not allowed in classrooms during celebration times.

Due to an increasing number of students with life threatening food and nut allergies, as well as students with special dietary or medical needs, if food is part of a specific KC Girls Prep celebration, any such food for distribution and/or instruction must be nut free, be commercially labeled with ingredients, and provided solely by KC Girls Prep approved caterers.

Recognition of student birthdays is designed uniquely by each advisor. Birthday recognitions are intended to be a celebration of the student in meaningful ways absent of food. Outside food will not be accepted as part of the birthday recognition.

Birthday recognitions are designed to be an integrated part of the KC Girls Prep School day versus a time that interrupts the daily classroom or building routines or instructional time. Birthday recognitions will be designed so as not to impact the dietary decisions or needs of other students. Invitations for out-of-school parties cannot be brought to KC Girls Prep for distribution. Deliveries of gifts for students will not be accepted at school (i.e., floral arrangements, balloon bouquets, etc.) in order to maintain a learning-focused environment.

## Damaged Property

Depending on the requirements of different classes, students may be assigned textbooks, novels, calculators, or other school equipment. Teachers will track which book or piece of equipment has been given to the individual student and its condition. If the book or equipment is lost or damaged

while in the student's possession, the child and his/her family may be financially responsible for replacing it. KC Girls Prep will give the parent/guardian an invoice, and the parent/guardian is expected to pay the school the amount therein in cash or money order. Students will be expected to pay for and/or restore KC Girls Prep property that is vandalized, damaged, lost or stolen by such student, and the parents/legal guardians will be notified.

### Enrolling of Expelled, Suspended or Retained Students

KC Girls Prep reserves the right to evaluate a student's enrollment and honor the expulsion, suspension or retention from the sending district, private, or charter school. For the protection of currently enrolled students, if the suspension is a result of a Safe Schools Act violation that could have resulted in expulsion, the KC Girls Prep reserves the right to deny enrollment.

## Inclement Weather

### School Cancellation

- Girls Prep follows Kansas City Public Schools district (KCPS) school closure decisions to simplify childcare for families.
- When KCPS closes school, we follow the sequence below:
  - School Leader and Manager of Operations confirm we are cancelling for the day.
  - Manager of Operations sends a SchoolMessenger alert and email to families and staff and notifies local television and radio stations.

### Early Dismissal

- Girls Prep will only implement early dismissal procedures when the safety of students is in question due to emerging weather conditions.
- If KC Girls Prep decides to dismiss classes early due to inclement weather, all families will be contacted by automated calls and e-mail; all media outlets will be notified.
- All families should have a plan in place for early dismissal situations.

### Inclement Weather Reserve Days (if necessary)

- KC Girls Prep will utilize the following dates to make up any school days missed due to inclement weather:

If the school determines it is necessary to use reserve weather days, families will be contacted and information will be distributed to students for take-home, via phone, and e-mail as far in advance as possible.

## Cubbies

A cubbie is available to students of certain grade levels as determined by the KC Girls Prep's administrative staff to store school materials, clothing, and other personal items that are necessary to have at the KC Girls Prep. Cubbies do not lock. They are not lockers and should not be treated as such. Items of extraordinary value should not be left in cubbies.

1) School cubbies are the property of the school and are provided for the convenience of students. The cubbies may be searched by KC Girls Prep administrators and/or security who have a reasonable suspicion that the cubbies contain drugs, alcohol, tobacco products, paraphernalia, material of a disruptive nature, stolen property, weapons or other items posing a danger to the health or safety of students and staff.

Students or student property may be searched based on reasonable suspicion of a violation of school rules, policy, or local or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Consistent with the community's expectation that KC Girls Prep officials sustain a safe school environment conducive to learning, KC Girls Prep will cooperate with the law enforcement

agencies in conducting searches of cubbies if there is reasonable suspicion that a crime has been committed.

2) Students are responsible for upkeep of their cubbie. Report any damage or cubbie abuse to the office.

3) Students should always keep the cubbie closed and not reveal any personal property in her cubbie to other students.

4) No changes will be made in cubbie assignments after the school year begins without administrative approval. Students shall only use their assigned cubbie.

6) Cubbie cleanup will be conducted during advisory on a regular basis throughout the year.

### Lost and Found

Students are responsible for their personal belongings. Any student who finds an item that does not belong to her should turn the item in to the Front Office immediately. Lost articles may be claimed in the office before or after school. KC Girls Prep is not responsible for lost or stolen items.

### Non-discrimination

KC Girls Prep admits students of any race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The School does not discriminate, exclude people, or treat them differently on the basis of race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification in administration of its hiring, retention and its other employment policies, educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

KC Girls Prep complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other state and federal laws and regulations.

Inquiries: Inquiries concerning KC Girls Prep's non-discrimination policies:

Dani Murphy - Manager of Operations  
5000 East 17th Street

Kanas City, MO 64127  
(816) 268-2573

Further inquiries may also be directed to the Office for Civil Rights at: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## Personal Property Loss

Girls Prep does not carry insurance against loss or damage to personal property such as automobiles, bicycles, cameras, electronic devices including telephones, jewelry, clothing, musical instruments and sporting equipment. KC Girls Prep does take reasonable care to provide for the safekeeping of students' personal property, but thefts and damage do occur and it is appropriate to file claims under individual homeowners' or renters' policies in those instances. Because small electronic devices are frequently stolen, students are advised that KC Girls Prep administration may not conduct investigations into their loss. KC Girls Prep accepts no responsibility in the theft of these personal electronic devices. Students bring them to school at their own risk.

## Recording of Meetings

The use of audio, video or other recording devices in any meetings between KC Girls Prep staff and parent/guardians, including, but not limited to, meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, shall be permitted only as set forth herein.

- If a parent or guardian desires to have a meeting recorded, he or she must make a written request to the organizer of the meeting at least two (2) business days prior to such meeting. KC Girls Prep will make arrangements for the recording and provide the parent/guardian a copy of such recording within three (3) business days after the meeting. If KC Girls Prep desires to have a meeting recorded, staff will inform the parent/guardian of such recording prior to the start of the meeting.
- Meetings for which neither a parent nor KC Girls Prep has requested a recording shall be presumptively confidential meetings and that both parties have agreed that it is in the best interests of the parent and the student to maintain such confidentiality. As such, if neither party has requested a recording as set forth above, KC Girls Prep, the student and the student's parent(s) shall be deemed to have agreed that no recordings of the meeting may be made.

## Release From School

No child will be released to anyone other than the legal guardian(s) unless verified arrangements have been made in advance. This means that KC Girls Prep will not release a student to a non-custodial parent unless the custodial parent has verified arrangements in advance. Permitted parents/guardians must come to the office, identify themselves, and sign out their child before he/she can be dismissed from school. Proper identification is required.

## Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made to the Children's Division of the Missouri Department of Social Services. The appropriate steps and that policy are provided to each School employee in the Personnel Policies Handbook.

## Residency Requirements

State law requires that all students attending KC Girls Prep be permanently domiciled and living within the boundaries of Kansas City Public Schools. To ensure that KC Girls Prep is in full compliance with residency requirements, all families are required to provide proof of residency before the beginning of each school year. This annual requirement will help determine those students who are not residents of Kansas City Public Schools and will not be allowed to attend KC Girls Prep. In matters requiring affidavits to certify that a student's parent(s) and the student are domiciled with a resident of the Kansas City, Missouri School District, current forms must be submitted each year, even if no changes have occurred from the previous year. If a parent provides false information regarding residency, the student's offer of enrollment or admission will be withdrawn.

## Guardianship

Any student wishing to enroll who is domiciled with a guardian residing within the school boundaries of KC Girls Prep must submit legal documentation of the court appointed guardianship. Exceptions to this requirement may be made consistent with federal/state regulations. Students not domiciled with a resident parent or legal guardian will only be permitted to enroll if such students are considered "homeless children" within the meaning of state law.

All parents/guardians of students must provide proof of residency during enrollment/registration which is scheduled late July/early August. Residency verification is required before students will be assigned to a classroom for the school year.



## Parental Rights

The custody of a student is presumed to be held by the student's parents unless a court order states otherwise. In situations of separation or divorce, it is presumed that both parents will have joint legal custody of the student, and that either parent can make important decisions regarding the student such as, medical and educational matters, unless there is a court order on file to the contrary. If one parent informs KC Girls Prep that the other parent has been denied custody or visitation, such parent must provide a copy of the court document as proof.

## Safety Drills and Emergency Preparedness

Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-downs. Crisis and policy manuals including emergency drill practices and procedures are located at the school under the security of the building administrator and/or his/her designee.

## Tobacco-Free School

To promote the health and safety of all students and staff and to promote the cleanliness of school property, KC Girls Prep prohibits all employees, students and patrons from smoking or using tobacco products (including e-cigarettes) in all school facilities, on school transportation, and on all school grounds at all times. This prohibition extends to all facilities KC Girls Prep owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for in-patient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the school provides services. Students who possess or use tobacco products on KC Girls Prep grounds, school transportation or at school activities will be disciplined.

## Volunteers

Girls Prep welcomes participation of parents/guardians and community members in activities intended to promote the school's mission and improve academic performance. Prior to serving as a volunteer, each individual must complete an application and have a satisfactory background/criminal records check as required by the Missouri Department of Elementary and Secondary Education. Volunteer activities and services will be determined and/or approved by school leadership.

## Video Security Cameras

Girls Prep authorizes the use of video security cameras in the buildings and grounds to promote a safe school environment for students, staff and visitors. Appropriate signs will be posted in building entrances and at other locations throughout the school to inform visitors, staff, students and parents/guardians that video recordings may occur on school property. KC Girls Prep administrators may rely on the images obtained by the video security cameras in connection with the enforcement of KC Girls Prep policy, administrative regulations, building rules and other applicable law including disciplinary proceedings and matters referred to local law enforcement agencies. Except in special circumstances, the cameras may or may not record audio or other sound.

## Visitors

Girls Prep welcomes the opportunity to have parents/guardians visit KC Girls Prep. All appointments with school personnel must be made through the Front Office Manager at least 24 hours prior to the proposed visitation time and must be cleared by school administration. Upon entering the building, all visitors must report to the Front Office, sign in, and wear the provided visitor pass while in the building. When a parent/guardian needs to conference with a teacher or counselor, an appointment should be made no less than 24 hours in advance.

Groups of visitors wishing to visit the school or facilities shall notify the Chief Executive Officer (or designee) as far in advance as possible to arrange and schedule a visit (not less than 48 hours in advance). All persons (non-parents/guardians) who do not obtain prior permission from the Chief Executive Officer (or designee) to visit the school will not be permitted to enter the school.

KC Girls Prep will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. Visitors to school property may not possess weapons, including concealed weapons, on school property, on school sßber , or at any school function or activity sponsored or sanctioned by the school unless the visitor is an authorized law enforcement official or is otherwise authorized by school policy.

All private or unauthorized vehicles need to follow the posted restrictions regarding one-way signs, parking, bus lanes, loading and unloading zones, etc. Vehicles are not to block other vehicles, and drivers should use only designated areas and routes for dropping off and/or picking up students at school.

KC Girls Prep reserves the right to deny school tours or school visits based on the best interests of students. The school intends to institute a general freeze on school visits and tours during the first 60 days of the school year.

## ATTENDANCE

If students are not in class, they are not learning and missing important instructional time. Students are expected to attend school every day except in cases of illness or serious emergency.

### Virtual Learning Attendance

Virtual classes are held from 8:00am - 2:15pm, Monday through Thursday and 8:10am - 1:15pm on Friday.

Parent/guardians should follow these guidelines with regard to attendance:

Call the Front Office at (816) 268-2573 as early as possible before 8:00 a.m. the morning of the absence regardless of the reason.

- Parents/guardians must call the school the day a student is absent in order for the absence to be counted as excused.
- Please schedule doctor, dental, and other appointments during non-school hours to ensure your child's regular attendance.
- Vacations are not excused absences. Please schedule personal vacations for school holidays and breaks when school is not in session.

### In-Person Attendance

Students may arrive at 7:35am to eat breakfast. Students are expected to be present for classes from 7:55am - 3:30pm, Monday through Thursday and 7:55am - 1:30pm on Friday.

Parent/guardians should follow these guidelines with regard to attendance:

Call the Front Office at (816) 268-2573 as early as possible before 7:35 a.m. the morning of the absence regardless of the reason.

- Parents/guardians must call the school the day a student is absent in order for the absence to be counted as excused.
- Please schedule doctor, dental, and other appointments during non-school hours to ensure your child's regular attendance.
- Vacations are not excused absences. Please schedule personal vacations for school holidays and breaks when school is not in session.

### Excused Absence

In order for an absence to be excused, it must be due to illness or injury, death in the immediate family, significant family crisis, or religious holidays. Celebration of a birthday or "take your child to work day" are not considered excused absences. A parent/guardian must call the school the day of the absence for it to be counted as excused. Illness resulting in three (3) or more consecutive absences requires a doctor's note.

In the interest of public health and safety, students with contagious or communicable diseases or symptoms should not be brought to school.

Colleges review absences in their evaluation of our students. We strongly encourage students to minimize the number of absences they incur. Ten (10) or more absences of any kind during the school year may result in grade level retention.

### Unexcused Absence

All other absences not listed above will be unexcused, unless approved at the discretion of the School Leader or the Chief Executive Officer. Failure by the parent/guardian to contact the school the day a student is absent means the absence is unexcused. Colleges review absences in their evaluation of our students. Unexcused absences reflect poorly on student conduct, so we strongly encourage students to minimize the number of unexcused absences they incur. Ten (10) or more unexcused absences during the school year may result in grade level retention or other actions as appropriate.

The school will attempt to contact a parent or guardian any day a student is absent from the school, but it is the parent/guardian's responsibility to ensure the school is informed of the reason for a student absence the day the student is not in school. The school reserves the right and may have the responsibility to contact the Missouri Department of Social Services' Child Abuse and Neglect Hotline in the case of a student's excessive unexcused absences.

### Appeal Process

If the student or parent/guardian feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day absence threshold, the student and parent/guardian may appeal to the CEO.

Where the CEO upholds the denial of course credit based on excessive absences, the student and parent/guardian may request a hearing before the Board of Directors. Parties who desire to appeal the decision of the CEO must notify the Board of Directors within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the denial of credit as affirmed by the CEO. Procedures for a Board hearing shall be the same as provided for in any student disciplinary matter.

### Make-up Work

Students are expected to get any and all missed work from their teachers when they are absent from school on the day they return. The student has the same amount of time to turn in make-up work that is equal to the days she was absent, i.e. if a student was absent for one day, she has one day to turn in the work she missed. The school will not create make-up work packets for absent students.

Each classroom teacher will have a designated location with the student's missed work. It is the responsibility of the student to ask for make-up work when they return to school. Teachers will have a designated spot located at the front of the class for make-up work. Advisors will also gently remind students to collect and check-in on progress of completing during advisory time.

### Extra Credit

Students at KC Girls Prep do not receive extra credit. It is expected that students complete all given work when it is assigned and take advantage of the mastery-based grading where they have multiple opportunities to demonstrate learning.

### Prearranged Absences

If parents/guardians are aware in advance of situations requiring student absences, they should notify the Front Office (816-268-5660) as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. Students should generally avoid these types of absences, particularly during assessments.

### Early Dismissals

Every moment of class time is precious and KC Girls Prep discourages early student dismissals except in cases of illness or family emergency. If an early dismissal is necessary, parents/guardians should notify the Front Office as soon as possible prior to the date or time of the early dismissal. Students must be checked out and picked up in the Front Office.

### Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the Chief Executive Officer, shall be considered unexcused or truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

### Compulsory Attendance

The law requires all children between 7 and 17 years of age, or 17 years of age with fewer than 16 credits toward graduation earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term.

Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18.

Once enrolled in the school, students are expected to attend regularly and student's parents/guardians are expected to communicate regularly and honestly with the school regarding the student's absences.

### Students Withdrawing from School

If a parent/guardian wishes to withdraw his/her student from KC Girls Prep, the parent/guardian can request a withdrawal in-person, by written correspondence, by phone message, or by phone call to KC Girls Prep. If the parent/guardian requests a withdrawal in-person, he/she shall sign a withdrawal request form. The withdrawal request will be processed within five (5) business days of receipt. The student will be removed from KC Girls Prep enrollment roster and the student will not be reinstated.

If a parent/guardian is unable to request a withdrawal in-person or requests a withdrawal by phone message or phone call, he/she must provide a records request (signed by the parent/guardian) from the receiving school. KC Girls Prep will process the withdrawal within five (5) business days of receipt of the records request, and will forward the student's records to the receiving school. The student will be removed from KC Girls Prep enrollment roster and will not be reinstated.

If a parent/guardian verbally requests that his/her student be withdrawn and does not submit a signed withdrawal form nor submit a records request from a receiving school, the Director of Operations will mail a formal withdrawal letter to the parent/guardian. If no response is received from the parent/guardian within five (5) business days of the mailing of the withdrawal letter, the student will be removed from KC Girls Prep enrollment roster, and the student will not be reinstated.

In the case of excessive absences, if multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after five (5) consecutive unexcused absences, a student will be considered withdrawn and a withdrawal letter will be sent to the parent/guardian. KC Girls Prep reserves the right to contact the Missouri Department of Social Services' Child Abuse and Neglect Hotline following a student's fifth unexcused absence if the parent/guardian has not responded to multiple contact attempts by the school. KC Girls Prep will encourage all families and students to consult with KC Girls Prep staff prior to withdrawing a student.

## TRANSPORTATION

KC Girls Prep's transportation policies are intended to help students begin their days in a positive way and in a manner consistent with our school culture. KC Girls Prep will provide bus transportation to students within the Kansas City Public School District boundary. In the event that a student has special needs that prohibit riding the bus or is in need of emergency transportation with approved documentation, KC Girls Prep will arrange for taxicab transportation for the student.

\*Please Note: For information regarding bus routes, bus status, late arrivals, concerns or complaints, or other general transportation questions, parents/guardians should contact First Student at 816-254-5262. .

### Bus Route

KC Girls Prep will work directly with the bus company to assign a route based on the address provided during enrollment. The bus company reserves the right to make reasonable accommodations for pick-up/drop-off within four (4) blocks of the student's address. Door-to-door pick-up/drop-off will not be allowed except in the case of approved circumstances. Parents are responsible for any additional student transportation needs outside the normal and one alternate route. See alternate route requirements below.

### Temporary Student Boarding

Parents are reminded that students are assigned to a specific bus and a specific bus stop. Your bus driver is not authorized to pick up or drop off students at other bus stops at any time. In a family emergency, the school leader or dean may issue a "one-day" afternoon emergency boarding pass for the student to be dropped at another location.

The vacation and work travel schedules of parents/guardians do not qualify under the provisions for the issuance of an emergency or a temporary boarding pass. The majority of our buses carry a full load of students. When a child stays with another family, the host family must agree to transport your child to and from KC Girls Prep.

### Special Needs Students

Special needs students must be met at the bus stop by a parent/guardian/responsible adult or responsible older sibling. If no parent or other authorized responsible person is available after a series of attempts to drop-off, the driver will contact KC Girls Prep and Operations office and the students will be returned to KC Girls Prep.

### Alternate Bus Route

Students may only ride the bus to which he/she has been assigned unless an alternative bus stop request has been approved. The Operations office will approve requests in childcare or shared custody situations provided the following criteria are met:

- Requests must be for a set schedule for the entire school year and include day care placements before and/or after school (exception: shared custody situations)
- Stop must be within attendance area
- Change cannot result in overcrowding of a bus
- Students must be within a safe walking distance from the established stop (within a four (4) block radius from address provided)
- For shared custody, both parents' address must be registered with KC Girls Prep for transportation
- Requests for alternate bus stops must be renewed annually
- Requests will not be approved for student employment, medical appointments, religious instructions, scouts or any other activity

For emergency situations, please call KC Girls Prep.

### Walking to School

Students are allowed to walk to and from KC Girls Prep, provided the school has received written notification from the parent(s).

### Communications with Bus Drivers

If parents/legal guardians should have any issues or concerns and need to speak with your student's driver, it is best to contact the Operations office at (816) 268-2573 to schedule a time to discuss your concerns.

If you need to approach the bus, please do not step into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver's available time at individual stops. If parents want to deliver a note to the school bus driver, they may give the note to their child to give to the driver.

### Parents/Legal Guardians Entering a School Bus

Parents/legal guardians are only authorized to enter and ride a school bus when they are chaperoning a school-sponsored trip and are approved by KC Girls Prep. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, KC Girls Prep supports this law and has posted warnings on all buses.

### The School Bus

Students are to refer to the bus driver as "Mr." or "Ms." followed by the driver's first or last name depending on the driver's preference. In return, the bus driver will acknowledge the student and respond accordingly.



Seats may be assigned and will remain in place unless changed by the bus driver, monitor, or a school official. Adult volunteers may assist with periodic bus monitoring throughout the year. All volunteers will undergo a background check.

### General Bus Rules

Bus transportation is considered a privilege and as such, it can be taken away from students who fail to demonstrate appropriate behavior on the buses. When riding on KC Girls Prep bus, students are expected to conduct themselves in an orderly manner. The bus driver or monitor has been instructed to maintain discipline. The following rules apply when riding KC Girls Prep bus:

- 1) Students should be on time and standing at the bus stop. Buses will not wait.
- 2) Students must get on / off the bus at their assigned bus stop.
- 3) Students shall listen to the bus driver or monitor for instructions.
- 4) No eating or drinking on the bus.
- 5) Students shall remain seated and faced forward until the bus completely stops at their bus stop.
- 6) Drivers may assign seating to students as needed. The initial assignment may come from KC Girls Prep.
- 7) Any item which interferes with the welfare and safety of students and staff is not allowed on the bus. This includes glass containers, skateboards, balloons, music players, electronic tablets, animals, large packages or large musical instruments.
- 8) Students shall load and unload in an orderly manner.
- 9) Students are to ride their assigned bus at all times. Parents must call by 12:00 pm if a student is to ride the bus with another student. The other student's parent/guardian must confirm as well. KC Girls Prep will approve the change if there is space on the bus.
- 10) All KC Girls Prep policies prohibiting alcohol, tobacco and other drugs apply to all bus riders.
- 11) All KC Girls Prep policies prohibiting fighting, weapons, threats to staff, and vandalism apply to all bus riders.
- 12) Any misconduct that would result in a suspension discipline in KC Girls Prep building will be addressed in the same manner if it happens on the bus.

Students who fail to observe school bus rules or fail to contribute to a safe transportation environment will be subject to disciplinary action, including but not limited to, suspension of the privilege of riding the bus. All bus suspensions may include field trips and extra-curricular trips of any type.

School rules and regulations not specifically articulated above still apply while students are on the bus. Students who continue a pattern of inappropriate behavior on the bus are subject to long-term suspension of bus riding privileges at the discretion of school leadership.

In the occasion that a student engages in serious bus misbehavior, the student will be issued a consequence according to the below schedule.

Behaviors	Possible Consequences
<p><b>Tier 1 Behaviors - Disruptive</b></p> <ul style="list-style-type: none"> <li>● Disobeying bus driver rules</li> <li>● Being rude to bus driver or other students</li> <li>● Not staying in seat while the bus is in motion; failure to listen to the bus driver warning</li> <li>● Not in assigned seat</li> <li>● Cursing or being excessively loud; failure to listen to driver warning</li> <li>● Littering on the bus</li> </ul> <p><b>Tier 2 Behaviors - Dangerous</b></p> <ul style="list-style-type: none"> <li>● Horseplay while on the bus</li> <li>● Repeated and/or egregious disrespect (e.g. cursing at adult)</li> <li>● Throwing objects on the bus (dangerous behavior; causes harm) or out of the bus windows</li> <li>● Inappropriate use of personal technology</li> <li>● Bullying/threatening other students</li> <li>● Stealing</li> <li>● Inappropriate Public Displays of Affection</li> <li>● Dangerous or inappropriate behavior</li> </ul> <p><b>Tier 3 Behaviors - Illegal</b></p> <ul style="list-style-type: none"> <li>● Fighting while on the bus</li> <li>● Sexual misconduct</li> <li>● Vandalism (Plus Restitution Policy Actions)</li> <li>● Possessing weapons, dangerous materials, drugs or other illegal substances</li> </ul>	<ul style="list-style-type: none"> <li>● Off-Compass Points</li> <li>● Restorative meetings</li> <li>● Verbal warning with reassigned seat and parent notification</li> <li>● Written warning (bus behavior contract), parent notification and Recalibration with Dean</li> <li>● Mandatory parent meeting before being able to ride the bus again</li> <li>● Progressive bus suspension, from 1 day through remainder of year</li> <li>● School suspension</li> <li>● Expulsion</li> </ul>

In the case of a bus consequence, the parent/guardian will be contacted via phone and written notification regarding the reason for consequence and the time during which the consequence is to be served. The parent/guardian may be required to attend a conference with a member of the KCGPA administration before the student may resume riding the bus. In the case of a suspension, the student will not be permitted to board the bus at the morning stop, or to board the bus at KCGPA during dismissal. The parent/guardian will need to make arrangements for the student's transportation to and from KCGPA during the period of the suspension.

KCGPA rules and regulations not specifically articulated above still apply while students are on the bus.

In the case of a bus consequence, the parent/guardian will be contacted via phone and written notification regarding the reason for consequence and the time during which the consequence is to be served. The parent/guardian may be required to attend a conference with a member of the KC Girls Prep administration before the student may resume riding the bus. In the case of a suspension, the student will not be permitted to board the bus at the morning stop, or to board the bus at KC Girls Prep during dismissal. The parent/guardian will need to make arrangements for the student's transportation to and from KC Girls Prep during the period of the suspension.

KC Girls Prep rules and regulations not specifically articulated above still apply while students are on the bus.

### Taxicab Transportation Rules

Students transported by taxicab are expected to adhere to the rules of conduct set forth herein and are subject to disciplinary consequences for failure to adhere to KC Girls Prep's transportation policies:

- 1) Students are expected to conduct themselves in an orderly manner.
- 2) Students should be on time for pick-up and in the assigned location.
- 3) Students shall listen to the taxicab driver for instructions.
- 4) No eating or drinking in the taxicab.
- 5) Students shall buckle their seatbelts and remain seated until the taxicab completely stops at their point of pick-up and drop-off.
- 6) Any item which interferes with the welfare and safety of students and staff is not allowed in the taxicab. This includes glass containers, skateboards, balloons, music players, electronic tablets, animals, large packages or large musical instruments.
- 7) Students shall not use any electronics or mobile phones in the taxicab except to contact parents/legal guardians.
- 8) All KC Girls Prep School policies prohibiting alcohol, tobacco and other drugs apply to all taxicab riders.
- 9) All KC Girls Prep School policies prohibiting fighting, weapons, threats to staff, and vandalism apply to all taxicab riders.
- 10) Any misconduct that would result in a suspension discipline in KC Girls Prep building will be addressed in the same manner if it happens in the taxicab.

Students who fail to observe school taxicab rules or fail to contribute to a safe transportation environment or who continue a pattern of inappropriate behavior in the taxicab will be subject to disciplinary action. School rules and regulations not specifically articulated above still apply while students are in the taxicab.

Parents shall notify KC Girls Prep in advance if a student will not be on time or available for scheduled taxicab pick-up.

### Student Drop Off

Students will NOT be permitted to enter the building prior to 7:35 a.m. Students arriving before 7:35 a.m. should line up outside the main KC Girls Prep entrance and stand quietly until the doors are opened. Students arriving at KC Girls Prep after 7:45 a.m. are considered tardy. An arrival at 7:46 a.m. is considered tardy. Every third time a student is tardy in one trimester; the student will be issued recalibration time during lunch.

### Student Pick Up

A student's parent or guardian must notify the school by 12:00 p.m. when a student will be picked up from KC Girls Prep, otherwise the student will be placed on his/her regular bus route. Students will not be released to anyone who is not designated on the pick-up list. Parents are responsible for providing the front office with the correct and most current information about authorized persons.

Parents must inform KC Girls Prep front office if he/she will be late picking up a student(s). In the event of repeated late pick-ups, KC Girls Prep staff will request a conference and work to problem-solve any transportation issues.

### Extracurricular Activities

Transportation for students participating in KC Girls Prep sponsored clubs or activities will be provided by KC Girls Prep. Students participating in KC Girls Prep sponsored clubs or activities must report directly to the designated area for parent pick-up or dismissal to the school bus. Students participating in clubs or activities whose parents are late (15 minutes after dismissal) for pickup two (2) or more times may be subject to temporary suspension and/or removal from athletic games/events or after school activities in the future.

Transportation after athletics practices will be provided by KC Girls Prep for student athletes; however, parents are responsible for picking up their student(s) after sporting events. For away games, if transportation is not provided KC Girls Prep, parents are responsible for providing transportation to and from the games. Parents shall provide written consent if a student is permitted to ride to and/or from a game with another parent. However, in emergency situations, a parent may notify KC Girls Prep staff by phone that his/her student is permitted to ride with another parent. Athletes whose parents are late (15 minutes after dismissal) to pick them up two (2) or more times may be subject to temporary suspension and/or removal from the sports team.

## EXTRACURRICULAR ACTIVITIES

### Participation

All students regardless of race, color, sex, ancestry, religion, or disability are welcome to and encouraged to participate in any extracurricular activity sponsored by KC Girls Prep. Unless participation in an extracurricular activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these activities as a disciplinary action or as a consequence for poor academic performance in school as determined by KC Girls Prep administration. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity which is not required for a course in which the student is enrolled.

### Participation/Consent Form

Prior to participating in extracurricular activities, including any practice or tryout session for a sport or event, each parent must sign and return KC Girls Prep "Activity Participation and Transportation Form". This form must be completed for each school year.

### Student Rights and Responsibilities

KC Girls Prep recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities.

Every student has the right to:

- Have the opportunity to access a free and appropriate education in the best possible environment.
- Have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive.
- Not be discriminated against on the basis of gender, race, ethnicity, color, religion, national origin, sexual orientation, or handicap.
- Be informed of school rules and regulations.

Every student has the responsibility to:

- Know and adhere to rules and regulations.
- Know and adhere to state and federal laws.
- Respect the human dignity and worth of every other individual.
- Refrain from libel and slanderous remarks and obscenity in verbal or written expression.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- Help maintain and improve the school environment

- Preserve school property and exercise the utmost care while using school facilities.
- Refrain from disobedience, misconduct or other behavior which would lead to any physical harm or to the disruption of the educational process.
- Respect the exercise of authority by school administrators, teachers and staff in maintaining discipline in the school and at school sponsored activities.
- Obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.

### Infractions and Behaviors Subject to Consequences

Actions that violate the Code of Conduct, School commitments and result in disciplinary consequences, include, but are not limited to the following listed behaviors:

- Disrupting class
- Not following directions
- Chewing gum or eating in class
- Inappropriate comments
- Being unprepared for class
- Uniform violation
- Safety violation or dangerous behavior
- Incomplete homework/agenda/reading log
- Offensive, abusive, obscene and/or profane language or gesture
- Inappropriate displays of affection
- Taunting, teasing, or insulting
- Running, horse play, or throwing
- Inappropriate use of electronic devices
- Tardiness
- Failure to attend and engage in recalibration time
- Possession, exhibition, and/or distribution of obscene literature or material
- Disruptive behavior in the classroom, school, on the bus, or during school activity
- Misuse of technology
- Insubordination
- Egregious disrespect to peer, adult, or property
- Inappropriate contact
- Threatening gesture
- Gambling
- Possession of lighters or matches
- Truancy
- Chronic misconduct
- Defiance of authority
- Academic dishonesty
- Unauthorized entry
- Fighting or threatening behavior (directed to another student or school personnel)

- Assault of another student or school personnel
- Theft
- Vandalism
- Extortion
- Inciting to fight and/or contributing to a disruptive situation
- Possession and/or use of tobacco or alcohol
- Bullying or harassment (including sexual harassment)
- Sexual misconduct
- Any behavior consistently detracting from student learning
- Use or possession of a simulated weapon
- Use or possession of a weapon
- Possession of identifiable drug paraphernalia
- Use, possession, sale or transfer of toxic or controlled substances
- Use or possession of non-controlled substances (over the counter medicine, including cough drops).
  - All medication (prescription or over the counter) must be turned into the school office prior to the start of a school day. Parents/guardians must complete and turn in to the office a form requesting administration of medication by school personnel.
  - Students may not self-administer any medications, including cough drops.
- Distribution and/or purchase of non-controlled or controlled substances
- Possession, use, and/or sale of explosives
- Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. In compliance with the "Gun Free Schools Act" (Federal) and 160.261 R.S.Mo.: Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or expelled and will be referred to the appropriate legal authorities. The Chief Executive Officer may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
  - the frame or receiver of any weapon described above;
  - any firearm muffler or firearm silencer;
  - any explosive, incendiary, or poison gas;
  - any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may readily be assembled;
  - and any concealable firearm, explosive weapon, machine gun, rifle, shotgun, or spring gun as defined under 571.070 R.S.Mo. (excepting Civil War reenactment materials).
- Possession and/or use of weapon other than a firearm, meaning an instrument, device, or projectile that could reasonably be used to attack or defend against another person; or any

instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm self or another person. A weapon may include but is not limited to the following:

- Knife (e.g. pocket, pen, switchblade knife, anything with a blade.)
  - Projectile weapon (e.g. pellet gun, BB gun, slingshot, bow, crossbow, etc.)
  - Blackjack
  - Brass knuckles
  - Pepper spray
  - Mace
  - Laser pointer
  - Normal school supplies, household items, or other materials (e.g. scissors, nail file, chains, etc.), which are used for attack, defense, to threaten, intimidate, or inflict physical injury or harm to another person.
  - Comb with metal tip
- Arson
  - False Alarms
  - Acts or threats of violence
  - Commission of a felony
  - Conspiracy to engage in any of the above behaviors

Consequences for such behavior include:

- Off Campus Points
- Automatic recalibration
- Referral - documentation on permanent behavior record that travels with the student to future teachers, grades, and/or schools (may also result in further consequences)
- Extended After school recalibration
- Internal Suspension
- External Suspension
- Expulsion

Repeated or serious incidents may result in increased consequences at the discretion of KC Girls Prep leadership.



## REPORTING MISCONDUCT

We all share the responsibility for a safe, positive learning environment. Students who have knowledge about serious disciplinary infractions or potential serious disciplinary infractions must contact a teacher or administrator. These infractions include, but are not limited to, cheating, property violations, harassment, acts or threats of violence or aggression, alcohol, controlled substances or tobacco, and weapons. Failure to contact a teacher or administrator may result in disciplinary action.

### On-Compass Points

KC Girls Prep staff members give students visual reminders and verbal clarification to help them develop the traits necessary to be fully prepared for college and beyond. When a student displays behaviors that are aligned to our core values and habits, they may receive an "On-Compass Point" On-Compass Points reward students for outstanding actions, and give staff members an opportunity to reinforce positive student behavior. On-Compass Points may be awarded for, but not limited to, the display of any core habits, in addition to diversity, growth mindset, identity, courage, joy, kindness, determination, integrity, balance, and presence.

### Off-Compass Points

When a student makes a choice that does not align to the core habits, they will receive an off-compass point. Off-Compass Points serve to remind students of our commitments and give students an opportunity to reflect and realign their behavior.

### In-School Reset -

An in-school Reset will result in the loss of all social and academic privileges for the student in question during the period of the suspension. An in school reset may result in the immediate removal of the student from the classroom. A student who receives an "in-school" reset will remain in the building and will continue to have access to the curriculum, but may be separated from classmates and peers. A parent or guardian may be required to meet with the Chief Executive Officer, School Leader, and/or Dean of Culture to discuss next steps for the student and family. Repeated in-school resets or chronic misconduct that continues to disrupt the academic program and regular school functions may lead to external suspension at the discretion of school leadership with or without a prior in-class/in-school suspension.

### Out of School Suspension

KC Girls Prep strives to keep students in school and works with families to make sure that happens. There are circumstances, however, where removal of the student from school grounds is the most appropriate course of action.

An out of school suspension may result in the immediate removal of the student from school. Parents or student's authorized contacts must pick up the student. A student suspended from

school will not be allowed on school grounds or at school-related functions prior to the conclusion of the suspension without the written permission of the Chief Executive Officer. Suspensions are considered unexcused absences.

KC Girls Prep may reduce the length of a suspension if the student and his/her family meet with either the School Leader or the Dean of Culture or both, as appropriate, and agree with respect to behavioral conditions for the student's early re-admission. School leadership will provide an opportunity for such a meeting as quickly as possible after the student's removal. Unless otherwise stated, the determination of the length of any out-of-school suspension of up to (9) days will rest with either the School Leader or Dean of Culture or both, as appropriate. Long term suspensions (more than 9 days) may be imposed by the Chief Executive Officer for serious or repeated infractions.

A parent or guardian will be required to meet with the Dean of Culture School Leader or the Chief Executive Officer and create a plan of action prior to the student's re-admittance to school following either a short-term or long-term suspension (see Remedial Conference).

Failure by a parent/guardian to ensure a student serves appropriate consequences may result in an out of school suspension at the discretion of the Chief Executive Officer or Dean of Culture.

### Expulsion

Expulsion is considered exclusion from school for more than one hundred eighty (180) school days. The Chief Executive Officer will consult with the Board of Directors on all decisions pertaining to student expulsions.

### Discipline of Students with Disabilities

KC Girls Prep will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

### Discipline Policy for Students with Disabilities

At our schools, we ensure that when scholars with IEPs, students in the evaluation process/students who should be in the evaluation process, and students with 504 Plans receive consequences for behavior that they receive the proper due process they are entitled to. The School recognizes that it may be necessary to suspend, remove, or otherwise discipline scholars with disabilities to address disruptive or problem behavior. The School also recognizes that scholars with disabilities are entitled to certain procedural protections throughout the discipline process. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining scholars with disabilities are consistent with the procedural safeguards required by applicable laws and

regulations. In the event that your scholar with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review (“MDR”). The purpose of the MDR is to determine whether or not the student’s behavior is a result of their disability or a failure to implement the IEP or 504 plan. If behaviors are a function of their disability, we will adjust our consequences accordingly to ensure compliance with federal and state due process regulations. For scholars with IEPs and student in or entering the evaluation process the MDR will be facilitated by the Committee on Special Education. For scholars with 504 Plans the MDR will be facilitated by the school. You may contact the Support Services Coordinator for further details.

### Hazing and Bullying

KC Girls Prep will not tolerate hazing or bullying in any form. We understand that in order for our students to be prepared for college graduation, they will require a safe environment free from harassment. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, school staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. School staff will report incidents of hazing and bullying to the Dean of Culture. Students and parents/guardians should report concerns regarding hazing and bullying to the Dean of Culture. The Dean of Culture shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. School staff members who violate this policy may be disciplined or terminated. The Dean of Culture will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

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

### Hazing and Bullying Defined

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the school and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as 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; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

#### Harassment (including Sexual Harassment)

It is the policy of KC Girls Prep to maintain a safe learning environment for all students. KC Girls Prep prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of school policy for any student, teacher, administrators, or other school personnel of this school to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by school policy. It shall also be a violation of school policy for any teacher, administrator, or other school personnel of KC Girls Prep to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by school policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school. For purposes of school policy, sexual harassment is defined as unwelcome sexual advances or requests for sexual favors, can be verbal or physical, and contains one or more of the following elements:

- submission to sexual advances is made (explicitly or implicitly) a condition of a student's academic status;
- submission or rejection of sexual advances is used as a basis for evaluating a student's performance;

- interferes with a student's educational performance; or;
- creates an intimidating, hostile, or offensive educational environment.

Staff, students, or families should report any concerns or incidents of sexual harassment to the School Leader. The Chief Executive Officer will investigate all reports of sexual or other harassment.

## DISCIPLINE GUIDELINES

The Chief Executive Officer, School Leader, and/or Dean of Culture shall have the authority to institute discipline for the acts of students that result in punishment that does not exclude a student from attendance at School. Students and/or their parents have a right to challenge the discipline instituted in a specific instance if (1) the discipline is recorded in the student's official records and (2) the student or parent instituting a challenge follows the procedure and process for challenging the information in a student record.

For discipline that results in a student be prohibited from attending School, the following Procedural Due Process rights will apply:

### Short Term Suspensions (10 days or less)

1. Before suspending a student, the Dean of Culture must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, the Dean of Culture must explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the Dean of Culture concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards apply.
3. The Dean of Culture should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the Dean of Culture may decide not to suspend a student unless conferences (between the teacher, student, and Dean of Culture; and/or between the parent/guardian, student, and Dean of Culture) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action. Parents/guardians of the suspended student are expected to come to the school when notified and to make immediate arrangements for the suspended student.
5. Any suspension by the Dean of Culture must be reported to the School Leader, who may revoke the suspension, either in part or in full, at any time. If revoked, the School Leader will report the revocation to the parents, and update the student record.

### Long-Term Suspensions (11 days or more)

Prior to a suspension of more than ten (10) days, the student and family shall receive: written notice of the charges and of the time and place for hearing; an opportunity to review the student's records;

adequate time to prepare for the hearing; the right to present witnesses and to question witnesses presented by the school at the hearing; and a reasonably prompt, written decision including specific grounds and controlling facts for the decision. KC Girls Prep will record the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

The Chief Executive Officer (or designee) is vested with the authority to suspend students on a long term basis after following appropriate due process for any violation of this Handbook. In addition, the Chief Executive Officer (or designee) has the authority to suspend students in the following three (3) circumstances which occur on school property, on school transportation, or at a school-related event: student possession of a dangerous weapon; student possession of controlled substance; student assault of educational personnel. In addition, the Chief Executive Officer (or designee) may suspend a student who is charged with/convicted of a felony, whether or not the conduct occurs on school property, if the Chief Executive Officer determines that the student's presence in school would have a substantial detrimental effect on the welfare of the school.

#### Appeal of Suspension by Chief Executive Officer for 11-180 days

The student, parent/guardian or others having custodial care of the student may appeal the decision of the Chief Executive Officer to suspend the student by delivering a request in writing to the Secretary of the Board of Directors within five (5) days of the date of the notice of suspension, unless for good cause the time limitation should be waived. After receiving the notice of appeal, the proceedings for a hearing before the Discipline Committee will be followed as outlined below.

The Discipline Committee shall render a decision as soon as is practicable following the hearing and shall refer the matter to the full Board of Directors for a determination of consequences.

In the event of an appeal, the suspension shall be stayed until the Discipline Committee renders its decision unless in the judgment of the Chief Executive Officer the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school property.

#### Suspensions of More Than 180 School Days and Expulsions

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the Chief Executive Officer (or designee) must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.

2. If the Chief Executive Officer (or designee) concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability (In the case of a student with a disability, procedures that are consistent with state and federal law shall apply) :

- The Chief Executive Officer (or designee) will recommend to the Board that the student be expelled or suspended for more than 180 school days. The Chief Executive Officer (or designee) may also immediately suspend the student for up to 180 school days.
- Upon receipt of the Chief Executive Officer (or designee) recommendation, the Board will follow the procedures described in the section of this policy dealing with hearings before the Discipline Committee.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.



### Hearings Before the Discipline Committee

When a student is charged with a violation of the student discipline policy requiring an immediate referral to the Board of Directors for determination of consequences, the matter shall be referred to the Discipline Committee. The Discipline Committee consists of

The Chief Executive Officer shall promptly transmit to the Discipline Committee and the parent/guardian a full report outlining the facts relating to the referral. The report may also include the student's discipline record, attendance record, and any other information deemed relevant by the Chief Executive Officer.

The hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one (1) day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Discipline Committee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

The hearing shall be prosecuted by KC Girls Prep's General Counsel or his/her designee and shall consist of the written discipline report and oral summary by the Chief Executive Officer. The student with his/her parent/guardian may be present and shall have the opportunity to respond to the report and presentation of the Chief Executive Officer and to present a summary of any additional relevant information.

At the hearing, the Chief Executive Officer shall present witnesses and such written evidence as necessary to establish the offense and justify the recommended punishment. The student or parent/guardian shall have the right to:

1. Call and examine witnesses and introduce exhibits;
2. Cross-examine witnesses;
3. Representation by counsel at the expense of the student or parent/guardian;
4. Subpoena witnesses;
5. Present an oral argument and/or a written brief at the close of the hearing; and
6. Receive written findings of fact and conclusions of law.

The Discipline Committee shall render a decision as soon as is practicable following the hearing and shall refer the matter to the full Board of Directors for a determination of consequences.

### Requests for Continuance

The parent/guardian may request a continuance. Requests for continuance must be in writing and will be granted only for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing unless an emergency or other extreme circumstance

prevents compliance with the time limit. If the Discipline Committee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

### Expulsion

No student may be expelled from KC Girls Prep without a prior hearing before the Discipline Committee. A decision to expel a student requires a vote of a majority of those Board of Directors members present.

The procedure for conducting an expulsion hearing before the Discipline Committee shall be governed as set forth above.

### Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence", a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Chief Executive Officer (or designee) shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

### Reporting to Law Enforcement Officials

Any act that if committed by an adult would be a felonious crime that is committed on school property, on any school transportation or at any school activity, or as required by statute or the Missouri Safe Schools Act, must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical.

All employees shall immediately report to school administration any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviant sexual assault against a student or school employee, while on school property, school transportation or at school activities. The employee shall also inform the Chief Executive Officer if a student is discovered to possess a controlled substance or weapon in violation of the school's policy. The Chief Executive Officer shall immediately report these offenses to the appropriate law enforcement agency.

KC Girls Prep may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### Disciplinary Offenses

A disciplinary offense is a violation of the Code of Conduct that occurs while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school sponsored activity. School-related disciplinary offenses may also include serious misconduct outside the school where evidence exists that the student's continued presence would have a substantial detrimental effect on the school. School-related disciplinary offenses may include misconduct outside of school which makes another KC Girls Prep student feel unsafe at school.

Disciplinary offenses result in consequences subject to the discretion of school officials and may include off-compass deduction, detention, school service/cleaning, loss of school privileges, denial of school-provided transportation, Homework Center, Saturday School, extended Friday detention, out-of-school suspension, and/or expulsion (certain expulsions may be subject to the discretion of the Board of Directors). The list of punishable offenses is not exhaustive, but provides examples of prohibited conduct. These rules and regulations may be supplemented by teachers' rules for classes and other school events. Repeated infractions resulting in demerits and/or detention may lead to suspension and repeated suspensions may lead to expulsion. Suspended students are not entitled to participate in school activities. In addition, any breaches of state or federal law may be handled in cooperation with the Kansas City Police Department or other authorities.

### Video Recording of Students

Students may be recorded with security cameras or hand-held video cameras during the school day. These recordings will remain secure within the school and will not be used for any purposes other than those deemed in the best interest of the school and its students. Video recordings may be used to enhance and promote school safety, record effective or ineffective practices for future study, and provide a record for staff and families of particular student interactions or behaviors. Any video recording retained by the School (at the School's discretion) will be considered part of the student's record.

### Corporal Punishment

No person employed by or volunteering on behalf of KC Girls Prep shall administer or cause to be administered corporal punishment upon a student attending the school. A staff member may, however, use reasonable physical force against a student without advance notice to the Chief

Executive Officer, if it is essential for self-defense, the preservation of order, or for the protection of the student, other persons, or the property of the school.

### Student Searches

KC Girls Prep reserves the right to conduct searches of students and their property, including but not limited to backpacks and jackets, when there is a reasonable basis for believing that the search will provide evidence of a violation of school rules or of state or federal law. Except in an emergency, searches will take place in the presence of a KC Girls Prep administrator and at least one other staff member or school security officer. The parent(s) or guardian(s) of a searched student will be notified as soon as possible to inform them that a search has occurred. If a student refuses to cooperate with a request to search a backpack or other property, the school will confiscate the property in question.

### Notice Provisions, Requirements, and Definitions of The Missouri Safe Schools Act

As required by Missouri State law, it is the policy of the School that School administrators are required to report acts of school violence to all teachers and other School personnel who are directly responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. "Acts of school violence" include exertions of physical force with the intent to do serious physical injury, which is defined in Missouri Revised Statutes § 565.002(6) as an injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body.

In addition, Missouri State law requires School administrators to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act which, if committed by an adult, would be one of the following felonies if committed on school property, including, but not limited to, actions on any school bus in service on behalf of the School or while involved in school activities:

- First Degree Murder under 565.020, R.S.Mo.;
- Second Degree Murder under 565.021, R.S.Mo.;
- Kidnapping under 565.110, R.S.Mo.;
- First Degree Assault under 565.050, R.S.Mo.;
- Second Degree Assault under 565.060, R.S.Mo.;
- Rape in the First Degree under 566.030, R.S.Mo.;
- Rape in the Second Degree under 566.031, R.S.Mo.;
- Sodomy in the First Degree under 566.060, R.S.Mo.;
- Sodomy in the Second Degree under 566.061, R.S.Mo.;
- Burglary in the First Degree under 569.160, R.S.Mo.;
- Burglary in the Second Degree under 569.170, R.S.Mo.;
- Robbery in the First Degree under 569.020, R.S.Mo.;
- Distribution of Drugs under 195.211, R.S.Mo.;
- Distribution of Drugs to a Minor under 195.212, R.S.Mo.;
- Arson in the First Degree under 569.040, R.S.Mo.;

- Voluntary Manslaughter under 565.023, R.S.Mo.;
- Involuntary Manslaughter under 565.024, R.S.Mo.;
- Felonious Restraint under 565.120, R.S.Mo.;
- Property Damage in the First Degree under 569.100, R.S.Mo.;
- Possession of a Weapon under 571, R.S.Mo.;
- Child Molestation in the First Degree under 566.067, R.S.Mo.;
- Sexual Misconduct Involving a Child under 566.083 R.S.Mo.;
- Sexual Abuse in the First Degree under 566.100 R.S.Mo; • Harassment under 565.090, R.S.Mo.; and/or
- Stalking under 565.225, R.S.Mo.

The School will fully cooperate in any investigation and encourages its personnel to prosecute students who are involved in conduct that threatens or causes physical harm to them. In addition, if the School is notified by the juvenile officer that a petition has been filed alleging that a student has committed a serious offense against persons or property, teachers and other School personnel with a need to know will be notified of that information.

Acts of violence, or drug-related activities as listed above, are serious violations of the discipline policy. The school will maintain records of any serious violations of the discipline policy. Such records will be available to teachers and employees with a need to know.

The School shall report rates and durations of, and reasons for, student suspensions of ten (10) days or longer and expulsions. Any student who has been suspended for an act as outlined above or drug related activity shall be prohibited from being within 1,000 feet School property (or any property at which official School activities may be conducted) during suspension unless he/she is (1) accompanied by a parent/guardian, (2) in attendance at another school at he/she enrolled and such school is within 1,000 feet of the School, or (3) such student resides within 1,000 feet of the School.

Any information regarding serious offenses will be kept confidential and will only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a student.

If a student's Individualized Education Plan (IEP) includes an indication that the student's condition includes violent behavior or a behavior disorder that information will be provided to any teacher and other school personnel with a need to know such information or that is involved in educating such child pursuant to that child's IEP.

## STUDENT HEALTH

### Student Illness

If a student becomes ill or is seriously injured during the school day, KC Girls Prep will make every effort to contact the parent/guardian. The emergency phone number listed for the student will be called if a parent/guardian cannot be reached. If the accident or illness necessitates the services of a physician, we will call the physician you have listed on the emergency information form. If the listed physician is not available, the local hospital will be used. Medical or other information pertaining to the student and situation will be shared with emergency contacts as necessary. Please keep KC Girls Prep advised of any changes in phone number or emergency contacts.

“It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (R.S.Mo 167.191).

Parents/guardians should keep students home from school if they have a temperature or other symptoms of illness. An ill student may not return to school until the student:

- has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- has been free of vomiting or diarrhea for 24 hours after the last episode of such or has a doctor’s not indicating the student may return to school prior to the 24 hour time period.
- is free of continuous coughing.
- is free of lice.

### Health Services

A registered nurse (“School Nurse”) supervises health services at KC Girls Prep. Injured or sick students will be sent by a staff member to the Health Office . In the event of an emergency, the Front Office Manager will be notified and will respond to the student in the building.

The Health Center office maintains copies of required student health forms. Medical history noted in student records may require further documentation. Physician documentation or Action Plan (as set forth herein) is required for all significant diagnoses such as: Asthma, Food Allergy, Seizure, Diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at KC Girls Prep and these health forms must be filled out properly and returned to the school.

### Health Screening

Screening tests for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines, including vision, hearing, lice, etc. Screenings will be performed as time and resources permit.

## Medication

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures apply for dispensing medications at KC Girls Prep. School personnel will not give medication to students except under these conditions. These rules are intended to promote the wellbeing of all students.

Students are not allowed to transport medication to KC Girls Prep. Medication must be delivered to KC Girls Prep by a parent or guardian.

KC Girls Prep will provide certain over-the-counter medications to be administered only when it is deemed necessary. Parents/guardians will always be contacted before any medication not prescribed by a doctor is administered.

The following documentation is required for any personal, including prescription and over-the-counter medication:

- Completed Parent Authorization for Medication Administration form;
- Completed Physician Authorization for Medication form;
- Clearly written instructions from a physician stating the name of student, type of medication (the name of the drug), current date, the dosage to be given and the times to be administered, or the medication label provided by the pharmacy at the physician's directions will be sufficient if the prescription was prescribed for the student and a current date is on the label.

Additionally, the following guidelines must be followed by students and parents/guardians for medication to be dispensed by the School Nurse:

- Medication must be transported to KC Girls Prep by a parent/guardian and given to the School Nurse, students may not transport any medication, even over-the-counter medication such as cough drops;
- Prescription medicine must be in the original and current prescription bottle (the pharmacist can provide an extra labeled prescription bottle for the school);
- Over-the-counter medication must be in an unopened and labeled bottle;
- KC Girls Prep does not allow students to take medication with another family member's name on the label;
- The first dose of any medication should be given at home whenever possible. The School Nurse can decide not to administer the first dose of a medication if, in his/her clinical judgment, it may compromise the safety of the student while attending school. In that instance, parents/guardians would be notified;
- Any prescription medications, including inhalers, that don't have a prescription label, need a written note from the prescribing physician;

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

### Students Self-Carrying Emergency Medications

The School Nurse, using his/her own professional judgment and in consultation with the parent/guardian, may allow select students to carry their own emergency medications, including inhalers and epinephrine auto-injectors. In this event, the following documentation is required:

- A written treatment plan by the student's physician;
- Completed Parent Authorization Medication Administration form;
- Completed Physician Authorization for Medication form.



### Medications Requiring Injection

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

### Emergency Medication

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

### Emergency Medication for Field Trips

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

### Student Allergy Prevention and Response

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

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

Staff members may use air fresheners, oils, candles or other such items intended to add fragrance in any school facilities, but shall desist from such use at the direction of the Chief Executive Officer. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the Chief Executive Officer may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are

prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the school.

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

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

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

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

#### Illness and Injury Response and Prevention

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

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

#### Counseling Services

KC Girls Prep understands that students may experience personal, social, or family issues that can affect their academic performance. We have made a strong commitment to meet any needs that students and their families may encounter. We will provide 1:1 counseling sessions as well as small groups counseling for students as appropriate. If a challenge cannot be solved within our

counseling structure, external referrals with other social service agencies and organizations will be made to help find solutions.

If you have any questions regarding counseling services, please contact the Principal.

### Health and Sexual Education Curriculum

KC Girls Prep provides a series of health and sexual education classes for our students. The purpose of these workshops is to aid in creating an environment in which every student, faculty member, and family feels safe and makes healthy decisions, thereby giving everyone the opportunity to attain the best possible education. The classes are part of the fitness curriculum, and will be taught by the fitness teacher, a designated staff member, or a contracted provider.

KC Girls Prep will send a letter home with students to explain the specific curriculum offered. Families will also have the opportunity to meet with school administrators as needed. While families do not have to give permission for their student to participate in the workshops, they do have the right to exempt their children from such class periods. To do this, simply write a letter to the Principal.

### Pregnant Students

Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular programs as before they left.

### Wellness

KC Girls Prep is committed to the optimal development of every student to achieve personal, academic, developmental, and social success, and strives to create positive, safe and health-promoting learning environments at every level throughout the school year.

KC Girls Prep promotes a culture of student wellness focusing on good nutrition and physical activity to address student weight/obesity concerns, to facilitate student learning of lifelong healthy habits, and to increase student achievement.

### Diabetes

Diabetes is a common chronic disease of childhood. KC Girls Prep is aware of the increasing number of children with diabetes who require accommodations during the school day to perform blood glucose testing, consume between-meal snacks, and take insulin injections or make insulin pump adjustments. This policy is to assist in the following:

A to ensure the proper medical management and safety of the student, minimizing the possibility that diabetes-related emergencies might disrupt his/her educational and classroom activities, and

B. to provide guidance to enable the student with diabetes to successfully manage his/her diabetes and continue to achieve academically.

Communication between parent/guardian, school personnel, the student's health care providers, and the school nurse is important to successfully manage a student's diabetes in the educational setting.

### Enrollment and Evaluation

Parents and guardians enrolling students with diabetes into KC Girls Prep are required to inform KC Girls Prep via the application and registration form. Upon such notice, the School will initiate the process to evaluate the student in accordance with KC Girls Prep's OCR-approved Section 504 procedures. Should the notice be provided during a time when school is not in session, the evaluation process will begin upon the student's first day of attendance at the school. During the evaluation process, KC Girls Prep may request medical records and/or request the ability to communicate with the student's medical provider to obtain additional information regarding the student's diabetes. If the student is found eligible for services, diabetes care services and accommodations will be specified in the Section 504/Title II plan, as well as in any diabetes health care plan.

### Medical Supplies at School

Parents and guardians are to provide all necessary medical supplies to KC Girls Prep if any glucose/ketone testing or medication is to be given by KC Girls Prep personnel. Pursuant to parent/guardian permission, any medical supplies transported to KC Girls Prep via the student, must be immediately checked in at the School Nurse's office upon arrival. Written communication will be provided to the parents and guardians when supplies are running low to help prevent the student from running out of medical supplies during the academic day.

### Emergency Supply Kit

Upon a written request from KC Girls Prep, Parents and guardians of students who are eligible for diabetes care services and accommodations under Section 504/Title II must provide an emergency supply kit to remain at the School. This kit is for use in the event of an emergency or disaster; it is not part of the daily supplies for the student. The emergency kit shall contain enough supplies for at least 72 hours, including the following items as appropriate:

- Blood glucose meter, testing strips, lancets, and batteries for the meter
- Urine and/or blood ketone test strips and meter
- Insulin, syringes, and/or insulin pens and supplies
- Insulin pump and supplies, including syringes, pens, and insulin in case of pump failure.
- Other medications.
- Antiseptic wipes or wet wipes
- Quick-acting source of glucose
- Water

- Carbohydrate-containing snacks with protein
- Hypoglycemia treatment supplies (enough for three episodes): quick-acting glucose and carbohydrate snacks with protein • Glucagon emergency kit.

If the supplies in the emergency kit are used, the School will notify the parents and guardians in writing to refill the kit within two (2) school days.

### Training of Team Members

Annually, KC Girls Prep will provide two levels of training by qualified medical personnel to KC Girls Prep team members who educate, serve, supervise, or transport students with diabetes, including, but not limited to, teachers, substitute teachers, aides, paraprofessionals. Training will be offered to the bus company for the bus drivers assigned to transport students of KC Girls Prep. For team members who join KC Girls Prep after the annual training date, an opportunity to receive training will be provided. KC Girls Prep administration will determine the date of the training. However, the training shall occur in advance of educating, serving, or supervising a student with diabetes.

Level 1 training will be required for all KC Girls Prep staff, and will be offered to the bus company at the beginning of the school year. Level 1 training may include, but not be limited to the following topics: an overview of diabetes; how to recognize and respond to hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose); and whom to contact for help in an emergency.

Level 2 training is designed for KC Girls Prep staff members who will be responsible for implementation of a student's Section 504/Title II plan, as well as any diabetes medical management plan. Level 2 training will include, but not be limited to the following topics: the content of Level 1 training; identifying roles and responsibilities of individual staff members; procedures and brief overview of the operation of devices (or equipment) commonly used by students with diabetes; impact of hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose) on behavior, learning, and other activities; and the student's Individualized Health Care Plan (IHP), 504 Plan, IEP, or other education plan.

Throughout the school year, the School Nurse will provide ongoing support to those KC Girls Prep personnel who have questions about providing care to students with diabetes under their supervision.

## TECHNOLOGY USE POLICY

KC Girls Prep's technology resources exist for the purpose of maximizing the educational opportunities and achievement of students. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the school's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all student users. The technology resources may be used only by authorized students and is a privilege, not a right. By entering KC Girls Prep provided login and password to the system, a person becomes an authorized user and agrees to follow the school policies and procedures. All users shall immediately report any security problems or misuse of the school's technology resources to an administrator or teacher.

In addition, students must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving KC Girls Prep's technology. A user ID with e-mail access, if granted, is provided only on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using school's technology.

All other expressive activities involving KC Girls Prep's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and KC Girls Prep policies.

KC Girls Prep makes Internet access and interconnected computer systems available to students and faculty. The school provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. KC Girls Prep expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. KC Girls Prep may withdraw student access to its network and to the internet when any misuse occurs. KC Girls Prep teachers and other staff will make reasonable efforts to supervise use of network and internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

### Violations

If a user violates this policy, KC Girls Prep will deny a student's access or will withdraw access and may subject a student to additional disciplinary action.

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with KC Girls Prep's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

KC Girls Prep staff members are prohibited from using social networking sites to engage with students, parents, guardians, or to conduct any business or communication on behalf of the school. Parents, guardians, and students are asked to refrain from attempting to initiate contact with KC Girls Prep staff in any manner other than through the Front Desk or via the teacher's school mobile phone.

### Terms and Conditions

- 1) Acceptable Use - Access to KC Girls Prep's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the school; or (b) for legitimate business use.
- 2) Privileges - The use of KC Girls Prep's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Director of Operations will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- 3) Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Hacking or gaining unauthorized access to files, resources, or entities;
  - g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h) Using another user's account or password;
  - i) Posting material authored or created by another, without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Accessing social media sites;
  - m) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - n) Using the network while access privileges are suspended or revoked.
- 4) Indemnification - The user agrees to indemnify KC Girls Prep for any losses, costs, or damages, including reasonable attorney fees, incurred by KC Girls Prep, relating to or arising out of any violation of these procedures.
- 5) Vandalism - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the

Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

- 6) Telephone Charges - KC Girls Prep assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- 7) Copyright Web Publishing Rules - Copyright law and school policy prohibit the republishing of text or graphics found on the Web or on KC Girls Prep websites or file servers, without explicit written permission.
  - a) For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e) Student work may only be published if there is written permission from both the parent/guardian and the student.

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

### Technology Security and Unauthorized Access

- 1) All users shall immediately report any security problems or misuse of KC Girls Prep's technology resources to a teacher or administrator. No person will be given access to KC Girls Prep technology if he or she is considered a security risk by the Chief Executive Officer or his/her designee.
- 2) Use of KC Girls Prep technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- 3) The unauthorized copying of system files is prohibited. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any KC Girls Prep technology are prohibited.



- 4) Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- 5) The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school computer, network, or any external networks is prohibited.

#### Online Safety - Disclosure, Use and Dissemination of Personal Information

- 1) Students shall not be provided access to social media (bulletin boards, electronic chat boards, message forums, etc.), or downloading files without specific teacher approval of content.
- 2) Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by KC Girls Prep.
- 3) Student users shall not agree to meet with someone they have met on-line without parental approval.
- 4) No vulgarity or profanity is allowed.
- 5) A student user shall promptly disclose to his or her teacher or other KC Girls Prep employee any message the user receives that is inappropriate or makes the user feels uncomfortable.
- 6) Users shall receive or transmit communications using only school-approved and schoolmanaged communication systems. For example, users may not use web-based e-mail, social networking, messaging, and videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the school.
- 7) No curricular or non-curricular publication distributed using KC Girls Prep technology will include the address, phone number or e-mail address of any student without permission from that student and his/her parent/s if the child is a minor.

#### Electronic Mail

- 1) A user is responsible for all e-mail originating from the user's ID or password.
- 2) Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
- 3) Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- 4) Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
- 5) All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with school policies, regulations and procedures.

#### Violations of Technology Usage Policies and Procedures

Use of KC Girls Prep's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the school's technology resources. Any violation of KC Girls Prep policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce school, policies, regulations and procedures. Students may be suspended or expelled, for violating KC Girls Prep's policies, regulations and procedures. Any attempted violation of KC Girls Prep policies, regulations or procedures, regardless of the success or

failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

# COMPLAINTS

## Parent/Guardian Concerns and Complaints

KC Girls Prep knows parents/guardians care deeply about their students and KC Girls Prep team shares that deep commitment to the best interests of students. When parents/guardians express concerns or lodge a complaint at KC Girls Prep, we will strive to impartially evaluate those issues and attempt to resolve them as quickly and effectively as possible in order to diminish any potential negative impact on students or the school. KC Girls Prep has established the following system to address problems in a fair and expeditious manner with the intent of limiting distractions.

In all cases, KC Girls Prep encourages parents/guardians to talk directly with the school about challenges or disagreements rather than talking first with other members of the school community. We cannot resolve a problem or clarify an issue if we do not know what the problem or issue might be. Gossip and open complaining often lead to miscommunication or misunderstanding that can distract the school from best serving students. Parents/guardians who seek resolution of concerns or complaints by using established procedures are assured that they will not be subjected to discrimination or retaliation, or be penalized in any way for their use of these procedures.

KC Girls Prep also commits to discussing areas of concern directly with families and reducing extraneous or unproductive communication.

## Parent Concern

A concern is an issue a parent/guardian has with some aspect of the school that does not rise to the level of an alleged breach of the law or egregious violation of KC Girls Prep policy. A concern may involve homework or a question regarding a specific disciplinary action not covered above.

Parents/guardians are asked to address concerns regarding classroom instruction, school culture, or academic activities in the following manner:

- 1) Make an appointment to speak with the classroom teacher at school or via phone.
- 2) If the concern cannot be resolved through direct discussion with the teacher, or if the concern directly involves the teacher, the parent/guardian may make an appointment to discuss the situation with the Principal or another school administrator.
- 3) If discussion with the Principal does not resolve the concern, or if the concern directly involves the Principal, the parent/guardian may submit the concern and the desired outcome in writing to the School's Chief Executive Officer.
- 4) The Chief Executive Officer will respond in a timely manner, either with next steps or the decision resolving the matter. The decision of the Chief Executive Officer is final.

Parents/guardians are asked to address concerns regarding student discipline in the following manner:

- 1) Make an appointment to speak with the classroom teacher at school or via phone.
- 2) If the concern cannot be resolved through direct discussion with the teacher, or if the concern directly involves the teacher, the parent/guardian may make an appointment to discuss the situation with the Dean of Students.
- 3) If discussion with the Dean of Culture does not resolve the concern, or if the concern directly involves the Dean of Students, the parent/guardian may make an appointment to discuss the situation with the Principal or another school administrator.
- 4) If discussion with the school administrators does not resolve the concern, or if the concern directly involves the school administrators, the parent/guardian may submit the concern and the desired outcome in writing to the School's Chief Executive Officer.
- 5) The Chief Executive Officer will respond in a timely manner, either with next steps or the decision resolving the matter. The decision of the Chief Executive Officer is final.

Parents/guardians are asked to address concerns regarding KC Girls Prep operations and administration in the following manner:

- 1) Make an appointment to speak with KC Girls Prep Office Manager to present the concern.
- 2) If discussion with the Office Coordinator does not resolve the concern, or if the concern directly involves the Office Coordinator, the parent/guardian may submit the concern and the desired outcome in writing to the CEO.
- 3) The CEO will make an appointment to discuss the issue with the parent/guardian in a timely manner and offer his/her resolution regarding the concern. The decision of the CEO is final.

### Parent Complaint

A complaint is any significant concern that arises as an alleged breach of the law or egregious violation of KC Girls Prep policy in the alleged violation. A "complaint" is treated as more serious than a "concern," where a solution or decision is more readily apparent. Parents/guardians who seek resolution of complaints by using established procedures are assured that they will not be subjected to discrimination or retaliation, or be penalized in any way for their use of these procedures.

If the parent/guardian of an enrolled student wishes to make a complaint, they are asked to follow the reporting procedure below:

- 1) Complaints regarding classroom instruction, KC Girls Prep culture, or academic activities should be submitted in writing to the Principal.
- 2) Complaints regarding student discipline should be submitted in writing to the Dean of Students.
- 3) Complaints regarding KC Girls Prep operations and administration should be submitted in writing to the Director of Operations.

- 4) If the Principal, Dean of Students, or Director of Operations is unable to resolve the complaint, or if the complaint directly involves the Principal, Dean of Students or Director of Operations, the parent/guardian may submit the written complaint to the CEO.
- 5) If the CEO is unable to resolve the complaint, or if the complaint directly involves the CEO, the parent/guardian may submit the written complaint to the Chair of the Board of Directors.
- 6) The Chair will address the issue with the Board at the next regularly scheduled meeting and report the decision of the Board to all parties involved within five business days of the Board's decision.
- 7) The decision of the Board is final.

### Programs for Transitional Students

KC Girls Prep recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the school, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school have access to a free and appropriate public education. If parents/guardians find their family in any of these situations, the Chief Executive Officer (or designee) should be contacted for assistance. Upon request from the Chief Executive Officer (or designee), taxicab transportation will be scheduled to assure students are able to get to and from school.

### Program for English Language Learners

KC Girls Prep strives to prepare all students for both college graduation and a rich and rewarding adult life. In order to fulfill this vision for all students, KC Girls Prep will ensure that English as a New Language Learners (ENL) are given the tools and strategies they need to be successful both socially and academically. KC Girls Prep ELL staff and classroom teachers will help ELL students build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that ELL students bring to our community. While ELL students work towards English proficiency, KC Girls Prep teachers and staff will maintain regular communication with the families of ELL students in order to inform them of their children's progress.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are asked to complete a Home Language Survey to establish the presence of a student's nonEnglish language background. The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services. A more detailed description of the procedures for identification and placement, and development of ELL students is set forth in KC Girls Prep ELL Plan posted on the school's website at [www.kcgpa.org](http://www.kcgpa.org).

### Restrictions on Attending School

No student shall be re-admitted or enrolled in a regular program of instruction if:

- a) an indictment or information is filed against the student and no judgment is found,
- b) a petition is filed under Section 211.091 R.S.Mo. alleging the student committed an act and no judgment is found, or
- c) a person was adjudicated to have committed an act, which, if committed by an adult, would be one of the following:
  - First Degree Murder;
  - Second Degree Murder;
  - First Degree Assault;
  - Forcible Rape or Sodomy;
  - First Degree Robbery;
  - Distribution of Drugs to a Minor;
  - First Degree Arson;

- Kidnapping as a Class A Felony;
- Statutory Rape; and/or
- Statutory Sodomy.

This section shall not prohibit the re-admittance or enrollment of any student if a petition has been dismissed or when a student has been acquitted or adjudicated not to have committed any of the above acts. In addition, this section shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability. Finally, nothing in this section shall be construed to prohibit a School that provides an alternative education program from enrolling a student in an alternative education program if the school determines such enrollment is appropriate.

### Public Notice Regarding Students with Disabilities

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the school but are attending a private school within the school, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. KC Girls Prep assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

KC Girls Prep assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

KC Girls Prep assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parents/guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the school to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

KC Girls Prep has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies

and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Office of Director of Special Education, KC Girls Prep, 6401 Paseo Boulevard, Kansas City, Missouri 64131. This notice will be provided in native languages as appropriate or requested.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school, and to do so must inform the custodian of records three (3) days in advance by written request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading, submitting a written request to the custodian of records detailing the information they believe is inaccurate, and as applicable providing the corrected information. The custodian of records will investigate the potential conflict of the record, and decide within three (3 days) if correction is required. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record, which must identify the records for which consent to disclosure is being given, the purpose of the disclosure, and the party or class of parties to whom the disclosure is being made. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials within the school with legitimate educational interest (including contractors if they perform functions the school would otherwise use employees for so long as the contractor is under direct control of the school and the Contractor agrees to the non-disclosure requirements);
- Officials of other schools or school systems in which the student seeks or intends to enroll (so long as the disclosure is for purposes related to the student's enrollment/transfer), upon condition that the School makes a reasonable attempt to notify the student's parents, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the



content of the record. The notification requirement is satisfied if the School annually states a general intention to honor requests by other schools for school records regarding that student in relation to a request for transfer in an annual FERPA notice to the parents;

- Specified state and national officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school, provided studies do not result in disclosure of single student information;
- The Federal Food Service Program, provided the information is disclosed in an aggregated form;
- Accrediting organizations;
- Child welfare agencies with a right to access a student's case plan if the agency has the right to care for the child;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

As part of the student's record, the School maintains a record of all parties that have requested or obtained access to a student's education records and indicating the legitimate interest from the above list that each party has in obtaining this information. All disclosures made of student information require the recipient to agree that it will not disclose the information without the consent of the students' parents. The School reserves the right to include appropriate information in the educational record of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, or disclosing such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. FERPA does not prohibit disclosure of student records to sex offender registries.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, and the most recent previous educational agency or institution attended by the student. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The School must notify parents and eligible students annually of their rights under FERPA, including the above information as well as their right to file a

complaint with the Department of Elementary and Secondary Education for failures to comply with this section.

To facilitate provision of the Professional Development and Data Storage Services and related purposes, KC Girls Prep may disclose to a limited number of vendors student-related records and personally identifiable information contained in such records (collectively, "Student Records"). Pursuant to its obligations under the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations, 34 CFR pt. 99, as each may be amended from time to time ("FERPA"), KC Girls Prep hereby acknowledges that, in the course of providing the Professional Development, Data Storage Services and related purposes, the limited vendors are school officials with legitimate educational interests in the Student Records disclosed to them, pursuant to 34 CFR §99.31(a) (1). Each of these vendors agrees to use, maintain, and re-disclose Student Records only in accordance with the requirements of FERPA. Without limiting the foregoing, each vendor agrees that it shall not maintain, use, disclose, or allow access to Student Records except as permitted by this Agreement or as otherwise authorized by KC Girls Prep or by law, and will use Student Records disclosed by KC Girls Prep only for the purposes for which such disclosure was made. KC Girls Prep acknowledges that vendors may re-disclose Student Records to third parties pursuant to their provision of the Professional Development and Data Storage Services, as provided in 34 C.F.R. § 99.33(b), If you have questions about the current list of vendors, and the types of access these companies have, please contact the school's main office. Additionally, teachers will sometimes display grade work and assessment scores in support of Student Achievement. If you have questions or would like to request that your student's work not be displayed, please contact the main office.

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

Missouri Department of Elementary and Secondary Education Complaint  
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).

Missouri Department of Elementary and Secondary Education  
Complaint Procedures for ESSA Programs  
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#### Appeals

10. How will appeals 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.

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

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

- a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- b. 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 appeals 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.

No Child Left Behind Act (NCLB) Federal Programs Parent/Guardian Notification

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a school receiving Federal funds:

1. Schools must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the school will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the school must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents/guardians with available options until the building is no longer identified for improvement.
5. Within thirty days (30) after the beginning of the school year, a school must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.  
(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

Professional Qualifications of Student's Teachers - (also under Every Student Succeeds Act of 2015 - ESSA)

As a school receiving Title I funds, KC Girls Prep will provide information regarding the professional qualifications of a student's teacher consistent with applicable legal requirements. Upon request, the school is required to provide to you in a timely manner the following information:

- When the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions;
- 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; and
- What baccalaureate degree major 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/guardians request, the school must provide each individual parent/guardian the following information:

- Information on the achievement level of the parent's/guardian's child in each of the state academic assessments, as required under this part; and
- Timely notice that the parent's/guardian's child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

### School Improvement Letter

Under the federal No Child Left Behind (NCLB) Act of 2001, the school must provide notice to the parent/guardian(s) of each student enrolled in a school building if that building does not make adequate yearly progress (AYP) and is identified for school improvement).

No Child Left Behind (NCLB) requires that specific procedures be followed for filing and resolving complaints against any programs administered by the Department of Elementary and Secondary Education (DESE) under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department of Education may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local school policy. The policy of KC Girls Prep is as follows:

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board actions or operations only. The Board advises the school community that the proper channeling of complaints can be found in the section titled, "Parent Concerns and Complaints." Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure of how complaints are resolved may contact the CEO.

\*Please note: Parent/guardian(s) of any student attending a school receiving Title I Funds may request information regarding the professional qualifications of the student's classroom teachers.

## PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT

KC Girls Prep expects all parents/guardians and students to read and understand the Student and Family Handbook and to follow the rules and regulations set forth. Therefore, parents/guardians are required to review every page of the handbook with their child. Discussions and reviews of the handbook conducted by school staff are in addition to, not instead of, the parents/guardians' review.

Both students and parents/guardians must acknowledge that they have received and reviewed the handbook.

Failure to read the Handbook or sign the Acknowledgment will not prevent students from being held accountable for their behavior and receiving consequences listed within the handbook but could limit their access to certain programs at KC Girls Prep.

I certify that my student and I have received and reviewed a copy of KC Girls Prep Student and Family Handbook.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Printed name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please contact us if you have questions or concerns regarding the Student & Family Handbook at (816) 268-2573.

Thank you,  
Tara Haskins, School Leader