

**Ewing Marion Kauffman School Board of Directors
Annual Board of Directors Meeting – August 11 at 9:00am (CST) / 10:00am (EST)**

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Please Note

Some pages are intentionally left blank to facilitate better printed copies.

Some pages may be inserted with existing page numbers. Page numbers related to this board packet are listed in the lower left of each page and are labeled, “Packet <<page#>>.”

Zoom Conference Call Line

The Zoom conference line can be accessed with the following information:

<https://kauffman.zoom.us/j/7969896793>

Dial-in number: +1 (669) 900-6833

Meeting ID: 796 989 6793

Contact

If you have questions or concerns prior to the board meeting, please contact Aaron North (816-932-1157, anorth@kauffman.org)

**EWING MARION KAUFFMAN SCHOOL, INC.
BOARD OF DIRECTORS – MEETING AGENDA**

Ewing Marion Kauffman School (Zoom meeting)
Wednesday, August 11, 2021
Board of Directors Meeting (9:00am CT)

All board members will participate via conference call line
The conference line may be accessed through a Zoom video link or via telephone:

<https://kauffman.zoom.us/j/7969896793>

Dial in number: +1 (669) 900-6833

Meeting ID: 796 989 6793

9:00 am

CALL TO ORDER

- Welcome guests
- Review and discuss meeting agenda
- *Action:* Meeting minutes (06/16/2021 and 07/14/2021)

FINANCE

- *Action:* Treasurer's Report
- 990 Tax Return
- Professional development (pending)

GOVERNANCE

- *Action:* Student & Family Handbook approval
- *Action:* Personnel Policies approval
- *Action:* Special Education – Missouri State Plan
- *Action:* 2021-22 School Calendar
- *Action:* Board, committee, and other appointments
- Committee report (time permitting)

SCHOOL LEADERSHIP REPORT

COMMUNITY FORUM

- The Board will hear comments from community members regarding items on the agenda or other issues that should be brought to the Board's attention. Individual comments are limited to three minutes. It is anticipated the time allotted for the community forum will be no longer than fifteen minutes, unless time is extended by the Board Chair. Individuals who do not have an opportunity to speak during the allotted time will be given first opportunity at the next regularly scheduled Board of Directors meeting.

CLOSED SESSION

- *Action:* Close meeting pursuant to R.S.Mo. § 610.021(3) – discussion of a personnel matter; 610.021(1) – discussion of legal matters; and to R.S.Mo. § 610.021(6) – discussion of a student matter
- *Action:* Re-open meeting

ADJOURN

Future Meetings:

September 13 (5:00pm; committees)

September 15 (8:30am; board)

*Ewing Marion Kauffman School
Finance Monitoring Activities*

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Condensed Financial Packet ¹				X				X				
Comprehensive Financial Packet ²		X				X			X		X	
EMKS Budget											X	
Tax Return ³											X	
Annual External Audit Report				X								
Vendor Check Register		X		X		X		X	X		X	
Retirement Committee Review			X					X				

¹Condensed financial packet consists of financial highlights, income statement and balance sheet.

²Comprehensive financial packet consists of financial highlights, revenue and expense analysis, updated annual forecast as applicable, income statement and balance sheet.

³Final extended filing date is May.

Reporting & Compliance Due Dates (Documents available upon request)

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
ASBR ⁴		X										
End of Year Report and FER ⁵			X									
Federal Payment Request				X				X			X	
403b Plan Audit	X											
1099 amd W2 Tax Forms							X					
DESE Budget and Revisions ⁶	X									X		

⁴Annual Secretary of the Board Report consists of State reporting on all spending.

⁵End of Year Report is a summary of Title programs; Final Expenditure Report is the final reporting of SWP and SPED.B spending for the prior fiscal year.

⁶DESE requires the SWP and Sped.B portions of the EMKS Budget to be submitted by July 1 and any revisions by April 30.

Year-To-Date Balance Sheet Highlights

- The cash balance of \$11.2M reflects the receipt of the final 2020-21 EMKF operations grant installment as well as the receipt of the deferred 2019-20 operations grant final installment.
- The accounts receivable balance of \$0.2M consists of Title and meal program receivables.
- The accounts payable balance includes expenses incurred during the month for regular operations that are paid the following month. The balance fluctuates monthly and is currently \$0.2M. The majority of the balance relates to invoices for United Healthcare (\$91k) and Apple Bus (\$66k). All invoices were paid on time.

Year-To-Date Income Statement Highlights

- Total revenues and expenses through June 30 are \$22.6M and \$17.0M, respectively.
- The change in net assets through June 30 is currently \$5.6M favorable to the budget.
 - Total revenues tracked \$3.0M favorable to budget with Federal SSO meal reimbursements, Cares Act funding, the prior year EMKF operations grant installment, and the SBA PPP loan conversion offsetting reductions in Basic Formula Funding.
 - Total expenses tracked \$2.6M favorable to budget and was driven by the School's virtual format which resulted in lower transportation, facility, professional services and supply spending.
 - In addition, the School averaged 142 employees during the school year though budgeted to hire up to 152.25 FTEs with the variance driving reduced spend on salary and benefits.
- DESE standards require the fund balance (net asset balance excluding PP&E) remain above 3% of year-end actual expenses; otherwise the school is considered "financially distressed". The ratio is currently projected to be approximately 59% at year end.

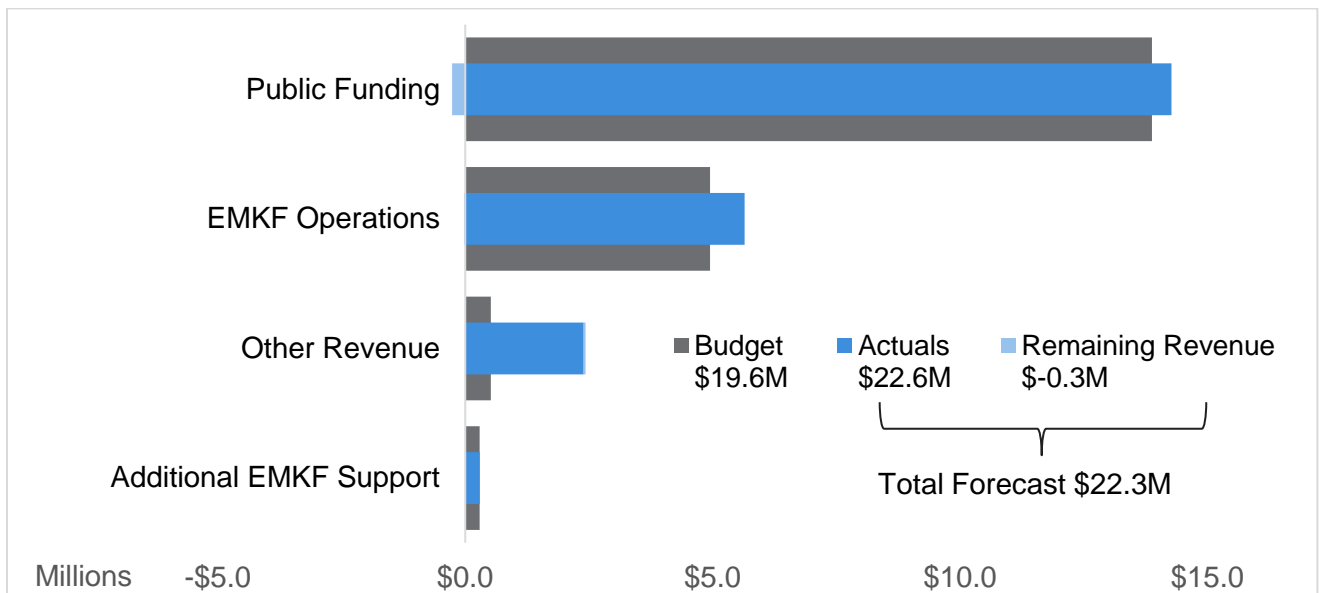
	June 2021	June 2020
ASSETS		
Cash and cash equivalents	\$ 11,227,602	\$ 7,110,709
Accounts receivable, net	226,504	495,949
Prepaid expenses	358,627	305,802
Property and equipment, net	532,472	626,367
Total assets	<u>\$ 12,345,205</u>	<u>\$ 8,538,828</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ 215,198	\$ 248,038
Loan Payable	-	1,871,500
Basic formula advance	-	-
Accrued salaries and expenses	357,874	254,711
Total liabilities	<u>\$ 573,072</u>	<u>\$ 2,374,249</u>
Net Assets:		
Without donor restrictions	\$ 11,772,132	\$ 6,164,579
With donor restrictions	-	-
Total net assets	<u>\$ 11,772,132</u>	<u>\$ 6,164,579</u>
Total liabilities and net assets	<u>\$ 12,345,205</u>	<u>\$ 8,538,828</u>

Reporting and Compliance Highlights

- The 990 tax return for 2019 was completed and submitted to the IRS; a copy is included as an exhibit in the board materials.
- Fiscal year-end planning is underway with financial audit coordination started with EdOps and Daniel Jones & Associates (auditor).
- The Annual Secretary of the Board report is in process and will be submitted on time (due mid-August).
- The School is working on submitting the necessary ESSER reporting mandated by DESE. This includes an approximate spending plan for the ESSER-3 funds (reporting is due at the end of August).
- Note: EdOps is the current preparer of the monthly financials.

Revenue Highlights

YTD revenues through June 30 tracked \$3.0M favorable to budget and were driven by increased Federal program revenues, the SBA PPP loan conversion, and grant installments offsetting reductions in Basic Formula. Actual revenues were moderately favorable to forecast and driven by the same factors as outlined above.



Public Funding (Federal, State & Local):

Federal Funding through June 30 is \$2.7M, \$1.7M favorable to budget and driven by the Seamless Summer Option (SSO) food reimbursements and receipt of additional ESSER/CARES Act funds.

- The SSO program allows the School to seek reimbursement for meals served to EMKS students and also to those in need in the community.
- The School received \$0.5M in Federal emergency relief funds which included:
 - **ESSER-I: \$199k**; the balance of remaining funds used to purchase student Chromebooks and to cover a portion of the SSO meal delivery program.
 - **Transportation for Meal Delivery Grant: \$153k**; funds covered portion of the SSO meal delivery program.
 - **CARES Act Relief Funds Grant: \$76k**; funds covered a portion of SSO meal delivery.
 - **DESE Connections Grant: \$35k**; funds covered a portion of at-home wifi access for students.
 - **DESE Access Grant: \$8k**; funds covered a portion of at-home wifi access for students.

State & Local Funding through June 30 is \$11.5M, \$0.7M unfavorable to budget and driven by a reduced WADA count and modestly lower \$ per WADA versus budget.

- DESE funded at \$8,260 per WADA vs a budgeted WADA of \$8,385.
- DESE calculated payments to EMKS based on the 2019/20 WADA. This was an option for schools and was more advantageous than the alternative of seeking reimbursement based on virtual course completion.

EMKF Operations:

This category represents cash support from EMKF to fund the School's operations. The final installment of the 2020-21 EMKF operations grant was received in May 2021. In addition, the deferred 2019-20 EMKF operations grant final installment was funded in August 2020.

Other Revenue:

Other revenue through June 30 is \$2.4M, \$1.9M favorable to budget and driven by the conversion of the SBA PPP loan into a grant.

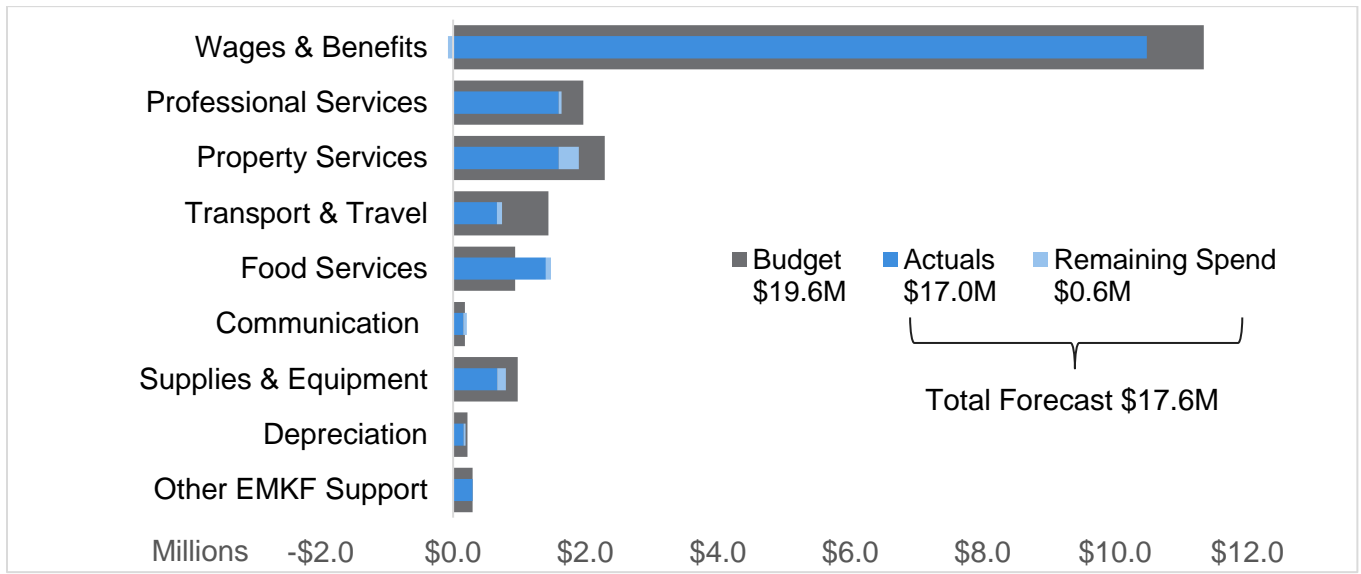
Other EMKF Support:

This category includes cash and non-cash support from EMKF for items such as the quarterly rent payments on the School's building and restricted grants to fund one-time programs. These revenues have corresponding expenses and thus have no impact to the School's change in net assets.

Expense Highlights

YTD Expenses through June 30 are \$2.6M favorable to budget due to lower wages & benefit expense and impacts of the School closure.

Actual expenses tracked \$0.6M favorable to forecast with the variance driven by reduced spend on facilities and supplies.



Wages & Benefits:

Wages & Benefits expense through June 30 is \$10.5M, \$0.9M favorable to budget. The School was approved to hire up to 152.25 FTES and averaged 142 FTEs during the school year.

- The forecast largely tracked with the actual results.

Professional and Technical Services:

Professional and Technical Services expense through June 30 is \$1.6M, \$0.4M favorable to budget and driven by the School closure impacting athletics, student field trips, and college visits.

- The forecast largely tracked with actual results.

Property Services:

Property services through June 30 are \$1.6M, \$0.7M favorable to budget and driven by the school closure which reduced utilities, maintenance, copier usage and supply costs.

- Actual results were \$0.3M better than forecast and driven by lower electrical spend in the Spring due to lower temperatures reducing A/C needs, fewer repairs necessary than anticipated during the Spring, reduced anticipated spend on cleaning and security to support the on-site student pilot program, and reduced usage of copiers during the Spring session.

Expense Highlights – (continued)

Transportation and Travel:

Transportation and Travel expenses through June 30 are \$0.7M, \$0.8M favorable to budget and driven by the school closure.

- The forecast largely tracked with actual results.

Food Services:

Food service expenses are \$1.4M, \$0.5M unfavorable to budget a result of increased production for the SSO meal program.

- The forecast largely tracked with actual results.

Communications:

Communications expenses are \$0.2M and are slightly favorable to budget.

- Actual results were favorable to forecast and driven by lower spend on advertising than projected.

Supplies & Equipment:

Supplies expenses are \$0.7M, \$0.3M favorable to budget and driven by reduced spend due to the School closure.

- Actual results were favorable to forecast and driven by lower spending than anticipated to support the on-site student pilot.

Other EMKF Support:

This category includes the expenses paid for by EMKF for items such as the quarterly rent payments on the School's building and restricted grants to fund one-time programs. These expenses have corresponding revenues and thus have no impact to the School's change in net assets.

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	TOTAL	YTD BUDGET	VARIANCE FAV (UNFAV)	ANNUAL BUDGET	ANNUAL FORECAST #3	PRIOR YEAR ACTUAL
Revenues and Support:								
State and local public funding	\$ 11,530,485	\$ -	\$ 11,530,485	\$ 12,216,378	\$ (685,893)	\$ 12,216,378	\$ 11,419,742	\$ 11,107,709
Federal funding	2,738,910	-	2,738,910	1,661,642	1,077,268	1,661,642	2,582,848	2,000,940
EMKF support:	-	-	-	-	-	-	-	-
Operation/Supplementary grants	5,646,506	-	5,646,506	4,948,057	698,449	4,948,057	5,621,083	3,363,247
Building lease	293,396	-	293,396	293,396	-	293,396	293,396	293,396
Professional development grant	-	-	-	-	-	-	-	-
Total EMKF support	\$ 5,939,902	\$ -	\$ 5,939,902	\$ 5,241,453	\$ 698,449	\$ 5,241,453	\$ 5,914,479	\$ 3,656,643
Other revenue	2,395,116	-	2,395,116	514,785	1,880,331	514,785	2,431,500	686,536
Net assets released from restrictions	-	-	-	-	-	-	-	-
Total revenues and support	\$ 22,604,412	\$ -	\$ 22,604,412	\$ 19,634,258	\$ 2,970,155	\$ 19,634,258	\$ 22,348,569	\$ 17,451,829
Expenses:								
Salaries and benefits	\$ 10,476,007	\$ -	\$ 10,476,007	\$ 11,339,871	\$ 863,863	\$ 11,339,871	\$ 10,399,330	\$ 10,169,600
Professional and technical services	1,594,800	-	1,594,800	1,965,571	370,771	1,965,571	1,638,346	957,232
Property services	1,595,949	-	1,595,949	2,292,440	696,491	2,292,440	1,900,015	1,941,102
Transportation and travel	659,250	-	659,250	1,441,740	782,490	1,441,740	740,005	1,138,766
Food services	1,402,468	-	1,402,468	938,630	(463,838)	938,630	1,475,894	993,541
Communications	151,689	-	151,689	179,838	28,149	179,838	205,550	262,552
Supplies	665,640	-	665,640	974,623	308,983	974,623	798,212	757,777
Building lease	293,396	-	293,396	293,396	-	293,396	293,396	293,396
Depreciation	157,659	-	157,659	215,842	58,184	215,842	188,999	135,228
Total expenses	\$ 16,996,858	\$ -	\$ 16,996,858	\$ 19,641,951	\$ 2,645,093	\$ 19,641,951	\$ 17,639,747	\$ 16,649,193
Change in Net Assets	\$ 5,607,554	\$ -	\$ 5,607,554	\$ (7,693)	\$ 5,615,248	\$ (7,693)	\$ 4,708,822	\$ 802,636
Net Assets, beginning	\$ 6,164,579	\$ -	\$ 6,164,579					
Net Assets, ending	\$ 11,772,132	\$ -	\$ 11,772,132					

EMKS Check Register April 1 - June 30, 2021 - By Date

The following list includes all payments (ACH, Checks, and Wires) from the period mentioned above. Differences from the monthly subtotals and the income statement are due to the School using the accrual based method of accounting.

For reference, all auto-debits utilize a 10 to 11 digit code, all other items are paid via check or ACH.

* See separate vendor detail of credit card payments from the period mentioned above.

Month	Check Date	Check Number	Check Type	Entity Name	Check Amount
April	04/01/2021	4292	Check	George Cook	67.50
April	04/01/2021	4293	Check	The Guardian Life Insurance Co	9,998.56
April	04/01/2021	4294	Check	Wade Hannah	67.50
April	04/01/2021	4295	Check	Clint Jones	67.50
April	04/01/2021	4296	Check	WorkMonger LLC	3,500.00
April	04/01/2021	7851	ACH	COMMERCE BANK	2,260.74 *
April	04/01/2021	7852	ACH	Fidelity Workplace Investing LLC	16,408.27
April	04/01/2021	7853	ACH	Fidelity Workplace Investing LLC	5,859.46
April	04/01/2021	7854	ACH	Mollie Mitchell	10,000.00
April	04/01/2021	7855	ACH	United Healthcare Insurance Company	90,872.95
April	04/01/2021	7856	ACH	American Food and Vending Corp.	48,006.85
April	04/06/2021	1095006298734	ACH	Tristar FSA Claim	124.66
April	04/07/2021	1097008040861	ACH	Emily Randall	31.35
April	04/07/2021	1097008040861	ACH	Julian Vizitei	35.98
April	04/07/2021	1097008040861	ACH	Deronne Wilson	134.63
April	04/07/2021	4297	Check	Steve Bartel	67.50
April	04/07/2021	4298	Check	Landon Berry	67.50
April	04/07/2021	4299	Check	California State Disbursement Unit	235.00
April	04/07/2021	4300	Check	Claude Chafin	67.50
April	04/07/2021	4301	Check	Deaf Expressions, Inc.	139.00
April	04/07/2021	4302	Check	Wade Hannah	67.50
April	04/07/2021	4303	Check	David Kuhn	67.50
April	04/07/2021	4304	Check	Dirk Lawson	67.50
April	04/07/2021	4305	Check	MO Dept of Higher Ed & Workforce Development	735.16
April	04/07/2021	4306	Check	Transimpex Translators Interpreters Editors	480.00
April	04/07/2021	7857	ACH	Advantage Tech, Inc.	3,720.00
April	04/07/2021	7858	ACH	Dana Coleman Consulting LLC	3,885.00
April	04/07/2021	7859	ACH	Education Business Solutions Inc	12,000.00
April	04/07/2021	7860	ACH	American Food and Vending Corp.	37,341.75
April	04/08/2021	4308	Check	MO Dept of Higher Ed & Workforce Development	377.18
April	04/08/2021	4309	Check	MO Dept of Higher Ed & Workforce Development	357.98
April	04/09/2021	1098008179575	ACH	Payroll Taxes 3/31	15,856.63
April	04/13/2021	1102009939404	ACH	Tristar FSA Claim	205.00
April	04/14/2021	1103000712149	ACH	Payroll Taxes 3/31	16,937.50
April	04/15/2021	1105002187164	ACH	Payroll 4/15	258,291.27
April	04/15/2021	1104001556786	ACH	Payroll Taxes 4/15	66,784.87
April	04/15/2021	4310	Check	North Platte R-1 School District	125.00
April	04/15/2021	4311	Check	SageView Advisory Group LLC	2,608.00
April	04/15/2021	4312	Check	Seyferth Blumenthal & Harris, LLC	2,551.50
April	04/15/2021	8004	ACH	Advantage Tech, Inc.	744.00
April	04/15/2021	8005	ACH	COMMERCE BANK	17,856.55 *
April	04/15/2021	8006	ACH	Dana Coleman Consulting LLC	2,135.00
April	04/15/2021	8007	ACH	Jaymie Huffman	4,225.00
April	04/15/2021	8008	ACH	sipVine, Inc.	250.05
April	04/15/2021	8009	ACH	Danielle Yeager	3,000.00
April	04/15/2021	8010	ACH	American Food and Vending Corp.	291.50
April	04/15/2021	8011	ACH	Cushman & Wakefield U.S., Inc	97,549.68
April	04/16/2021	1105002523446	ACH	Kristin Crites	289.76
April	04/20/2021	1109004056343	ACH	Tristar FSA Claim	50.64
April	04/21/2021	1110004686700	ACH	Payroll Taxes 4/15	5,072.12
April	04/22/2021	4313	Check	Research to Practice Inc	1,225.00
April	04/22/2021	4314	Check	Sysco Kansas City Inc	1,505.35
April	04/22/2021	4315	Check	University of Missouri-Kansas City AR	8,012.40
April	04/22/2021	4316	Check	Weigel Law Office LLC	2,247.50
April	04/22/2021	8012	ACH	Advantage Tech, Inc.	1,240.00
April	04/22/2021	8013	ACH	COMMERCE BANK	23,096.01 *
April	04/22/2021	8014	ACH	Fidelity Workplace Investing LLC	16,433.75
April	04/22/2021	8015	ACH	Fidelity Workplace Investing LLC	6,032.85
April	04/22/2021	8016	ACH	Haas & Wilkerson, Inc.	15,607.25
April	04/22/2021	8017	ACH	Carlin Quinn	1,600.00
April	04/22/2021	8018	ACH	American Food and Vending Corp.	22,120.64
April	04/26/2021	1113006732220	ACH	Tristar FSA Admin Fee	72.25
April	04/27/2021	1116007553788	ACH	Tristar FSA Claim	205.00
April	04/29/2021	4317	Check	Bishop Miege Catholic High School Inc	140.00
April	04/29/2021	4318	Check	Consolidated School District No 4 (Grandview)	100.00
April	04/29/2021	4319	Check	Dell Financial Services LLC	113,555.40
April	04/29/2021	4320	Check	Fidelity Investments Institutional Operations Co.,	1,332.00
April	04/29/2021	4321	Check	The Guardian Life Insurance Co	10,678.39
April	04/29/2021	4322	Check	Richmond R-XVI School District	125.00
April	04/29/2021	4323	Check	Spanish Language Resources, Inc.	9,670.00
April	04/29/2021	4324	Check	St Lukes Hospital of Kansas City	934.08
April	04/29/2021	4325	Check	Summit Christian Academy	200.00
April	04/29/2021	4326	Check	University of Central Missouri	2,451.90
April	04/29/2021	8161	ACH	COMMERCE BANK	8,177.55 *
April	04/29/2021	8162	ACH	Dana Coleman Consulting LLC	4,025.00
April	04/29/2021	8163	ACH	United Healthcare Insurance Company	94,846.31
April	04/29/2021	8164	ACH	American Food and Vending Corp.	10,124.66

April	04/29/2021	8165	ACH	Apple Bus Company	72,764.38
April	04/30/2021	1120000474685	ACH	Payroll 4/30	258,362.03
April	04/30/2021	1119009782924	ACH	Payroll Taxes 4/30	66,689.11
May	05/04/2021	1123001687219	ACH	Tristar FSA Claim	1,035.99
May	05/04/2021	1123002229194	ACH	Courtney Winchester	15.00
May	05/04/2021	1123002229194	ACH	Jerrad Jones	332.50
May	05/06/2021	8166	ACH	Fidelity Workplace Investing LLC	16,391.28
May	05/06/2021	8167	ACH	Fidelity Workplace Investing LLC	5,878.68
May	05/11/2021	1130005707584	ACH	Tristar FSA Claim	465.00
May	05/13/2021	1132007144010	ACH	Payroll Taxes 4/30	16,483.50
May	05/14/2021	1134008480545	ACH	Payroll 5/15	258,519.86
May	05/14/2021	1133007849422	ACH	Payroll Taxes 5/15	66,513.48
May	05/17/2021	4327	Check	California State Disbursement Unit	235.00
May	05/17/2021	4328	Check	Computer Logic Group, Inc.	1,050.00
May	05/17/2021	4329	Check	Fidelity Investments Institutional Operations Co.,	2,154.24
May	05/17/2021	4330	Check	Chris Goode	500.00
May	05/17/2021	4331	Check	Stephanie Gounder	2,956.48
May	05/17/2021	4332	Check	MO Dept of Higher Ed & Workforce Development	188.59
May	05/17/2021	4333	Check	MO Dept of Higher Ed & Workforce Development	178.99
May	05/17/2021	4334	Check	Sysco Kansas City Inc	1,166.70
May	05/17/2021	4335	Check	University of Missouri-Kansas City AR	125.00
May	05/17/2021	4336	Check	UNUM Group (Provident Life & Accident Insur)	618.69
May	05/17/2021	4337	Check	Vector Networks, Inc	5,450.00
May	05/17/2021	4338	Check	California State Disbursement Unit	235.00
May	05/17/2021	4339	Check	Computer Logic Group, Inc.	1,050.00
May	05/17/2021	4340	Check	Fidelity Investments Institutional Operations Co.,	2,154.24
May	05/17/2021	8310	ACH	Advantage Tech, Inc.	2,976.00
May	05/17/2021	8311	ACH	Dana Coleman Consulting LLC	5,565.00
May	05/17/2021	8312	ACH	Education Business Solutions Inc	12,000.00
May	05/17/2021	8313	ACH	Jaymie Huffman	3,770.00
May	05/17/2021	8314	ACH	sipVine, Inc.	250.05
May	05/17/2021	8315	ACH	Danielle Yeager	2,720.00
May	05/17/2021	8316	ACH	Yellow Dog Networks, Inc.	7,936.00
May	05/17/2021	8317	ACH	American Food and Vending Corp.	9,970.74
May	05/17/2021	8318	ACH	Cushman & Wakefield U.S., Inc	107,811.65
May	05/18/2021	1137009678830	ACH	Tristar FSA Claim	102.08
May	05/21/2021	1140002042295	ACH	Julie Gale	36.23
May	05/21/2021	4341	Check	JourneyEd.com, Inc.	12,561.59
May	05/21/2021	4342	Check	Mayar Hoffman McCann PC	2,500.00
May	05/21/2021	4343	Check	Jennifer Ogren	1,000.00
May	05/21/2021	4344	Check	Promise54	15,000.00
May	05/21/2021	4345	Check	SOFTWARE UNLIMITED, Inc	6,045.00
May	05/21/2021	4346	Check	Sysco Kansas City Inc	737.39
May	05/21/2021	4347	Check	WorkMonger LLC	3,760.00
May	05/21/2021	8460	ACH	Advantage Tech, Inc.	1,054.00
May	05/21/2021	8461	ACH	COMMERCE BANK	70,586.25 *
May	05/21/2021	8462	ACH	Dana Coleman Consulting LLC	1,715.00
May	05/21/2021	8463	ACH	Fidelity Workplace Investing LLC	16,238.48
May	05/21/2021	8464	ACH	Fidelity Workplace Investing LLC	5,812.85
May	05/21/2021	8465	ACH	Mollie Mitchell	10,000.00
May	05/21/2021	8466	ACH	Real Estate Charitable Foundation	73,349.00
May	05/21/2021	8467	ACH	Yellow Dog Networks, Inc.	675.00
May	05/21/2021	8468	ACH	American Food and Vending Corp.	17,158.50
May	05/21/2021	8469	ACH	Cushman & Wakefield U.S., Inc	2,750.00
May	05/25/2021	1144003356427	ACH	Tristar FSA Claim	520.01
May	05/25/2021	1144003356527	ACH	Tristar FSA Admin Fee	63.75
May	05/28/2021	1148006289237	ACH	Payroll 5/30	258,334.19
May	05/28/2021	1148006562727	ACH	Payroll Taxes 5/30	66,117.86
May	05/28/2021	4348	Check	The Guardian Life Insurance Co	10,314.34
May	05/28/2021	4349	Check	Linda Kirkpatrick	1,597.00
May	05/28/2021	4350	Check	Lawson Schools R XIV	150.00
May	05/28/2021	4351	Check	Research to Practice Inc	1,260.00
May	05/28/2021	4352	Check	Starlight Theatre Association of Kansas City, Inc	9,550.00
May	05/28/2021	8470	ACH	Advantage Tech, Inc.	1,240.00
May	05/28/2021	8471	ACH	COMMERCE BANK	10,483.79 *
May	05/28/2021	8472	ACH	Dana Coleman Consulting LLC	910.00
May	05/28/2021	8473	ACH	United Healthcare Insurance Company	90,369.98
May	05/28/2021	8474	ACH	American Food and Vending Corp.	13,214.32
May	05/28/2021	8475	ACH	Apple Bus Company	1,866.65
June	06/01/2021	1148006527875	ACH	Tristar FSA Claim	30.00
June	06/03/2021	1154009183438	ACH	Payroll Taxes 5/30	16,847.50
June	06/03/2021	4353	Check	Angelo Celli	30.25
June	06/03/2021	4354	Check	Deora Clark	77.50
June	06/03/2021	4355	Check	Deaf Expressions, Inc.	298.00
June	06/03/2021	4356	Check	Shaniyah Freeman	12.30
June	06/03/2021	4357	Check	Cameron Gunnels	20.75
June	06/03/2021	4358	Check	John Jackson	36.00
June	06/03/2021	4359	Check	Skye Jackson-Sims	19.00
June	06/03/2021	4360	Check	Ka'Mani Jones	14.00
June	06/03/2021	4361	Check	Kassiah Jones	12.75
June	06/03/2021	4362	Check	Phillip Lovelace	31.50
June	06/03/2021	4363	Check	Kameron Manning	48.72
June	06/03/2021	4364	Check	Jahmir McRant	23.25
June	06/03/2021	4365	Check	Alicyn Otoshi	502.88
June	06/03/2021	4366	Check	Overgrad Inc	950.00
June	06/03/2021	4367	Check	Tierney Porter	92.35
June	06/03/2021	4368	Check	Seyferth Blumenthal & Harris, LLC	18,479.25
June	06/03/2021	4369	Check	Khalil Shelton	64.50
June	06/03/2021	4370	Check	Sysco Kansas City Inc	378.14

June	06/03/2021	4371	Check	University of Central Missouri	1,461.45
June	06/03/2021	4372	Check	Da'Marcus Vaughn	14.00
June	06/03/2021	8476	ACH	Advantage Tech, Inc.	1,263.25
June	06/03/2021	8477	ACH	COMMERCE BANK	41,368.49 *
June	06/03/2021	8478	ACH	Dana Coleman Consulting LLC	1,925.00
June	06/03/2021	8479	ACH	Education Business Solutions Inc	12,000.00
June	06/03/2021	8480	ACH	Fidelity Workplace Investing LLC	16,137.54
June	06/03/2021	8481	ACH	Fidelity Workplace Investing LLC	5,812.85
June	06/03/2021	8482	ACH	Travel and Transport Inc	185.50
June	06/03/2021	8483	ACH	Danielle Yeager	2,720.00
June	06/03/2021	8484	ACH	American Food and Vending Corp.	31,061.35
June	06/08/2021	1158001199868	ACH	Tristar FSA Claim	211.00
June	06/09/2021	4373	Check	California State Disbursement Unit	235.00
June	06/09/2021	4374	Check	Troy Cole	66.70
June	06/09/2021	4375	Check	Jaeonie Echols	20.00
June	06/09/2021	4376	Check	Letisha Edwards	15.10
June	06/09/2021	4377	Check	Frederick Johnson	460.48
June	06/09/2021	4378	Check	Erick Macias	25.30
June	06/09/2021	4379	Check	Noluthando (Wendy) Miya	779.63
June	06/09/2021	4380	Check	SnapIT Solutions LLC	9,000.00
June	06/09/2021	4381	Check	Spanish Language Resources, Inc.	225.00
June	06/09/2021	4382	Check	Starlight Theatre Association of Kansas City, Inc	2,335.22
June	06/09/2021	4383	Check	Christian Stokes	30.00
June	06/09/2021	4384	Check	Auneea Tillman	83.00
June	06/09/2021	4385	Check	WHC KCT, LLC (ZTRIP)	510.80
June	06/09/2021	4386	Check	Jasmin Wilson	49.75
June	06/09/2021	8485	ACH	Advantage Tech, Inc.	1,240.00
June	06/09/2021	8486	ACH	Dana Coleman Consulting LLC	2,520.00
June	06/09/2021	8487	ACH	sipVine, Inc.	250.05
June	06/09/2021	8488	ACH	Apple Bus Company	66,213.32
June	06/09/2021	8489	ACH	Donald Delphia	475.00
June	06/15/2021	1166005707829	ACH	Payroll 6/15	259,371.32
June	06/16/2021	1167006464848	ACH	Payroll Taxes 6/15	66,432.27
June	06/17/2021	4387	Check	ACT, Inc	3,192.00
June	06/17/2021	4388	Check	College Entrance Examination Board	18,541.00
June	06/17/2021	4389	Check	Freshworks Inc	3,804.00
June	06/17/2021	4390	Check	Mission Electronics Inc	275.00
June	06/17/2021	4391	Check	Missouri Charter Public School Association	11,940.00
June	06/17/2021	4392	Check	Research to Practice Inc	577.50
June	06/17/2021	4393	Check	WHC KCT, LLC (ZTRIP)	1,335.60
June	06/17/2021	8645	ACH	Advantage Tech, Inc.	992.00
June	06/17/2021	8646	ACH	COMMERCE BANK	27,434.38 *
June	06/17/2021	8647	ACH	Dana Coleman Consulting LLC	5,215.00
June	06/17/2021	8648	ACH	Fidelity Workplace Investing LLC	16,110.51
June	06/17/2021	8649	ACH	Fidelity Workplace Investing LLC	5,512.85
June	06/17/2021	8650	ACH	Ann Olsen-Meehan	210.00
June	06/17/2021	8651	ACH	Yellow Dog Networks, Inc.	100.50
June	06/17/2021	8652	ACH	Apple Bus Company	1,775.84
June	06/17/2021	8653	ACH	Cushman & Wakefield U.S., Inc	173,471.58
June	06/18/2021	1168007518769	ACH	Daniel Velazquez	58.42
June	06/18/2021	1168007518769	ACH	Beth Edmonds	17.99
June	06/18/2021	1168007518769	ACH	Teresa Johnson	186.57
June	06/22/2021	1172008836547	ACH	Tristar FSA Claim	620.00
June	06/25/2021	8873	ACH	Advantage Tech, Inc.	1,178.00
June	06/25/2021	1172008836547	ACH	Tristar FSA Admin Fee	63.75
June	06/25/2021	8874	ACH	COMMERCE BANK	7,293.78 *
June	06/25/2021	8875	ACH	Jaymie Huffman	4,485.00
June	06/25/2021	8876	ACH	Apple Bus Company	65,895.98
June	06/29/2021	1179002531419	ACH	Tristar FSA Claim	504.39
June	06/30/2021	1181003939400	ACH	Payroll 6/30	341,139.68
June	06/30/2021	1180003277542	ACH	Payroll Taxes 6/30	101,544.09

Grand Total

\$ 4,095,223.24

EMKS Check Register April 1 - June 30, 2021 - By Vendor

The following list includes all payments (ACH, Checks, and Wires) from the period mentioned above. Differences from the monthly subtotals and the income statement are due to the School using the accrual based method of accounting.

* See separate vendor detail of credit card payments from the period mentioned above.

Payee	Amount
ACT, Inc	\$ 3,192.00
Advantage Tech, Inc.	\$ 15,647.25
Alicyn Otoshi	\$ 502.88
American Food and Vending Corp.	\$ 189,290.31
Angelo Celli	\$ 30.25
Ann Olsen-Meehan	\$ 210.00
Apple Bus Company	\$ 208,516.17
Auneea Tillman	\$ 83.00
Beth Edmonds	\$ 17.99
Bishop Miege Catholic High School Inc	\$ 140.00
California State Disbursement Unit	\$ 940.00
Cameron Gunnels	\$ 20.75
Carlin Quinn	\$ 1,600.00
Chris Goode	\$ 500.00
Christian Stokes	\$ 30.00
Claude Chafin	\$ 67.50
Clint Jones	\$ 67.50
College Entrance Examination Board	\$ 18,541.00
COMMERCE BANK	\$ 208,557.54 *
Computer Logic Group, Inc.	\$ 2,100.00
Consolidated School District No 4 (Grandview)	\$ 100.00
Courtney Winchester	\$ 15.00
Cushman & Wakefield U.S., Inc	\$ 381,582.91
Da'Marcus Vaughn	\$ 14.00
Dana Coleman Consulting LLC	\$ 27,895.00
Daniel Velazquez	\$ 58.42
Danielle Yeager	\$ 8,440.00
David Kuhn	\$ 67.50
Deaf Expressions, Inc.	\$ 437.00
Dell Financial Services LLC	\$ 113,555.40
Deora Clark	\$ 77.50
Deronne Wilson	\$ 134.63
Dirk Lawson	\$ 67.50
Donald Delphia	\$ 475.00
Education Business Solutions Inc	\$ 36,000.00
Emily Randall	\$ 31.35
Erick Macias	\$ 25.30
Fidelity Investments Institutional Operations Co.,	\$ 5,640.48
Fidelity Workplace Investing LLC	\$ 132,629.37
Frederick Johnson	\$ 460.48
Freshworks Inc	\$ 3,804.00
George Cook	\$ 67.50
Haas & Wilkerson, Inc.	\$ 15,607.25
Jaeonie Echols	\$ 20.00
Jahmir McRant	\$ 23.25
Jasmin Wilson	\$ 49.75
Jaymie Huffman	\$ 12,480.00
Jennifer Ogren	\$ 1,000.00
Jerrad Jones	\$ 332.50
John Jackson	\$ 36.00
JourneyEd.com, Inc.	\$ 12,561.59
Julian Vizitei	\$ 35.98
Julie Gale	\$ 36.23
Ka'Mani Jones	\$ 14.00
Kameron Manning	\$ 48.72
Kassiah Jones	\$ 12.75
Khalil Shelton	\$ 64.50
Kristin Crites	\$ 289.76
Landon Berry	\$ 67.50
Lawson Schools R XIV	\$ 150.00
Letisha Edwards	\$ 15.10
Linda Kirkpatrick	\$ 1,597.00

Mayar Hoffman McCann PC	\$	2,500.00
Mission Electronics Inc	\$	275.00
Missouri Charter Public School Association	\$	11,940.00
MO Dept of Higher Ed & Workforce Development	\$	1,837.90
Mollie Mitchell	\$	20,000.00
Noluthando (Wendy) Miya	\$	779.63
North Platte R-1 School District	\$	125.00
Overgrad Inc	\$	950.00
Payroll 4/15	\$	258,291.27
Payroll 4/30	\$	258,362.03
Payroll 5/15	\$	258,519.86
Payroll 5/30	\$	258,334.19
Payroll 6/15	\$	259,371.32
Payroll 6/30	\$	341,139.68
Payroll Taxes 3/31	\$	32,794.13
Payroll Taxes 4/15	\$	71,856.99
Payroll Taxes 4/30	\$	83,172.61
Payroll Taxes 5/15	\$	66,513.48
Payroll Taxes 5/30	\$	82,965.36
Payroll Taxes 6/15	\$	66,432.27
Payroll Taxes 6/30	\$	101,544.09
Phillip Lovelace	\$	31.50
Promise54	\$	15,000.00
Real Estate Charitable Foundation	\$	73,349.00
Research to Practice Inc	\$	3,062.50
Richmond R-XVI School District	\$	125.00
SageView Advisory Group LLC	\$	2,608.00
Seyferth Blumenthal & Harris, LLC	\$	21,030.75
Shaniyah Freeman	\$	12.30
sipVine, Inc.	\$	750.15
Skye Jackson-Sims	\$	19.00
SnapIT Solutions LLC	\$	9,000.00
SOFTWARE UNLIMITED, Inc	\$	6,045.00
Spanish Language Resources, Inc.	\$	9,895.00
St Lukes Hospital of Kansas City	\$	934.08
Starlight Theatre Association of Kansas City, Inc	\$	11,885.22
Stephanie Gounder	\$	2,956.48
Steve Bartel	\$	67.50
Summit Christian Academy	\$	200.00
Sysco Kansas City Inc	\$	3,787.58
Teresa Johnson	\$	186.57
The Guardian Life Insurance Co	\$	30,991.29
Tierney Porter	\$	92.35
Transimpex Translators Interpreters Editors	\$	480.00
Travel and Transport Inc	\$	185.50
Tristar FSA Admin Fee	\$	199.75
Tristar FSA Claim	\$	4,073.77
Troy Cole	\$	66.70
United Healthcare Insurance Company	\$	276,089.24
University of Central Missouri	\$	3,913.35
University of Missouri-Kansas City AR	\$	8,137.40
UNUM Group (Provident Life & Accident Insur)	\$	618.69
Vector Networks, Inc	\$	5,450.00
Wade Hannah	\$	135.00
Weigel Law Office LLC	\$	2,247.50
WHC KCT, LLC (ZTRIP)	\$	1,846.40
WorkMonger LLC	\$	7,260.00
Yellow Dog Networks, Inc.	\$	8,711.50
Grand Total	\$	4,095,223.24

EMKS Check Register April 1 - June 30, 2021 - By Credit Card

The following list includes the vendor detail for the Commerce Bank credit card purchases made in the time frame mentioned above.

Payee	Amount
1 HOTEL BROOKLYN BRIDGE	\$ 2,698.04
AC MARRIOTT KC WPORT	\$ 504.88
ACT	\$ 220.00
ADOBE	\$ 99.96
ALS PLACE	\$ 93.93
Amazon	\$ 17,172.00
AMERICAN AIRLINES	\$ 4,049.74
Apple	\$ 2,771.94
AWL*PEARSON EDUCATION	\$ 34.99
BambooHR HRIS	\$ 2,085.75
BIG RIGS FAMILY RESTAURANT	\$ 279.12
BILLIES GROCERY	\$ 170.50
BLUE BIRD BISTRO	\$ 47.33
BROOKSIDER SPORTSBAR	\$ 271.68
BSN SPORTS LLC	\$ 5,303.64
CAFE PROVENCE	\$ 183.43
CALENDLY	\$ 30.00
CARTER BROADCAST GRP	\$ 5,200.00
CHIPOTLE ONLINE	\$ 212.00
CLOUDFLARE	\$ 15.00
COLLEGE TRANSCRIPT	\$ 17.50
COLUMBIA SPS	\$ 7,130.00
Concur Technologies	\$ 3,451.19
CONSOLIDATED COMMUNICATIONS	\$ 4,996.69
COSENTINO'S MARKET	\$ 26.87
COSTCO	\$ 1,237.54
CUSTOM INK LLC	\$ 1,592.20
CVS	\$ 141.92
Delta	\$ 375.89
DICK'S SPORTING GOODS	\$ 166.03
DOCUSIGN	\$ 5,399.25
DOORDASH*HAWAIIAN BROS	\$ 31.67
ECKO WORLDWIDE TRANSPORT	\$ 499.20
EMBASSY SUITES	\$ (3,702.46)
ESALEN BOOKSTORE	\$ 64.33
Etsy.com	\$ 955.00
Eval Systems Test Fee	\$ 219.00
FACEBOOK	\$ 754.94
FOOD AT*JS FISHCHICKEN	\$ 527.34
FOX AND PEARL	\$ 35.86
FRESH ATTRACTIONS BNA	\$ 56.15
FUND FOR AMERICA	\$ 600.00
GRAM AND DUN	\$ 92.12
GREENVELOPE.COM	\$ 299.00
HAMPTON INN	\$ 608.50
Hangers Cleaners	\$ 13.36
HUDSONNEWS	\$ 13.80
HUNT A KILLER	\$ 195.95
HYATT THE ELMS HOTEL	\$ 200.00
HYVEE	\$ 1,939.64
IDEALIST.ORG	\$ 210.00
IDENTOGO - MO FINGERPRINT	\$ 256.50
IEC*Conferencing Svc	\$ 89.81

IN *BERSERK ATHLETICS	\$	2,100.00
IN *EXECUTIVE MARKETING	\$	869.00
IN *JT DANIELS ART LLC	\$	411.66
IN *MONGOOSE RESEARCH, IN	\$	7,600.00
IN *TICO PRODUCTIONS LLC	\$	2,350.00
INDEED	\$	899.49
INTERCONTINENTAL KANSAS	\$	389.09
INTER-STATE STUDIO	\$	632.27
JACKSON COUNTY PARK AND REC	\$	200.00
JERUSALEM CAFE	\$	43.62
JIMMY JOHNS	\$	1,028.87
JOSTENS INC.	\$	578.36
KAMIHQ.COM	\$	4,171.50
KANSAS CITY COMMUNITY GARDENS	\$	67.60
KCI NEWS AND GIFTS	\$	29.73
KU UNIV CAREER CTR WEB	\$	(150.00)
LIDIA'S	\$	75.31
LINKEDIN	\$	1,157.24
LULAS GARDEN	\$	85.95
LURE FISHBAR	\$	95.13
LYFT	\$	659.30
METROPOLITAN COMMUNITY COLLEGE	\$	871.79
MIKES WINE & SPIRITS	\$	61.99
MISSOURI STATE HIGH SCHOOL ASSOC	\$	1,517.07
MO DEPT OF ELEM	\$	138.40
MO SEC OF STATE	\$	26.25
NEATFRAME	\$	(2,787.17)
NIECIES	\$	150.15
NYTIMES	\$	42.00
OLIVE GARDEN	\$	211.28
PADLET	\$	30.00
PANERA BREAD	\$	4,622.48
PAPA JOHNS	\$	65.02
PARCHMENT-UNIV DOCS	\$	10.00
PAYPAL	\$	2,750.00
PERFORMANCE HEALTH SUPPLY	\$	27.72
PERMISSIONCLICK.COM	\$	5,575.20
PFG*PROFORMA	\$	1,359.10
PIZZA HUT	\$	125.71
POPEYES	\$	130.92
PRICE CHOPPER	\$	950.59
QUIKTRIP	\$	118.49
RIVER CITY TS OF MISSOURI	\$	1,772.92
SAMSClub	\$	62.08
SCREENCAST	\$	1,499.00
SCRIPPS MEDIA INC	\$	6,715.00
SHERATON HOTEL	\$	255.31
SOUTHWEST	\$	2,356.85
SP * CORE MEDITATION	\$	1,900.92
SP * DRY FARM WINES	\$	289.00
SQ *CAFE CORAZON	\$	11.94
SQ *CAFE GRATITUDE	\$	119.12
SQ *EQUAL MINDED CAFÉ	\$	367.84
SQ *LIFESTYLE CHIROPRACTIC	\$	80.00
SQ *RUBY JEAN'S KITCHEN	\$	150.00
SQ *TIKI TACO	\$	25.23
SQ *UNBAKERY AND JUICERY	\$	86.01
STARBUCKS	\$	51.12
SWEETGREEN	\$	22.75

TAMBURI TRATTORIA LTD	\$	71.34
TARGET	\$	265.05
TECHCYCLE SOLUTIONS	\$	11,816.46
TEXAS ROADHOUSE	\$	224.31
TFK KANSAS CITY	\$	228.12
THE ESALEN INSTITUTE	\$	6,220.00
TLF*TOBLERS CENTRAL	\$	432.95
TMOBILE	\$	24,793.25
TOTALLY PROMOTIONAL	\$	225.28
TRADER JOE'S	\$	150.21
TST* BELLA NAPOLI	\$	160.00
TST* ENJOY PURE FOOD + DR	\$	56.16
TST* HIGH FLYING FOODS	\$	3.88
TST* RED DOOR	\$	51.11
TST* THE MIXX - PLAZA	\$	96.22
UBER	\$	114.87
UPS	\$	136.62
Verizon	\$	12,073.03
WALMART	\$	2,350.30
WHOOOP	\$	322.86
WOODY'S AT THE AIRPORT	\$	26.80
WWW.CLICKANDGROW.COM	\$	336.45
WWW.WALTON* AP CAPSTONE	\$	1,075.00
WWW.WEVIDEO.COM	\$	95.88
ZOOM.US	\$	25,034.50
Total	\$	211,355.57
Commerce Credit Card Statement Net Rebate	\$	(2,797.73)
Grand Total	\$	208,557.84

WESTBROOK & CO., P.C.

Certified Public Accountants

749 Driskill Drive
Richmond, MO 64085
816-776-3584

18 North Folger
Carrollton, MO 64633
660-542-0102

April 6, 2021

Ewing Marion Kauffman School, Inc.
6401 The Paseo Blvd
Kansas City, MO 64131

Dear Jerrad:

We have prepared the following tax returns for Ewing Marion Kauffman School, Inc.. Please review each return and contact us if you have any questions. If not, please execute and file as set forth below.

FEDERAL - FORM 990

Your Form 990 for the year ended 6/30/20 will be electronically filed with the Internal Revenue Service, which you authorized by providing a signed Form 8879-EO - IRS *e-file* Signature Authorization for an Exempt Organization. No tax is payable with the filing of this return.

Sign the IRS e-file Authorization and return to us no later than May 15, 2021.

PUBLIC INSPECTION COPY

We have enclosed a copy of the Form 990 to make available for public inspection. An organization is required to provide a copy of its annual return for the last three years upon request. Please note that if the organization is required to file a Schedule B - Schedule of Contributors, then it is required to be included in the copy made for public inspection. However, the name and address of each contributor may be omitted.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Westbrook & Co., P.C.

Ewing Marion Kauffman School, Inc.

Income Tax Return

June 30, 2020

Form **8879-EO**

**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

For calendar year 2019, or fiscal year beginning 7/01, 2019, and ending 6/30, 2020

2019

Department of the Treasury
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879EO for the latest information.**

Name of exempt organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number

****-***2958**

Name and title of officer

**KRISTIN BECHARD
TREASURER**

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	17,658,540
2a	Form 990-EZ check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b	Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2019 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize WESTBROOK & CO., P.C. to enter my PIN 02528 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature

Kristin Bechard

Date

04/06/21

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2019 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date

04/06/21

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2019)

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
▶ Do not enter social security numbers on this form as they may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning 07/01/19, and ending 06/30/20

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: **EWING MARION KAUFFMAN SCHOOL, INC.**
 Doing business as: _____
 Number and street (or P.O. box if mail is not delivered to street address): **6401 THE PASEO BLVD**
 Room/suite: _____
 City or town, state or province, country, and ZIP or foreign postal code: **KANSAS CITY MO 64131**

D Employer identification number: ****-***2958**

E Telephone number: **816-612-8505**

G Gross receipts \$: **17,658,540**

F Name and address of principal officer:
HANNAH LOFTHUS
6401 PASEO BLVD
KANSAS CITY MO 64131

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **WWW.KAUFFMANSCHOOL.ORG**

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: **2010** **M** State of legal domicile: **MO**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PREPARE STUDENTS TO EXCEL ACADEMICALLY, GRADUATE FROM COLLEGE, AND APPLY THEIR UNIQUE TALENTS IN THE WORLD TO CREATE ECONOMICALLY INDEPENDENT AND PERSONALLY FULFILLING LIVES.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	7
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5 Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	185
	6 Total number of volunteers (estimate if necessary)	6	35
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 39	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	16,613,915	17,531,914
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	122,057	106,340
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	39,747	20,286
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	16,775,719	17,658,540
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	114,995	9,319
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	9,069,800	10,169,601
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶	0	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	6,809,200	6,481,494
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	15,993,995	16,660,414
19 Revenue less expenses. Subtract line 18 from line 12	781,724	998,126	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	5,803,053	8,538,829
	22 Net assets or fund balances. Subtract line 21 from line 20	636,601	2,374,251
		5,166,452	6,164,578

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer: *Kristin Bechard* Date: **1/17/21**
KRISTIN BECHARD **TREASURER**
 Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name: **RITA CARPENTER** Preparer's signature: _____ Date: _____
 Check if self-employed PTIN: *********

Firm's name: **WESTBROOK & CO., P.C.** Firm's EIN: **** - *** 8835**
749 DRISKILL DR
 Firm's address: **RICHMOND, MO 64085-1608** Phone no.: **816-776-3584**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

THE MISSION OF THE KAUFFMAN SCHOOL IS TO PREPARE STUDENTS TO EXCEL ACADEMICALLY, GRADUATE FROM COLLEGE, AND APPLY THEIR UNIQUE TALENTS IN THE WORLD TO CREATE ECONOMICALLY INDEPENDENT AND PERSONALLY FULFILLING LIVES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 13,661,235 including grants of \$ 9,319) (Revenue \$ 106,340)

SEE SCHEDULE O

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4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

N/A

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

N/A

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 13,661,235

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

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Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	<input checked="" type="checkbox"/>	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	<input checked="" type="checkbox"/>	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		<input checked="" type="checkbox"/>
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		<input checked="" type="checkbox"/>
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		<input checked="" type="checkbox"/>
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions).		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		<input checked="" type="checkbox"/>
b A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		<input checked="" type="checkbox"/>
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		<input checked="" type="checkbox"/>
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		<input checked="" type="checkbox"/>
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		<input checked="" type="checkbox"/>
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		<input checked="" type="checkbox"/>
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		<input checked="" type="checkbox"/>
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		<input checked="" type="checkbox"/>
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		<input checked="" type="checkbox"/>
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<input checked="" type="checkbox"/>
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		<input checked="" type="checkbox"/>
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		<input checked="" type="checkbox"/>
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	<input checked="" type="checkbox"/>	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	<input checked="" type="checkbox"/>	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a 185		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI **X**

Section A. Governing Body and Management

		Yes	No
1a	7 Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1b	7 Enter the number of voting members included on line 1a, above, who are independent.		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	X	
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	X	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	X	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	a The governing body?	X	
8b	b Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12c	c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	a The organization's CEO, Executive Director, or top management official	X	
15b	b Other officers or key employees of the organization. If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	X	
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **MO**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **▶**

JERRAD JONES **6401 THE PASEO BLVD** **MO 64131** **816-612-8505**
KANSAS CITY

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) HANNAH LOFTHUS CEO	40.00 0.00			X				202,308	0	35,348
(2) MAYRA AGUIRRE BOARD MEMBER	1.00 0.00	X						0	0	0
(3) JOE ALLEN BOARD MEMBER	1.00 0.00	X						0	0	0
(4) KRISTIN BECHARD TREASURER	1.00 0.00	X		X				0	0	0
(5) GLORIA JACKSON-LEATHERS BOARD MEMBER	1.00 0.00	X						0	0	0
(6) TRACEY MCFERRIN BOARD MEMBER	1.00 0.00	X						0	0	0
(7) AARON NORTH BOARD CHAIR	1.00 0.00	X		X				0	0	0
(8) MAURICE WATSON BOARD MEMBER	1.00 0.00	X						0	0	0
(9) JOHN TYLER SECRETARY	1.00 0.00			X				0	0	0
(10)										
(11)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Insttutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							202,308		35,348	
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)							202,308		35,348	

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2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ **1**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
APPLE BUS COMPANY CLEVELAND MO 64734	230 E MAIN ST TRANSPORTATION	1,162,148
AMERICAN FOOD AND VENDING CORP KANSAS CITY MO 64108	1501 W 31ST ST FOOD SERVICE	938,377
YELLOW DOG NETWORKS KANSAS CITY MO 64137	9664 MARION RIDGE DRIVE IT SERVICES	243,672

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ **3**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	13,117,655			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	4,414,259			
	g Noncash contributions included in lines 1a-1f	1g	\$			
	h Total. Add lines 1a-1f		17,531,914			
Program Service Revenue	2a PROGRAM FEES	Business Code 900099	106,340	106,340		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		106,340			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		20,286		20,286	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real				
		(ii) Personal				
	b Less: rental expenses	6b				
	c Rental inc. or (loss)	6c				
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
	b Less: cost or other basis and sales exps.	7b				
c Gain or (loss)	7c					
d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18						
	8a					
	b Less: direct expenses	8b				
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities. See Part IV, line 19						
	9a					
	b Less: direct expenses	9b				
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances						
	10a					
	b Less: cost of goods sold	10b				
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11a	Business Code				
	b					
	c					
	d All other revenue					
	e Total. Add lines 11a-11d					
12 Total revenue. See instructions		17,658,540	106,340	0	20,286	

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	9,319	9,319		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	258,364	129,182	129,182	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	7,303,612	5,893,066	1,410,546	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	947,361	766,608	180,753	
9 Other employee benefits	1,119,177	870,689	248,488	
10 Payroll taxes	541,087	440,112	100,975	
11 Fees for services (nonemployees):				
a Management				
b Legal	9,167		9,167	
c Accounting	29,116		29,116	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	159,408		159,408	
13 Office expenses				
14 Information technology	27,358	27,358		
15 Royalties				
16 Occupancy	2,161,506	2,132,166	29,340	
17 Travel	101,328	89,258	12,070	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	140,681	140,681		
23 Insurance	99,963	30,424	69,539	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a TRANSPORTATION	1,116,967	1,116,967		
b FOOD SERVICE	995,741	995,741		
c OTHER PURCHASED SERVICES	720,010	342,565	377,445	
d TEXTBOOK & EDU. MATERIALS	628,249	628,249		
e All other expenses	292,000	48,850	243,150	
25 Total functional expenses. Add lines 1 through 24e	16,660,414	13,661,235	2,999,179	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash—non-interest-bearing	4,803,715	1	7,110,711
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net	243,979	3	
	4	Accounts receivable, net		4	495,949
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	207,934	9	305,802
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	1,039,953		
		10a			
	b	Less: accumulated depreciation	413,586	10c	626,367
		10b			
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
14	Intangible assets		14		
15	Other assets. See Part IV, line 11		15		
16	Total assets. Add lines 1 through 15 (must equal line 33)	5,803,053	16	8,538,829	
Liabilities	17	Accounts payable and accrued expenses	636,601	17	502,751
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	1,871,500
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	Total liabilities. Add lines 17 through 25	636,601	26	2,374,251
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.				
	27	Net assets without donor restrictions	5,164,452	27	6,164,578
	28	Net assets with donor restrictions	2,000	28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
32	Total net assets or fund balances	5,166,452	32	6,164,578	
33	Total liabilities and net assets/fund balances	5,803,053	33	8,538,829	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	17,658,540
2	Total expenses (must equal Part IX, column (A), line 25)	2	16,660,414
3	Revenue less expenses. Subtract line 2 from line 1	3	998,126
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	5,166,452
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	6,164,578

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	X	

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2019

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

Open to Public Inspection

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number

****-***2958**

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- 12
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2019

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						

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12 Gross receipts from related activities, etc. (see instructions) 12

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2018. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2019. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? Sub-rows 11a, 11b, 11c.

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization?

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? Row 3: By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year?

Section E. Type III Functionally-Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test during the year. Sub-rows a, b, c. Row 2: Activities Test. Answer (a) and (b) below. Sub-rows a, b. Row 3: Parent of Supported Organizations. Answer (a) and (b) below. Sub-rows a, b.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1 1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount		(A) Prior Year	(B) Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

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Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

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Schedule of Contributors

2019

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization EWING MARION KAUFFMAN SCHOOL, INC.	Employer identification number **-***2958
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Organization type (check one):

- Filers of: Section:
- Form 990 or 990-EZ 501(c)(3) (enter number) organization
- 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
- 527 political organization
- Form 990-PF 501(c)(3) exempt private foundation
- 4947(a)(1) nonexempt charitable trust treated as a private foundation
- 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number

-*2958

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	THE EWING MARION KAUFFMAN FOUNDATION 4801 ROCKHILL ROAD KANSAS CITY MO 64110	\$ 3,656,643	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	DEPT. OF ELEMENTARY AND SECONDARY ED PO BOX 480 JEFFERSON CITY MO 65102	\$ 11,101,748	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	FEDERAL DEPT. OF EDUCATION PO BOX 480 JEFFERSON CITY MO 65102	\$ 2,015,907	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	FEDERAL COMMUNICATIONS COMMISSION E-RATE PROGRAM 445 12TH ST SW WASHINGTON DC 20554	\$ 64,796	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	KANSAS CITY PUBLIC SCHOOLS 2901 TROOST AVE KANSAS CITY MO 64109	\$ 678,220	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	SCHOOLSMART KC 3105 GILLHAM RD STE 200 KANSAS CITY MO 64109	\$ 14,600	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number

-*2958

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items., 1b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|--|-----------------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment ▶ %
 - b** Permanent endowment ▶ %
 - c** Term endowment ▶ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|---------------------|-------|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? Yes No
- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings		244,833	25,054	219,779
c Leasehold improvements				
d Equipment		733,601	360,633	372,968
e Other		61,519	27,899	33,620
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ▶				626,367

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

Table with 3 columns: (a) Description of security or category, (b) Book value, (c) Method of valuation. Rows include (1) Financial derivatives, (2) Closely held equity interests, (3) Other (A-H), and Total.

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

Table with 3 columns: (a) Description of investment, (b) Book value, (c) Method of valuation. Rows (1)-(9) and Total. Large 'DRAFT' watermark is present.

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

Table with 2 columns: (a) Description, (b) Book value. Rows (1)-(9) and Total.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

Table with 2 columns: (a) Description of liability, (b) Book value. Row 1 includes (1) Federal income taxes, rows (2)-(9), and Total.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

Part XIII Supplemental Information *(continued)*

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SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Schools

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number
****-***2958**

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	<input checked="" type="checkbox"/>	
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	
3 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II EWING MARION KAUFFMAN SCHOOL HAS A NON-DISCRIMINATION POLICY INCLUDED ON THE SCHOOL'S WEBSITE, CONTAINED IN MATERIALS, PUBLISHED IN THE KANSAS CITY STAR IN OCTOBER 2019, AND MOST RECENTLY IN SEPTEMBER 2020.	<input checked="" type="checkbox"/>	
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	<input checked="" type="checkbox"/>	
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	<input checked="" type="checkbox"/>	
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	
d Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. If you need more space, use Part II.	<input checked="" type="checkbox"/>	
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?		<input checked="" type="checkbox"/>
b Admissions policies?		<input checked="" type="checkbox"/>
c Employment of faculty or administrative staff?		<input checked="" type="checkbox"/>
d Scholarships or other financial assistance?		<input checked="" type="checkbox"/>
e Educational policies?		<input checked="" type="checkbox"/>
f Use of facilities?		<input checked="" type="checkbox"/>
g Athletic programs?		<input checked="" type="checkbox"/>
h Other extracurricular activities? If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		<input checked="" type="checkbox"/>
6a Does the organization receive any financial aid or assistance from a governmental agency?	<input checked="" type="checkbox"/>	
b Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" on either line 6a or line 6b, explain on Part II.		<input checked="" type="checkbox"/>
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	<input checked="" type="checkbox"/>	

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

SCH E - FINANCIAL AID OR GOVERNMENT ASSISTANCE EXPLANATION

PART I, QUESTION 6A

THE ORGANIZATION RECEIVES FEDERAL AND STATE FUNDING THROUGH THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

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**SCHEDULE I
(Form 990)**

Department of the Treasury
Internal Revenue Service

Packet 53

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Name of the organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number

****-***2958**

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? Yes No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1	(a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table

3 Enter total number of other organizations listed in the line 1 table

For Paperwork Reduction Act Notice, see the instructions for Form 990.

**SCHEDULE J
(Form 990)**

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

OMB No. 1545-0047

2019

Department of the Treasury
Internal Revenue Service

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
- ▶ Attach to Form 990.
- ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Name of the organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number
****-***2958**

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan?
- c** Participate in, or receive payment from, an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1a		
1b		
2		
3		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2019

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

	(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1	HANNAH LOFTHUS CEO	202,308	0	0	27,892	7,456	237,656	0
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

DRAFT

Part III Supplemental information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

PART III - OTHER ADDITIONAL INFORMATION

PART I, LINE 3 - ORGANIZATION METHODS USED FOR COMPENSATION EXPLANATION

THE BOARD AND GOVERNANCE COMMITTEE REVIEW THE SALARY AND COMPENSATION

PACKAGES OF THE CEO AND TOP OFFICIALS AS PART OF THE OVERALL BUDGET REVIEW

AND AS PART OF AN ANNUAL REVIEW OF THE CEO PERFORMANCE. THE BOARD AND

GOVERNANCE COMMITTEE ALSO COMPARE THESE PACKAGES TO COMPARABLE MARKET

COMPANIES. ADDITIONALLY, THE ORGANIZATION PERIODICALLY CONTRACTS AN

INDEPENDENT THIRD PARTY TO CONDUCT ANALYSIS OF COMPENSATION PACKAGES FOR

ALL POSITIONS.

DRAFT

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Employer identification number

****--***2958**

EWING MARION KAUFFMAN SCHOOL, INC.

FORM 990, PART III, LINE 4A

ABOUT

THE EWING MARION KAUFFMAN SCHOOL (KAUFFMAN SCHOOL) OPENED ITS DOORS IN THE FALL OF 2011. OUR FIRST GROUP OF ONE HUNDRED FIFTH GRADERS WAS ENROLLED AS OUR CLASS OF 2023, THEIR ANTICIPATED YEAR OF COLLEGE GRADUATION. A NEW FIFTH GRADE CLASS OF ABOUT TWO HUNDRED STUDENTS IS ADDED EACH YEAR. THE KAUFFMAN SCHOOL CURRENTLY SERVES STUDENTS IN GRADES FIVE THROUGH TWELVE.

AS A PUBLIC CHARTER SCHOOL, THE KAUFFMAN SCHOOL IS FREE AND OPEN TO ALL STUDENTS RESIDING WITHIN THE DISTRICT BOUNDARIES OF KANSAS CITY, MISSOURI PUBLIC SCHOOLS (KCPS). THE KAUFFMAN SCHOOL CANNOT AND DOES NOT SELECTIVELY ADMIT STUDENTS BASED ON ACADEMIC APTITUDE, RACE, ETHNICITY, INCOME LEVEL, SPECIAL EDUCATION NEEDS, PRIOR SCHOOL RECORD, OR ALMOST ANY OTHER PERSONAL CHARACTERISTIC. THE KAUFFMAN SCHOOL ADMITS STUDENTS UNTIL ITS ENROLLMENT THRESHOLD IS MET. IF THERE ARE MORE APPLICATIONS THAN SEATS, THE KAUFFMAN SCHOOL USES A LOTTERY TO GIVE EVERY APPLICANT AN EQUAL CHANCE OF ADMISSION.

THE KAUFFMAN SCHOOL PROVIDES A GEOGRAPHICAL ENROLLMENT PREFERENCE TO STUDENTS LIVING IN SIX VERY HIGH RISK AND HIGH NEED ZIP CODES: 64123, 64124, 64127, 64128, 64130, AND 64132. THE KAUFFMAN SCHOOL 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.

Name of the organization

Employer identification number

EWING MARION KAUFFMAN SCHOOL, INC.

-*2958

MISSION

THE MISSION OF THE KAUFFMAN SCHOOL IS TO PREPARE STUDENTS TO EXCEL ACADEMICALLY, GRADUATE FROM COLLEGE, AND APPLY THEIR UNIQUE TALENTS IN THE WORLD TO CREATE ECONOMICALLY INDEPENDENT AND PERSONALLY FULFILLING LIVES.

VISION STATEMENT

THE KAUFFMAN SCHOOL IS RECOGNIZED AS THE PREMIERE PUBLIC SCHOOL IN THE STATE OF MISSOURI AND AS A NATIONAL MODEL FOR THE ENTIRE PUBLIC SCHOOL SECTOR.

FORM 990, PART VI - ADDITIONAL INFORMATION

LINE 2 - BUSINESS RELATIONSHIP AMONG OFFICERS AND DIRECTORS

KRISTIN BECHARD, AARON NORTH, JOHN TYLER, AND GLORIA JACKSON-LEATHERS HAVE A BUSINESS RELATIONSHIP IN THAT THEY ARE EMPLOYED BY THE SAME ORGANIZATION.



FORM 990, PART VI, LINE 7A - ELECTION OF MEMBERS AND THEIR RIGHTS

THE EWING MARION KAUFFMAN FOUNDATION RETAINS AUTHORITY TO APPOINT ONE OR MORE MEMBERS OF THE BOARD SO LONG AS IT IS NOT A MAJORITY OF THE BOARD.

FORM 990, PART VI, LINE 7B - DECISIONS SUBJECT TO APPROVAL OF MEMBERS

THE EWING MARION KAUFFMAN FOUNDATION CEO MUST APPROVE CERTAIN AMENDMENTS TO THE BYLAWS TO THE EXTENT THEY AFFECT THE EWING MARION KAUFFMAN FOUNDATION'S RIGHTS UNDER THE BYLAWS.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990

THE ORGANIZATION PROVIDES A COPY OF THE FORM 990 TO THE BOARD CHAIR, SECRETARY, AND TREASURER FOR REVIEW AND COMMENT PRIOR TO FINALIZATION. ALL

Name of the organization

EWING MARION KAUFFMAN SCHOOL, INC.

Employer identification number

-*2958

OTHER BOARD MEMBERS ARE PROVIDED A COPY OF THE FINAL FORM PRIOR TO FILING.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

EWING MARION KAUFFMAN SCHOOL CONSISTENTLY MONITORS AND ENFORCES COMPLIANCE WITH ITS CONFLICT OF INTEREST POLICY. THE REVIEW PROCEDURES ARE AS FOLLOWS:

1. ON AT LEAST AN ANNUAL BASIS EACH DIRECTOR, OFFICER, AND KEY EMPLOYEE IS PROVIDED WITH AND ASKED TO REVIEW THE POLICY AND TO CERTIFY THAT THEY HAVE DONE SO. 2. ANNUALLY EACH DIRECTOR, OFFICER, AND KEY EMPLOYEE COMPLETES A DISCLOSURE FORM IDENTIFYING ANY RELATIONSHIPS, POSITIONS, OR CIRCUMSTANCES IN WHICH HE OR SHE IS INVOLVED THAT HE OR SHE BELIEVES COULD CONTRIBUTE TO A CONFLICT OF INTEREST. SUCH RELATIONSHIPS, POSITIONS, OR CIRCUMSTANCES MIGHT INCLUDE SERVICE AS DIRECTOR OF OR A CONSULTANT TO ANOTHER NONPROFIT ORGANIZATION, OR OWNERSHIP OF A BUSINESS THAT MIGHT PROVIDE GOODS OR SERVICES TO EWING MARION KAUFFMAN SCHOOL, INC. ANY SUCH INFORMATION REGARDING THE BUSINESS OR INTERESTS OF A DIRECTOR, OFFICER, OR KEY EMPLOYEE, OR A FAMILY MEMBER THEREOF, IS TREATED AS CONFIDENTIAL AND GENERALLY MADE AVAILABLE ONLY TO THE CHAIR, THE SECRETARY, AND ANY COMMITTEE APPOINTED TO ADDRESS CONFLICTS OF INTEREST, EXCEPT TO THE EXTENT ADDITIONAL DISCLOSURE IS APPROPRIATE TO IMPLEMENT THE POLICY. 3. THE POLICY IS REVIEWED ANNUALLY BY EACH MEMBER OF THE BOARD OF DIRECTORS. ANY CHANGES TO THE POLICY ARE COMMUNICATED TO ALL RESPONSIBLE PERSONS. 4. NO ONE WITH A CONFLICT OF INTEREST IS ALLOWED TO PARTICIPATE IN DECISIONS WITH WHICH THEY HAVE A CONFLICT. THOSE WHO ARE MAKING THE DECISIONS IN SUCH SITUATIONS ARE MADE AWARE OF THE CONFLICT. APPROPRIATE DOCUMENTATION IS MAINTAINED.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL
THE BOARD AND GOVERNANCE COMMITTEE REVIEW THE SALARY AND COMPENSATION

PAGE 2 OF 3

Schedule O (Form 990 or 990-EZ) (2019)

Name of the organization

Employer identification number

EWING MARION KAUFFMAN SCHOOL, INC.

-*2958

PACKAGES OF THE CEO AND TOP OFFICIALS AS PART OF THE OVERALL BUDGET REVIEW AND AS PART OF AN ANNUAL REVIEW OF THE CEO PERFORMANCE.

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS THE ORGANIZATION PERIODICALLY CONTRACTS AN INDEPENDENT THIRD PARTY TO CONDUCT ANALYSIS OF COMPENSATION PACKAGES FOR ALL POSITIONS. THE BOARD AND GOVERNANCE COMMITTEE ALSO COMPARE THESE PACKAGES TO COMPARABLE MARKET COMPANIES.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION ALL DOCUMENTS REQUIRED BY SECTION 1604 FOR PUBLIC INSPECTION ARE AVAILABLE UPON REQUEST.

DRAFT

Depreciation and Amortization
(Including Information on Listed Property)

Department of the Treasury
Internal Revenue Service (99)

▶ Attach to your tax return.

▶ Go to www.irs.gov/Form4562 for instructions and the latest information.

Attachment Sequence No. **179**

Name(s) shown on return

EWING MARION KAUFFMAN SCHOOL, INC.

Identifying number
****-***2958**

Business or activity to which this form relates

INDIRECT DEPRECIATION

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,020,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,550,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2018 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2020. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	135,226

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2019	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2019 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2019 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 30-year			30 yrs.	MM	S/L	
d 40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	135,226
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Summary of Items for August 2021 Board Meeting

Headline	Pages	Summary
Student Family Handbook	<p style="text-align: center;">Committee Packet: Page 7</p> <p style="text-align: center;">Board Packet: Page 65</p>	<p>Edits to the Student/Family Handbook fall into three categories:</p> <ul style="list-style-type: none"> • Updates resulting from our ordinary annual review process (i.e. not motivated by policy or procedure change) • The removal of temporary policy or procedure that applied only to 100% virtual learning. • The reinstatement of a policy or procedure that was not applicable to virtual learning. <p>Required Action:</p> <ul style="list-style-type: none"> • Governance Committee: Vote to recommend the Board approve the 2021-22 version of the Student/Family Handbook, inclusive of these edits. • Board: Vote to approve the 2021-22 version of the Student/Family Handbook, inclusive of these edits.
Personnel Policies Manual	<p style="text-align: center;">Committee Packet: Page 99</p> <p style="text-align: center;">Board Packet: Page 157</p>	<p>Edits to Personnel Policies fall into these categories:</p> <ul style="list-style-type: none"> • <p>Required Action</p> <ul style="list-style-type: none"> • Governance Committee: Vote to recommend the Board approve the 2021-22 version of the Personnel Policies Manual, inclusive of these edits. • Board: Vote to approve the 2021-22 version of the Personnel Policies Manual, inclusive of these edits.
Special Education – Adoption of the Missouri State Plan for Special Education as EMKS’s Local Compliance Plan	<p style="text-align: center;">Committee Packet: Page 165</p> <p style="text-align: center;">Board Packet: Page 223</p>	<ul style="list-style-type: none"> • Context: <ul style="list-style-type: none"> ○ Annually, DESE publishes the Missouri State Plan for Special Education. ○ Districts then have three options: <ul style="list-style-type: none"> ▪ Adopt the State’s plan as the District’s Local Compliance Plan. ▪ Adapt the State’s plan for the District and get DESE’s approval of adaptations. ▪ Develop a District-specific compliance plan and get DESE’s approval of the full plan. ○ Historically, EMKS has taken the first option and has adopted the State’s plan as our Local Compliance Plan. We suggest we do the same in 2021-2022. ○ The Board must vote annually to adopt the State’s plan as EMKS’s Local Compliance Plan. ○ The full State plan can be found here: https://dese.mo.gov/media/pdf/local-compliance-plan-2021 ○ There are no changes from the 2020-21 plan.

		<p>Required Action:</p> <ul style="list-style-type: none"> • Governance Committee: Vote to recommend the Board adopt the Missouri State Plan for Special Education as EMKS's Local Compliance Plan. • Board: Vote to adopt the Missouri State Plan for Special Education as EMKS's Local Compliance Plan.
2021-22 School Calendar	<p>Committee Packet: Page 167</p> <p>Board Packet: Page 225</p>	<ul style="list-style-type: none"> • The 2021 – 2022 School Calendar includes 182 school days. • The scheduled first day of school is Monday, August 16, 2021. • The scheduled last day of school is Friday, June 3, 2021.



E W I N G M A R I O N
KAUFFMAN SCHOOL

6401 Paseo Blvd • Kansas City, MO 64131
816.268.5660 • www.kauffmanschool.org

Student & Family Handbook
202~~10~~-202~~21~~

REVISED AUGUST [2020-2021](#)

ACKNOWLEDGMENTS AND NOTICE

The Ewing Marion Kauffman School is grateful to a number of schools and organizations for their willingness to share materials, time, and hard-earned knowledge. We extend many thanks to Academy of the Pacific Rim, Excel Academy, KIPP, University Academy, Liberty High School, and Roxbury Prep.

Please Note: The Kauffman School 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 the Kauffman School website (www.kauffmanschool.org).



Dear Families:

Welcome to the Ewing Marion Kauffman School. We are honored to have you and your student join our team and family.

At the Kauffman School, we know that achieving different results means we must be a different kind of school. It is our goal that **all** students are prepared to excel academically, graduate from college, and share their unique talents with the world. We operate with the understanding that there are **no shortcuts** to college graduation. Therefore, in order for our students to achieve this goal, we (students, parents/guardians, and school staff) will all have to work as a team every step of the way.

We have assembled this handbook to provide you with information about our school culture, school procedures, and discipline/reward policies. It also includes important information about other policies and practices, so please read carefully.

Although we have tried to be as thorough as possible, we know that high performing schools continually look for new ways to incorporate feedback and improve and address challenges. There may be updates to our policies and procures during the school year, and the latest version of the handbook will always be available from the Principal and posted on the school's website.

We look forward to a year of teamwork, hard work, success, and fun.

Sincerely,

A handwritten signature in cursive script that reads "Hannah Lofthus".

Hannah Lofthus, Chief Executive Officer

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ABOUT THE SCHOOL

The Ewing Marion Kauffman School (Kauffman School) opened its doors in the fall of 2011. Our first group of one hundred fifth graders was enrolled as our Class of 2023, their anticipated year of college graduation. A new fifth grade class was added each year, and we now operate as a 5th – 12th grade school. We will maintain a small school environment while still reaching as many students as possible.

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

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

The Kauffman School will provide a geographical enrollment preference to students living in six zip codes: 64123, 64124, 64127, 64128, 64130, and 64132. The Kauffman School 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.

THE KAUFFMAN LEGACY

Mr. Ewing Marion Kauffman brought more to Kansas City than an international business. Mr. Kauffman's most enduring legacy to his community and the world is the Ewing Marion Kauffman Foundation. He established the Foundation with the same sense of opportunity he brought to his business endeavors, and with the same convictions. Mr. Kauffman wanted his foundation to be innovative—to dig deep and get at the roots of issues to fundamentally change outcomes in people's lives. He wanted to help young people, especially those, like him, who start out with modest means, get a quality education that would enable them to reach their full potential.

The Ewing Marion Kauffman School represents a new chapter in Mr. Kauffman's ongoing legacy in Kansas City, but one very close to the heart of everything in which Mr. Kauffman believed and worked to foster in the human spirit.

OUR MISSION AND VALUES

Mission

To prepare students to excel academically, graduate from college, and apply their unique talents in the world to create economically independent and personally fulfilling lives.

Vision

The Kauffman School is recognized as the premier public school in the state of Missouri and as a national model for the entire public school sector.

PREP Values

The Kauffman School's culture is defined not only by high academic expectations, but also by a set of beliefs shared by students and staff that serve as personal tools for current and future success. The entire Kauffman School community will strive to exhibit and recognize the Kauffman School's PREP values.

Perseverance

"We find a way or we make one."

Students and teachers at the Kauffman School have grit. We approach challenges with determination and a positive attitude. We carry each other toward the goals we know we can achieve and we don't complain – we solve our problems and move forward.

Results

"We show that we know."

Our academic program is demanding, and expectations for teachers and students are high. We work hard and we want to know if our hard work is paying off. Everyone is accountable to each other for proof of our learning.

Empathy

"We notice. We feel. We act."

Students and teachers at the Kauffman School look out for each other. We share each other's joys and pains because we are all working toward the same goal.

Passion

"We put our hearts into what we do."

Kauffman School students are inspired by what matters to them. Our teachers believe in our students and are compelled by a sense of urgency to help them succeed.

Philosophy

The Kauffman School prepares students to be intellectually curious, economically independent, and confidently self-directed. Our students live life on purpose. They learn not to be afraid to take calculated risks in pursuit of their aspirations and understand that a life devoid of failure is a life half-lived.

The Kauffman School is focused on the academic and social growth of our students. We know every student in our school. Our strength is our talented staff, which combines deep subject knowledge with the ability to motivate and inspire our students to realize their individual potential.

We will help each student identify his or her unique talents and abilities and how to apply them in the world. We provide our students with a rigorous education to enable each one to fully compete at our nation's colleges and universities. Our students receive rigorous training in math and science; all students will learn a world language. Each student will be technologically and financially literate. Our students will be prepared to contribute to their local, national, and global communities.

We expect our students will have multiple careers over their lifetimes; some of the jobs they will hold do not yet exist. Since we cannot predict the future, we prepare our students for all potential futures. We accomplish this by making sure our students are able to think critically, embrace change, and take charge of their own learning in a rapidly changing world.

The few years we have with our students are brief. To achieve these goals requires us to maximize the quantity and quality of time we have together. This is a demanding school. Our doors are open to all students and families, though success will require strength and resolve to seize the opportunity we offer. We ask much of ourselves, our students, and our families. We need our students and families to match our intensity and dedication to their futures. In return, we commit ourselves to each student's academic and personal growth.

OUR TEAM

Administration/Leadership Team

Hannah Lofthus – Chief Executive Officer
Katie Pasniewski – Chief Operating Officer
Ben Carman-Brown – High School Principal
Lindsey Woods – Middle School Principal
Amy Rosenwald – Middle School Principal
Richard Abram – Dean of Students
Byron Ashford – Dean of Students
Gordon Brown – Dean of Students
Nita Daniels – Senior Dean of Students
Jamon Finley – Dean of Students
Carolyn Gatewood – Dean of Students
Hayley Steel – Dean of Students
Kathleen Barbosa – Instructional Coach
Shelli Carman-Brown – Instructional Coach
Georgina Leslie – Instructional Coach
Annie Murphy – Instructional Coach
Alecia Tumpap – Instructional Coach
Kristin Crites – Director of Athletics and Extracurricular Activities
Angela Lupton – Special Education Manager
Daniel Velazquez – English Learners Program Manager, Family & Community Liaison
Beth Edmonds – Data Specialist
Tiffany Segers – Director of College Access
Ellen Clayton – Alumni Counselor
Henry Munk – College Counselor
Amber Hurd – College Counselor
Jerrad Jones – Director of Finance and Strategy
Melissa Sprockel – Talent Developer
Candace Wilson – Talent Recruiter

Commented [CC1]: All names and positions have been updated to reflect the 21-22 leadership team

Erynn Campbell – HR Specialist
Cat Cain – Director of Network Operations
Isaac Freeman – Director of School Operations
Bailey Page – Operations Manager
Bailee Hudson – Operations Specialist
Sam Preston – Operations Specialist
Zach Sellers – Operations Specialist
Deronne Wilson – Senior Operations Specialist
Jay Marshall - Information Technology Coordinator
Syreeta Washington – Office Coordinator
Tylice Merritt – Office Coordinator
Akiyaa Hagen-Depusoir – Social Worker/Counselor
Kevin Hill – Social Worker/Counselor
Addie Huff – Social Worker/Counselor
Emily Martin – Social Worker/Counselor
Becky Quatrocky – School Nurse

Board of Directors and Officers

Mayra Aguirre
Kristin Bechard, Treasurer*
Gloria Jackson-Leathers
Tracy McFerrin
Maurice Watson
Aaron North, Board Chair
Hannah Lofthus, CEO*
John Tyler, Secretary*

**indicates a non-voting officer*

Section 504 Coordinator

Angela Lupton
816-268-5668

Title IX Coordinator

Nita Daniels
816-268-5666

Chief Compliance Officer

Katie Pasniewski
816-612-8539

Commented [CC2]: Updates made for the 21-22 school year

OUR STUDENTS

A Kauffman School graduate...

- Is prepared for the academic and social rigors of college.
- Is accustomed to working hard and earning positive results.
- Exhibits confidence in the ability to adapt as personal and professional circumstances change.
- Understands life is uncertain, but demonstrates relentless pursuit of excellence in all endeavors.
- Can manage personal finances and understands the importance of fiscal responsibility.
- Understands the wide range of opportunities available when academic acumen is combined with one's unique gifts and interests.
- Is not only content with personal success, but also seeks to create opportunities in which others may succeed.
- Serves as a lifelong ambassador for the Kauffman School.

SCHOOL CALENDAR 2021-2022

Note: The Daily Schedule and Early Release sections apply to in-person school during the 2020-2021 school year. Please see the Virtual Learning Addendum for information that applies to virtual school during the 2020-2021 school year.

Kauffman School students receive several hundred more instructional hours per year than students in public schools following a standard schedule. At this rate, a fifth-grader graduating from the Kauffman School as a high school senior will engage in *more than two extra years* of instructional time over students following a standard calendar. Building in this additional time will help ensure that all Kauffman School students are performing at grade level by the end of 8th grade, and are ready to enter and graduate from the college or university they choose to attend.

Daily Schedule

- Monday – Thursday (7:45am – 3:30pm)
- Friday (7:45am – 1:30pm)
- Students must be in the building by 8:00 am, or they will be marked tardy.

Early Release

Students will be released at 1:30 p.m. the entire first week of school and every Friday thereafter.

First / Last Day for 5th Grade

The first day of school for 5th graders will be Monday, August 16⁷th, 2021⁰. The last scheduled day is Friday, June 3rd4th, 2022⁰.

First / Last Day for 6th – 12th grade

The first day of school for 6th-12th graders will be Wednesday, August 18⁹th, 2020. The last scheduled day is Friday, June 3rd4th, 2022⁰.

Vacation/Teacher Work Days (No School)

September 6 ⁷	January 17 ¹⁸
October 15 ²	February 17 ⁵
November 22 ³ -26 ⁷	March 29 ⁻³¹ 18-25
December 20 ¹ -31	April 15 ⁻²
January 31 ⁻⁴	May 30 ¹

Commented [KP3]: Only applicable to 100% virtual school

Commented [CC4]: Dates updated to reflect 21-22 school year

Please Note: The Kauffman School calendar and daily schedule are subject to change in the best interests of students. Any modifications will be communicated to families as quickly as possible.

GENERAL SCHOOL POLICIES

Admissions

The Kauffman School cannot selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic. The Kauffman School 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 most circumstances, the Kauffman School will only enroll students entering the fifth grade. In the event there are more applications than seats, the Kauffman School will use a lottery process to give every applicant an equal chance of admission.

Parents shall confirm acceptance of the offer of enrollment within five (5) business days after the offer of an enrollment slot, and shall complete the online registration forms within ten (10) business days from acceptance of enrollment. For students that are on the waiting list, parents shall confirm acceptance of the offer of enrollment within three (3) business days after the offer of an enrollment slot, and shall complete the online registration forms within five (5) business days from acceptance of enrollment. If the acceptance of offer of enrollment or online registration process is not completed by the parent(s) within the aforementioned timeframes, then the student will be placed on the waiting list and will only be admitted if seats become available.

Celebrations and Recognition of Birthdays

Kauffman School team members are responsible for the organization of seasonal parties and celebrations. These celebrations are designed for currently enrolled Kauffman School 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 Kauffman School celebration, any such food for distribution and/or instruction must be nut free, and be commercially labeled with ingredients.

Recognition of student birthdays is designed uniquely by each teacher. 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 Kauffman 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 the Kauffman School for distribution. Deliveries of gifts for students will not be accepted at school (i.e., floral arrangements, balloon bouquets, etc.).

Damaged Property

Depending on the requirements of different classes, students may be assigned textbooks, novels, calculators, or other school equipment. This includes chromebooks, hotspots, and other technology equipment that is provided for virtual learning. Staff 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. The Kauffman School will give the parent/guardian an invoice, and the parent/guardian is expected to pay the school the amount therein in cash, check, or money order. Students will be expected to pay for and/or restore Kauffman School 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

The Kauffman School 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 Kauffman School reserves the right to deny enrollment.

Inclement Weather

School Cancellation

- Kauffman School cancellations will be reported to local television outlets and communicated via Kauffman School social media accounts as far in advance of the cancellation as possible.
- The Kauffman School will use its automated calling system to notify families of school cancellations (please insure your primary contact information is always up to date).
- The Kauffman School will make attempts to provide additional notice by phone and social media regarding resumption of classes.

Delayed Opening

- The Kauffman School will follow the same steps listed above regarding late school arrival due to inclement weather.
- The Kauffman School's decisions regarding delayed openings may differ from those of KCMSD, and the school will communicate delayed opening times to local media and school families as early as possible, along with bus stop information.

Early Dismissal

- The Kauffman School will only implement early dismissal procedures when the safety of students is in question due to emerging weather conditions.
- If the Kauffman School 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 Make-up Days (if necessary)

If the Kauffman School determines it is necessary to make-up school days cancelled due to inclement weather, 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.

Lockers

A hall locker is available to students of certain grade levels as determined by the Kauffman School's administrative staff to store school materials, clothing, and other personal items that are necessary to have at the Kauffman School. Lockers are not safes and should not be treated as such. Items of extraordinary value should not be left in lockers.

- 1) School lockers and storage lockers are the property of the school and are provided for the convenience of students. The lockers may be searched by Kauffman School administrators, and or security who have a reasonable suspicion that the lockers 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 Kauffman School officials sustain a safe school environment conducive to learning, the Kauffman School will cooperate with the law enforcement agencies in conducting searches of lockers if there is reasonable suspicion that a crime has been committed.
- 2) Students are responsible for upkeep of their locker. Report any damage or locker abuse to the office.
- 3) No locks are allowed on any locker; however, the area is secured by cameras monitored by security. Exception is that students may use a lock on the lockers in the Athletics Locker Rooms. Locks must be provided by the student and are subject to the requirements in the Athletics Handbook.
- 4) Students should always keep the locker closed and not reveal any personal property in his/her locker to other students.
- 5) No changes will be made in locker assignments after the school year begins without administrative approval. Students shall only use their assigned locker.
- 6) Students should only keep their own items stowed in their individual locker and should not store the items of others in their locker.
- 7) Locker cleanup will be conducted during PREP or College Seminar 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 him/her should turn the item in to the Front Office immediately. Lost articles may be claimed in the office before or after school. The Kauffman School is not responsible for lost or stolen items.

Non-discrimination

The Kauffman School 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, and the Kauffman School provides equal access to the Boy Scouts and other designated youth programs.

The Kauffman School 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 the Kauffman School's non-discrimination policies:

Director of Network Operations
6401 The Paseo
Kansas City, MO 64131
816-268-5660

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

Personal Property Loss

The Kauffman School 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. The Kauffman School 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 the Kauffman School administration may not conduct investigations into their loss. The Kauffman School 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 Kauffman School 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. The Kauffman School 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 the Kauffman School 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 the Kauffman School 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, the Kauffman School, the student and the student's parent(s) shall be deemed to have agreed that no recordings of the meeting may be made.

Meetings, trainings, and classes held via Zoom or other video-conferencing platforms may also be recorded according to the above policy.

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 the Kauffman School 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 may be 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 the Kauffman School be permanently domiciled and living within the boundaries of the Kansas City, Missouri School District. To ensure that the Kauffman School 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 the Kansas City, Missouri School District and will not be allowed to attend the Kauffman School. 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 the Kauffman School 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 the Kauffman School 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, the Kauffman School 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 the Kauffman School owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for in-patient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the school provides services. Students who possess or use tobacco products on Kauffman School grounds, school transportation or at school activities will be disciplined.

Volunteers

The Kauffman School 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

The Kauffman School 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. The Kauffman School administrators may rely on the images obtained by the video security cameras in connection with the enforcement of Kauffman School 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

The Kauffman School welcomes the opportunity to have parents/guardians visit the Kauffman School. All appointments with school personnel must be made through the Front Desk or with a Leadership Team member. 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 in advance. Anyone wishing to meet with any other staff member at the Kauffman School must schedule an appointment through the Front Desk or Leadership Team member.

When allowed by law, if a parent, advocate, or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must schedule an appointment through the Front Desk or with a Leadership Team member.

The Kauffman School 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 transportation, 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.

The Kauffman School 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.

ACADEMIC PROGRAM

In order to accomplish our mission to prepare students to excel academically and graduate from college, it is necessary that our academic program exceed state and national standards. Students graduating from the Kauffman School will be fully prepared to attend and graduate from college.

Standards for Promotion

The Kauffman School's academic year is divided into four (4) quarters. All courses are one academic-year or one semester long. Students are expected to earn minimum year averages of 65 percent in the core academic courses counted towards a student's GPA as stated in the grading policy. 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 (listed in alphabetical order), promotion also may be in jeopardy at the discretion of the Principal, regardless of the length of time the student has attended the Kauffman School:

- **Attendance** – Students should have fewer than 10 absences for the school year.
- **GPA** – Students should maintain a GPA of 2.5 or greater for the school year.
- **Interim Assessments** – On interim assessments, students should achieve a score predictive of proficiency on the annual benchmark assessments.
- **ISS/OSS** – Students should have no more than 2 instances of ISS/OSS.
- **Lifework** – Students should maintain a completion rate of 96% or greater for each semester.
- **PREP Average** – Students should score a minimum PREP average of 85 points by the end of the year.
- **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 or end the year on grade level.
- **Reading Level** – Students should maintain a reading level of no more than 2 years behind the grade level they are being promoted to.

Should a student be retained in the 8th or 12th grades, the student will not be permitted to walk during the Promotion/Graduation Ceremonies at the end of that school year.

Communications of Concerns Regarding Promotion

The Kauffman School works to provide excellent academic support throughout a student's time at the School. In the event a student is at risk for being retained in the same academic grade, actions will be taken by the Kauffman School in an effort to (1) support the student, and (2) inform a parent or guardian in advance. Note: if other people need to be informed of this information, it is the responsibility of the parent/guardian of the student to let them know.

The Kauffman School carefully considers all impacts of the decision to retain or promote students to the next grade level and makes those decisions based on what it believes will be in the best interests of the student. Should a parent/guardian have questions about the decision to retain his or her student, he/she may contact the Dean of Students or the Principal at the Kauffman School to discuss the decision. The School Principal has the final authority on the decision to retain or promote the student.

Grading Policy

Note: The Grading Policy section applies to in-person school during the 2020-2021 school year. Please see the Virtual Learning Addendum for information that applies to virtual school during the 2020-2021 school year.

Commented [KP5]: Only applicable to 100% virtual school

Grading Philosophy

The mission of the Ewing Marion Kauffman School is to “Create College Graduates.” In order to achieve that, our grading policy reflects the rigors of a college preparatory curriculum and strives to communicate readiness to students, families, and teachers. EMKS commits to a grading policy that meets the following purpose:

Purpose of grades: Grades communicate a student’s mastery and mindsets that will lead to college graduation.

- Grades show academic readiness for secondary and post-secondary success
 - Grades show mastery of appropriate college-ready standards
 - Grades are an accurate representation of learning
- Grades reflect student mindset and habits that are crucial for secondary and post-secondary success
 - Grades are feedback to students to reinforce growth mindset
 - Grades are a tool to build academic pride
- Grades represent to colleges how prepared students are to succeed

The specifications below demonstrate how EMKS seeks to meet this vision through grading policies and practices. These policies reflect the differing demands of different age-ranges, based on the consideration that students in 5th and 12th grade (as well as different grades in between) may have differing needs in grading – as they do as learners.

Grading Categories & Weights

High School

Commented [KP6]: Edits reflect updates to category weights in High School grading policy to add additional category of Attendance & Participation

Category	Weight	Description	Typical # Assignments (per quarter)	Supports Overview
Interim Assessments	9 th : 20% 10 th : 25% 11 th : 30% 12 th : 35%	Quarterly assessments that serve as a “mid-term” and a “final” for each semester of content. These assessments demonstrate overall mastery of skills and content covered in a quarter/semester.	One exam per quarter	Interim assessments will be scaled or curved based on the level of rigor prior to entry in the gradebook. This will occur based on the rigor of the assessments the content of the interim is aligned to (Advanced Placement, ACT, etc.)
Mastery Assessments	9 th : 30% 10 th : 25% 11 th : 20% 12 th : 15%	Assessments of student’s mastery over a short period of time (i.e. a day or week). Mastery assessments may include exit tickets, weekly quizzes and/or notes graded for accuracy.	At least two per week	Mastery assessments worth more than 2-3 points per assignment may be revised within one week of submission. These resubmissions will be graded for accuracy and a student can receive up to full credit (max percentage decided by the teacher) if they demonstrate full mastery of the content. If a low percentage of the class masters a standard, teachers may also re-teach this standard to their class, re-assess the skill, and re-enter the grade of the re-taught skill to replace the original grade. Score floor of 50% for completed assignments.

Category	Weight	Description	Typical # Assignments (per quarter)	Supports Overview
Summative Assessments	9 th : 20 5% 10 th : 25 30% 11 th : 30 35% 12 th : 35 40%	Regular assessments that measure mastery of content covered over the course of a unit. This may include unit tests, essays, projects, lab reports, etc.	Two per quarter	Students may re-submit summative assessments based on the following conditions: - Tests must be re- taken during the day in the room with a teacher during Office Hours, Lunch, or Break. Students can earn up to full credit on their re- take. - Reports, projects and essays may be revised and re- submitted based on one round of feedback for up to full credit on re- submission. - Score floor of 50% for completed assignments
Lifework	9 th : 20% 10 th : 15% 11 th : 10% 12 th : 5%	Daily work that either serves as additional practice of content covered in a prior lesson or work that must be completed to prepare a student for content in an upcoming lesson.	Daily assignments, grades entered weekly	Students may turn in Lifework assignments up to 24 hours late for up to 75% credit, based on accurate completion.
<u>Attendance and Participation</u>	9 th : <u>10%</u> 10 th : <u>10%</u> 11 th : <u>10%</u> 12 th : <u>10%</u>	<u>Serves as an assessment of students' ability to be in class daily and contribute to class learning. Participation may include sharing out in class and/or completion of work/notes.</u>	<u>Daily grades entered weekly.</u>	

Note:

- All core academic courses (English Language Arts, Social Studies, Science, Mathematics) will follow the specific grading policy above.
- Elective courses (Practical Arts, Fine Arts, Physical Education, Health, Foreign Language) will adapt the grading categories and weights above to meet the specific needs and demands of their content

Upper Middle School (7-8)

Category	Weight	Description	Typical # Assignments	Supports Overview
Classwork-Effort	10%	Any task where students demonstrate effort/completion of content <ul style="list-style-type: none"> • Completion of Do-Nows • Completion of Lecture/guided notes collected and graded • Participation in Socratic Seminar Discussions • Participation in class 	Content-dependent	Score floor of 50% for exit slips only N/A: No revisions on effort-based grades
Lifework	20%	Graded for both effort/completion and accuracy <ul style="list-style-type: none"> • 7th Grade: No packet, accuracy-based grading 2x/wk • 8th Grade: No packet, accuracy-based grading 3x/wk 	Content-dependent	Effort-based revisions for 50% of points back
Classwork-Accuracy	35%	Any task where students demonstrate mastery but content breadth is minimal and can access resources for support (teacher, book, notes, etc.) <ul style="list-style-type: none"> • Graded Do-Nows • Lecture/guided notes collected and graded • Graded Exit Tickets 	Content-dependent	Score floor of 50% for exit slips only Effort-based revisions for 50% of points back

Category	Weight	Description	Typical # Assignments	Supports Overview
Summatives	25%	<p>Any formal assessment where students have to internalize content that spans a significant amount of time and demonstrate mastery without support from teacher, peers, or resource.</p> <ul style="list-style-type: none"> • Weekly quizzes • Unit Assessments • In-Class Performance-Based-Writing Tasks • Essays/Projects 	Content-dependent	<p>Effort-based revisions for 50% of points back</p> <p>Replacement grade for reteach/remastery</p>
Standardized Tests/Interims	10%	<ul style="list-style-type: none"> • ANets • STEP 	Content-dependent	10% category weighting

Lower Middle School (5-6)

Category	Weight	Description	Typical # Assignments	Supports Overview
Classwork (Effort)	20%	<p>Any task where students demonstrate effort/completion of content</p> <ul style="list-style-type: none"> • Completion Do-Nows • Completion of Lecture/guided notes collected and graded • Participation in Socratic Seminar Discussions • Participation in class 	Content-dependent	Score floor of 50% for exit slips only
Lifework (Effort & some accuracy)	20%	<p>Graded for both effort/completion and accuracy</p> <ul style="list-style-type: none"> • 7th Grade: No packet, accuracy-based grading 2x/wk • 8th Grade: No packet, accuracy-based grading 3x/wk 	Content-dependent	No revisions

Category	Weight	Description	Typical # Assignments	Supports Overview
Classwork-Accuracy	30%	Any task where students demonstrate mastery but content breadth is minimal and can access resources for support (teacher, book, notes, etc.) <ul style="list-style-type: none"> Graded Do-Nows Lecture/guided notes collected and graded Graded Exit Tickets 	Content-dependent	Score floor of 50% for exit slips only
Summatives	20%	Any formal assessment where students have to internalize content that spans a significant amount of time and demonstrate mastery without support from teacher, peers, or resource. <ul style="list-style-type: none"> Weekly quizzes Unit Assessments In-Class, Performance-Based Writing Tasks Essays/Projects 	Content-dependent	Effort-based revisions for 50% of points back
Standardized Tests/Interims	10%	<ul style="list-style-type: none"> ANets STEP 	Content-dependent	10% category weighting

Middle School (5-8)

Students are taught in the same core disciplines in all middle school grades. All courses included in GPA are weighted equally.

Course	Included in GPA Calculation?
Textual Analysis (ELA)	Y
Math	Y
Science	Y
Guided Reading	Y
Specials (Art, Music, Theatre)*	N
Fitness*	N
PREP*	N

**Denotes Courses Graded on a Standard Rubric. Student Performance is categorized as Developing, Intermediate or Expert.*

Grading Scale

The Kauffman School 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.

The Kauffman School 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 (%)	Grade Points
A+	97 – 100	4.33
A	93 – 96	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D	65 – 66	1.00
F	Below 65	0.00

Students that meet the expectations of a Pre-AP or Honors course will earn 0.5 additional grade points in that course. Students that meet the expectations of an AP course will earn an additional 1.0 grade points. These value-add GPAs will be reflected on final, external transcripts only. For all other internal purposes, the school will use the student's GPA without additional grade points.

Grade Point Average (GPA) Calculation

High School

A student’s high school GPA takes is based on the student’s overall course grade (Grade Points Earned) and the number of credits attempted. As such, grades in two credit courses have a larger effect on a student’s overall GPA as compared to one or half-credit courses.

GPA Formula

$$\frac{(\text{Grade Points Earned} \times \text{Number of Credits Attempted}) + (\text{Grade Points Earned} \times \text{Number of Credits Attempted})}{\text{Total Number of Credits Attempted}}$$

Middle School

A student’s middle school GPA is an average of the grade points earned (GPE) in all classes counting toward GPA. Each course is equally weighted. This formula may change depending upon the number of “Specials” (Music, Art, Theatre, Step, etc.) courses a student is enrolled in. If a student is in more than one specials course, each would be factored into the students GPA. Note: Fitness and PREP grades are not factored into a student’s GPA.

$$\frac{\text{ELA GPE} + \text{Math GPE} + \text{Science GPE} + \text{Guided Reading GPE} + \text{Specials GPE}}{\text{\# of Courses Attempted}}$$

Two-credit courses are classes that meet for 100 minutes every day from Monday-Thursday and select Fridays. Single-credit courses meet for 50 minutes every day Monday-Thursday and select Fridays. Half-credit courses meet for 50 minutes every other day Monday-Thursday and select Fridays.

The Kauffman School will determine if students met sufficient course requirements to earn partial course credits. If students do not meet course requirements for an AP or Pre-AP course, but were able to meet requirements for a regular section, the Kauffman School may award course credit for the regular section.

Students that did not meet course requirements during the year (earned a grade below a 65) may also be required to participate in Credit Recovery. The Kauffman School will decide annually, depending on the course, whether to offer the option. A student must meet the requirements of Credit Recovery outlined for the course in order to earn credit.

Academic Assessment

The Kauffman School will communicate performance and progress to students and families on a regular basis. The following are some of the ways in which the school may provide academic information to families:

- Weekly PREP Report
- Quarterly Report Cards – Report Cards must be picked up at teacher conferences.
- Mandatory Parent/Guardian Teacher Conferences
- Regular Assessment, Analysis, and Reporting
- Weekly attendance report and access to grades through the parent portal

Mandatory Parent/Guardian Conferences

Academic success and college preparedness are at the heart of the Kauffman School's mission. Parent/guardian participation in regular conversations with teachers and attendance at mandatory report card conferences are essential to the success of each and every student at the school.

The Kauffman School schedules parent/guardian conferences during the year to provide updates on academic progress and an opportunity to discuss next steps necessary for the academic growth and success of each student. A variety of times will be available to schedule conferences that accommodate work schedules and other circumstances.

It is the responsibility of each student's parent/guardian to attend conferences on the scheduled date. If a substitute must attend a conference due to an emergency situation, the responsible party must be at least 18 years of age and listed as one of the student's authorized contacts. Failure to attend any such mandatory parent/guardian teacher conferences may minimize the academic growth of your student, which can seriously jeopardize grade-level promotion.

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.

Special Education

The Kauffman School employs a Manager of Special Education who oversees Special Education compliance and supports Learning Support Specialists in ensuring all students are supported to meet the school's expectations. We believe all students are capable of entering and completing college, and we will provide services and instructions based on that belief.

Parents/guardians will be contacted as appropriate by the Manager of Special Education 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 Learners

The Kauffman School employs an English Learner Program Manager who oversees English Learner program compliance, and supports English learners ("EL") to be successful both socially and academically. The English Learner Program Manager and classroom teachers will help EL students build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that EL students bring to our community.

While our EL students work towards English proficiency, the English Learner Program Manager and classroom teachers will maintain regular communication with the families of EL students in order to inform them of their children's progress. A more detailed description of the specific procedures for identification, placement and development of EL students is set forth in the Kauffman School EL Policy posted on the school's website at www.kauffmanschool.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 the Kauffman School 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, the Kauffman School 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, the Kauffman School will provide directory information and academic transcripts for other purposes, such as scholarship applications.

Academic Integrity

Student academic work is at the heart of the Kauffman School'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:

Addressing Issues of 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.
- 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 Principal 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 detention that day (minor violation) or suspension (major violation), though the Principal can recommend alternative consequences to the Chief Executive Officer as appropriate.

KAUFFMAN SCHOOL EXPECTATIONS

Lifework

Lifework will be checked for quality and completeness upon students' arrival at school every day. Assignments are expected to be neat and professional. Students will receive an automatic detention for lifework that is incomplete or for Reading Logs and PREP Reports that are not signed by a parent or guardian. 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. 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 lifework support. Lifework will be graded for completion, accuracy, or a combination of the two, depending on the grade level:

- 5th: completing Lifework nightly, completion based only
- 6th: no packet, partial accuracy-based (1 content area grades for accuracy)
- 7th: no packet, partial accuracy-based (2 days/week)
- 8th: no packet, partial accuracy-based (3 days/week)
- High School: accuracy-based (4 days/week)

SLANT

SLANT is acronym used to describe expectations for student body language and behavior. SLANT is intended to support students to stay attentive, demonstrate engagement, and to prepare for appropriate interactions in college and beyond. All students will be required to SLANT during class, in group meetings, and other appropriate times. Students who fail to SLANT will receive a demerit and/or other disciplinary actions. SLANT stands for:

Sit up – Listen – Ask and answer questions – Nod your head – Track the speaker

Silent HALLS

Our silent hall policy intends to maximize the amount of time students spend engaged in academic activities, further preparing them for college graduation. Quiet, orderly halls help promote a safe environment for our students and increase academic performance by enhancing the capacity of staff to monitor behavior – reducing the risk of bullying, limiting verbal/physical fights and other forms of harassment, reducing tardiness, and promoting a professional environment for our staff and students. As determined by the Principal, students in older grades/classes may begin transitioning in a quiet and orderly way without walking in lines. Staff will continue to monitor student behavior to maintain a safe and professional learning environment.

HALLS stand for:

Hands to yourself – All eyes forward – Lips zipped – Legs walking safely – Stick together

Supplies

The Kauffman School 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 principal/leadership. If a staff member finds it appropriate to confiscate items from a student, items of minimal value are not likely to be returned to students. 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.

School Meals

~~Note: The School Meals section applies to in-person school during the 2020-2021 school year. The Kauffman School will distribute five breakfasts and five lunches to every student every week while the school is engaged in virtual learning. Details of meal distribution during virtual learning will be communicated to families prior to the start of the school year.~~

Commented [KP7]: Only applicable to 100% virtual school

The Kauffman School participates in the USDA child nutrition programs, including the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”). The Kauffman School 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.kauffmanschool.org.

Students will be served breakfast, lunch, and two snacks each school day. Students desiring to eat school breakfast must arrive at the school no later than 7:55 a.m. The Kauffman School 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:

Beverages

- Soda
- Sugary drinks
- Juice products (unless 100% juice)
- Energy drinks

Snacks

- Cookies (unless sugar free)
- Pastries and other sweet snacks
- Chips (unless baked)
- Candy/Gum

In order to help students continue to make healthy choices in their diets, we will ask them to place these items back into their lunch bags and return home. Lunch bags will be collected during morning breakfast and stored/refrigerated in the cafeteria.

Mobile Phone and Electronics Policy

We will avoid any distraction that could negatively impact a student's path to college. The use of mobile phones and other personal electronics is strictly forbidden during school hours. Students with mobile phones must keep them turned off (not on silent or vibrate) during the school day. They must be left in a student's backpack and not on their person.

Students may not use a mobile phone or personal electronic device to take pictures or record audio/video during the school day. Students may only use mobile phones or personal electronic devices on Kauffman School sponsored field trips with teacher or staff approval.

- Failure to adhere to this policy could result in disciplinary action and confiscation of the device. A parent/guardian may be required to pick up the mobile phone or personal electronic device and meet with a member of the Kauffman School leadership team.
- Students who bring their mobile phone or personal electronic device to school are subject to search if reasonable suspicion arises that the mobile phone or personal electronics device contains evidence of a violation of Kauffman School policy or the law, and such mobile phone or personal electronics device may be confiscated by Kauffman School staff.
- Items confiscated can be picked up in the front office by a parent/guardian.
- Repeated offenses within the same school year will result in further disciplinary action at the discretion of school leadership.
- The Kauffman School 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. Kauffman School 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. Kauffman School staff will then deliver the message to the student or make appropriate arrangements.

Parents/Guardian Response

Parents/guardians of Kauffman School 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.

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. The Kauffman School Board and school staff, recognizing that we are a multi-racial, multi-ethnic, multi-lingual school, believe it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the Kauffman School community is promoted. The Kauffman School 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

Note: The Dress Code section applies to in-person school during the 2020-2021 school year. Students are not required to dress in uniform during Virtual Learning but must avoid wearing clothing or accessories that may be deemed distracting or offensive.

The Kauffman School enforces a Dress Code to promote a professional environment and emphasize a college preparatory atmosphere, all at the discretion of the Leadership Team. Students must board the bus, arrive at school, and depart from school in uniform. Violations of the dress code will result in disciplinary actions as appropriate. Parents/guardians will be contacted when students arrive at school in violation of the following Dress Code policy:

Commented [KP8]: Only applicable to 100% virtual school

- Shirts
 - Students in grades 5-8 must wear school-issued polo shirts only, students in grades 9-12 must wear white, long sleeved shirts or white polos with the School logo. New students in grades 5-8 will be provided one (1) school-issued polo shirt at the start of the School year, and new students in grades 9-12 will be provided either one (1) school-issued polo shirt or two (2) logo patches at the start of the School year. Students may wear solid grey, black, white or navy short or long-sleeved t-shirts or turtlenecks underneath their long sleeved shirts. Shirts must be tucked in at all times. School issued fleeces will be available for purchase and students may wear these over their school-issued uniforms – a school-issued uniform shirt must be worn under the fleece at all times.
- Pants/Shorts
 - Students must wear khaki pants or shorts only (capri pants are permitted). Uniform pants must *not* have extra zippers, large outside pockets, or other fashion garnishments anywhere on them, i.e., “cargo pants.” Pants must have belt loops. No excessively tight or excessively baggy pants are allowed. Shorts must be at least fingertip length with hands resting at the side. Skirts are not permitted.
- Belt
 - Students must wear a solid black or brown belt with no designs (students in grades 5-6) or any colored belt (students in grades 7-~~8-12~~). Pants must be belted at the waist at all times.
 - Students in high school are not required to wear a belt but pants must be appropriately worn at all times.
- Socks
 - Students in grades 5-6 must wear solid black socks with no logos, or with a very modest all-black logo. Students in grades 7-12 may wear socks of any variety provided they follow all general rules of uniform.
- Shoes
 - Students in grades 5-8 must wear solid black shoes with black laces and no logos, or with a very modest all-black logo. Large plastic or vinyl logos, or logos outlined in a different color are not acceptable. Shoes may not be composed of reflective material or any other material that causes shoe to change color in various lightings. Students in grades 9-12 may

wear black shoes with modest colorings on them (refer to photos below) or dark colored, flat dress shoes. Laces must be tied and Velcro must be strapped. (Parents/guardians should contact the school with any questions regarding acceptable footwear.)

Examples of Acceptable Footwear for 9th-12th Grade Students



- General Rules
 - No clothing or personal grooming that disrupts or can be reasonably forecasted to disrupt the educational environment is permitted.
 - No non-Kauffman outerwear will be allowed to be worn in the building, though school fleeces and other school outerwear will be available for purchase. The high school cardigan may not be worn by middle school students.
 - Headwear, including but not limited to hats and sweatbands, may not be worn, except for religious reasons.
 - Jewelry may not be distracting, make noise, or have inappropriate connotations.
 - Sunglasses may not be worn.
 - Backpacks/luggage with wheels and other bags deemed a distraction by the Chief Executive Officer, Principal, or Dean of Students are not permitted.
 - On dress down days, students may be required to bring their dress down letter to participate in the dress down day.

Uniform Purchase - New and Replacement Items

Dressing professional is a critical skill for success in college and in life and we are excited to teach this skill to our students. Dressing professional also ensures that students represent themselves positively to others at the Kauffman School and in their community. As students enter the building, their uniform is checked thoroughly and any student who is out of uniform or has an article missing earns a consequence. Individual uniform items will be charged to student accounts if the student is out of uniform. Once the item is charged, the student can then keep the article supplied by the School. Families may return belts and shoes to the School and will receive a credit to the student account as long as the items are returned in the same condition as received from the School. Below is a list of fees for the uniform items that may be purchased from the School:*

Pants	\$20
Belts	\$8
Socks	\$3
Shoes	\$10
Polo	\$10
White T-shirt	\$5
Fleece	\$30
¼ Zip Pullover	\$35
High School White Oxford	\$25
High School Navy Blazer	\$60
High School Navy Cardigan	\$35 High
School Tie	\$25
High School Patches	\$4

*All amounts are subject to change based on market value.

**Students are also considered out of uniform if they wear skinny khakis, socks with logos, haircuts with designs, excessive hair accessories, etc.

Parents/Guardians will be notified by phone and uniform violation notices will be sent home with the student as they occur. Families/guardians must pay their student account in full in order to receive their student's report card, ensure their student is eligible for school-sponsored field trips, after school programs, and other school privileges. Please contact the main office at 816-268-5660 with any questions.

ATTENDANCE

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.

Attendance Expectations

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 Kauffman School regarding the student's absences.

If students are not in class, they are not learning what they need to complete college. Students are expected to attend school every day except in cases of illness or serious emergency.

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

- Call the Front Office (816-268-5660) as early as possible before 7:45 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. Additional reasons for excused absences not listed may be allowed based on approval by school administrator. In order for an absence due to an appointment to count as excused, a note must be brought into the front office within 48 hours of the absence. Celebration of a birthday and "take your child to work day" **are not** considered excused absences. A parent/guardian must notify the school within 48 hours after 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 Principal or the Chief Executive Officer. Failure by the parent/guardian to notify the school within 48 hours after the day a student is absent means the absence is unexcused. Colleges review absences in their evaluation of our students. Unexcused absences remove 20 points from a student's PREP score. 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 absences during the school year may result in grade level retention or other actions as appropriate.

The Kauffman 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 parents/guardians of students with excessive unexcused absences may be required to meet with Kauffman School staff to address the issue. The Kauffman School may have a responsibility to report excessive unexcused absences to the Children's Division of the Missouri Department of Social when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Appeal Process for Absences

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 Principal.

Where the Principal 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 Principal must notify the CEO 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 Assignments for Absences

Students have the opportunity to make up missed work for each day absent. Students must turn in make-up work within one week of returning from an absence.

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 the Kauffman School 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. Students leaving the Kauffman School before the end of the school day may lose 5 points from their PREP score. [Parents/guardians of students with excessive early releases may be required to meet with Kauffman School staff to address the issue.](#)

Tardies

Students arriving at the Kauffman School after 8:00 a.m. are considered tardy. Students who are tardy

may lose 5 points from their PREP score. Parents/guardians of students with excessive tardies may be required to meet with Kauffman School staff to address the issue.

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.

Students Withdrawing from School

If a parent/guardian wishes to withdraw his/her student from the Kauffman School, the parent/guardian can request a withdrawal in-person, by written correspondence, by phone message, or by phone call to the Kauffman School. 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 the Kauffman School 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. The Kauffman School 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 the Kauffman School 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 the Kauffman School 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. The Kauffman School 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. The Kauffman School will encourage all families and students to consult with Kauffman School staff prior to withdrawing a student.

TRANSPORTATION

~~Note: The Transportation section applies to in-person school during the 2020-2021 school year.~~

Commented [KP9]: Only applicable to 100% virtual school

The Kauffman School's transportation policies are intended to help students begin their days in a positive way and in a manner consistent with our school culture. The Kauffman School 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, the Kauffman School 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 Apple Bus at 816-252-8800.*

Bus Route

The Kauffman School 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 principal 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 the Kauffman School.

Special Need Students

Special need 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 the Kauffman School and Operations office and the students will be returned to the Kauffman School.

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 the Kauffman School 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 the Kauffman School.

Walking to School

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

Parent/Legal Guardian Communications with Bus Drivers or Bus Company Staff

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) 268-5660 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.

Any parent/legal guardian behavior deemed threatening to the safety of a bus driver or bus company staff member or the safety of students on the bus may result in the revocation of transportation privileges under bus company policy, in which case, the parent/legal guardian will be deemed to have rejected the transportation services provided, and such parent/legal guardian shall be responsible for providing/arranging for transportation of their student to/from the Kauffman School.

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 the Kauffman School. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Kauffman School 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 the Kauffman School 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 the Kauffman School bus:

- Students should be on time and standing at the bus stop. Buses will not wait.
- Students must get on / off the bus at their assigned bus stop.
- Students shall listen to the bus driver or monitor for instructions.
- No eating or drinking on the bus.
- Students shall remain seated and faced forward until the bus completely stops at their bus stop.
- Drivers may assign seating to students as needed. The initial assignment may come from the Kauffman School.
- 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.
- Students shall load and unload in an orderly manner.
- 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 Kauffman School may approve the change if there is space on the bus.
- All Kauffman School policies prohibiting alcohol, tobacco and other drugs apply to all bus riders.
- All Kauffman School policies prohibiting fighting, weapons, threats to staff, and vandalism apply to all bus riders.
- Any misconduct that would result in a suspension discipline in the Kauffman School building will be addressed in the same manner if it happens on the bus.

The Kauffman School is not responsible for any lost, stolen, or damaged items on the school 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, revocation of the privilege of riding the bus. All bus privilege revocations 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 revocation of bus riding privileges at the discretion of school leadership.

The following activities may result in revocation of the privilege of riding the school bus for a length of time to be determined by the Dean of Students, Principal or Chief Executive Officer:

- Repeated refusal to follow directions from an adult on the bus.
- Moving from seat to seat or moving out of one's seat prior to disembarking from the bus or refusing to sit in an assigned seat.
- Pushing, fighting, pretend fighting, or otherwise endangering the well-being of any other student or students on the bus or at the bus stop.
- Throwing things inside, outside, or out of the bus.
- Attempting to get off the bus at a stop other than the regular assigned stop.
- Swearing, yelling, passing lewd notes, or talking disrespectfully to others on the bus, including the bus driver and/or monitor.
- Vandalism of bus property, including, but not limited to, graffiti, drawing, cutting, sticking adhesives or gum, or any other destruction of bus or student property of any kind. Any vandalism will be subject to the School's Restitution Policy.
- At a minimum, instances of serious misbehavior on the bus will be strictly enforced and may be subject to the disciplinary consequences set forth in the Discipline Guidelines herein. Kauffman School officials have the right to escalate the consequence to any stage or to invoke other disciplinary measures if deemed necessary to secure the safety of all children.

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 Kauffman School administration before the student may resume riding the bus. In the case of a revocation of transportation privileges suspension, the student will not be permitted to board the bus at the morning stop, or to board the bus at the Kauffman School during dismissal. The parent/guardian will need to make arrangements for the student's transportation to and from the Kauffman School during the period during which bus privileges are revoked of the suspension.

Kauffman School 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 the Kauffman School's transportation policies:

- Students are expected to conduct themselves in an orderly manner.
- Students should be on time for pick-up and in the assigned location.
- Students shall listen to the taxicab driver for instructions.
- No eating or drinking in the taxicab.
- Students shall buckle their seatbelts and remain seated until the taxicab completely stops at their point of pick-up and drop-off.
- 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.
- Students shall not use any electronics or mobile phones in the taxicab except to contact parents/legal guardians.
- All Kauffman School policies prohibiting alcohol, tobacco and other drugs apply to all taxicab riders.
- All Kauffman School policies prohibiting fighting, weapons, threats to staff, and vandalism apply to all taxicab riders.
- Any misconduct that would result in a suspension discipline in the Kauffman School 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 the Kauffman School 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 7:42 a.m. Students arriving before 7:42 a.m. should line up outside the main Kauffman School entrance and stand quietly until the doors are opened. Students arriving at the Kauffman School after 8:00 a.m. are considered tardy. Students who are tardy may lose 5 points from their PREP score. Parents/guardians of students with excessive tardies may be required to meet with Kauffman School staff to address the issue.

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 the Kauffman School, 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 the Kauffman School front office if he/she will be late picking up a student(s). If a student is not picked up within 30 minutes of the end of all school activities (by 6:00 p.m.) and neither a parent/guardian, nor emergency contact can be reached, the Kauffman School may contact local law

enforcement to pick up the student. Consequences regarding students who are repeatedly picked up late will be handled on a case-by-case basis.

Extracurricular Activities

Transportation for students participating in Kauffman School sponsored clubs or activities will be provided by the Kauffman School. Students participating in Kauffman School 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 pick-up 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 the Kauffman School for student athletes; however, parents are responsible for picking up their student(s) after sporting events. For **away games**, if transportation is not provided the Kauffman School, 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 Kauffman School 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.

STUDENT LIFE

~~Note: The Student Life section applies to in-person school during the 2020-2021 school year. Changes to Student Life components will be communicated throughout the school year.~~

Commented [KP10]: Only applicable to 100% virtual school

PREP/College Seminar

Character education is an integral part of our curriculum, and we structure advisory time within the school day for students to meet in small groups with our teachers. Through our cooperative learning model, students will work as a team to further develop the necessary “life skills” that are reinforced in our classrooms. Themes such as team building, respect, communication, and decision-making will be explored during PREP/College Seminar.

Community Meeting

Students and staff at the Kauffman School will meet as a team and family every Friday. Every Friday, we celebrate our successes and acknowledge individuals and groups who have exemplified the PREP values of the Kauffman School. Periodically, parents/guardians will be invited to attend and participate in community meetings.

PREP Report

The Kauffman School has developed a student PREP Report 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 PREP Points based on behavior.

Students receive PREP Reports every Friday, beginning the second week of school. Reports are to be reviewed, signed by parents/guardians, and returned the following Monday. Failure to do so will result in lost PREP points and a detention. Each student starts the PREP Week with 100 PREP Points. PREP points are also used to qualify students for participation in-school and out- of- school activities.

Parent Merit

It is critical that our students apply our core values to their everyday lives. The Parent Merit offers a way for parents/guardians to recognize students in the school for their outstanding actions. Parent Merits hold the same value as a merit issued by Kauffman School staff members and can be awarded to students once per week. Parent Merits should be filled out on the weekly PREP Report.

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 the Kauffman School. 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 Kauffman School 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 the Kauffman School “Activity Participation and Transportation

Form". This form must be completed for each school year.

Clubs and Activities

The Kauffman School sponsors certain clubs and activities as annually determined by Kauffman School administration. No student is allowed to leave the Kauffman School property for any reason during clubs or activities. The consequence for violation of this requirement remains the same as it does during the regular school day.

After-school clubs and activities are held from 3:30pm – 5:00pm on various weekdays. All clubs and activities participants must report to the designated area where Kauffman School staff will supervise them until they are picked up by his/her parents or leave on the clubs/activities bus. No sibling(s) is allowed to stay after school and participate in clubs and activities without a written permission slip. Bus transportation after clubs and activities is provided by Kauffman School on Thursdays only. Club and activities participants must report directly to the designated area for release for parent pick-up or dismissal to the bus. Clubs and activities participants whose parents are late (15 minutes after dismissal) for pick-up two (2) or more times may be subject to temporary or permanent removal from after school activities.

Athletics Program

The Kauffman School is a member of the Missouri State High School Activities Association ("MSHAA"), and adheres to MSHAA policies regarding the display of good sportsmanship by athletes, students, fans, parents and patrons. The Kauffman School enforces sportsmanship rules for its students, athletes, and spectators. Violation of these rules may result in the following consequences: written reprimand, probation, suspension, ejection, or permanent removal from events. Consequences can be enforced against players, coaches, students and fans.

The following sports are part of the Kauffman School's athletic program:

FALL:

- Boys Cross Country: 7th - 8th grade, 9th- 12th grade
- Boys Soccer: 7th - 8th grade, 9th -12th grade*
- Girls Volleyball: 7th - 8th grade, 9th-12th grade
- Girls Cross Country: 7th - 8th grade, 9th- 12th grade

WINTER:

- Boys Basketball: 7th - 8th grade, 9th-12th grade
- Girls Basketball: 7th - 8th grade, 9th-12th grade

SPRING:

- Boys Track and Field: 7th - 8th grade, 9th- 12th grade
- Girls Track and Field: 7th - 8th grade, 9th- 12th grade
- Girls Soccer: 7th - 8th grade, 9th- 12th grade*
- Boys Baseball: 9th- 12th grade**

YEAR LONG Activities and Sports:

- Boys and Girls Dance Team: 7th- 12th grade
- Boys and Girls Debate Team: 9th -12th grade
- Girls Cheerleading: 6th – 8th grade, 9th -12th grade

*Offered through a cooperative with University Academy. Kauffman School will be the host school.

**Offered through a cooperative with University Academy. University Academy will be host school.

The Kauffman School adheres to the MSHSAA sports medicine policies/procedures. All students must have a completed physical on file in the Director of Operations office in order to participate in any sport for each school year. In addition, parents should provide proof of accident or health insurance that will cover an athletic related injury or accident.

Students may be restricted from participation because of failure to provide an acceptable sports physical, poor academic performance, disciplinary consequences, possession and/or use of alcohol, tobacco, and/or drugs, or as otherwise determined by Kauffman School administration.

No student is allowed to leave Kauffman School property for any reason during practice or games. The consequence for violation of this requirement remains the same as it does during the regular school day. Athletes will not be permitted to re-enter the Kauffman School building for any reason after practices and/or games without permission from the coach on duty. The use of a cell phone is prohibited before practice or during any game. Kauffman School team members have school issued phones for contact for emergency purposes.

A more detailed description of the specific requirements, rules, and responsibilities for student participation in the Kauffman School Athletics Program is set forth in the **ATHLETICS HANDBOOK**, posted on the school's website at www.kauffmanschool.org. Parent and students should read and become familiar with these requirements.

Athletics Cooperative

The Kauffman School may form an Athletics Cooperative with another high school for some varsity activities and athletics when doing so is in the best interest of both schools' programs and students. Athletics Cooperatives are governed by the Missouri State High School Activities Association (MSHSAA) and must be approved by the School Boards of both participating schools. Athletics Cooperatives are formed annually; the existence of an Athletic Cooperative does not guarantee the continuation of the Cooperative. When an Athletics Cooperative is formed, approved by both participating schools' Boards, and approved by MSHSAA, one school will be defined as the host school. A second school will be defined as the partnering school. The host school will:

- Be the school of record for all MSHSAA reporting requirements.
- Hire and compensate a head coach who meets all MSHSAA-defined head coaching requirements.
- Provide uniforms to participating students enrolled at the partnering school.
- Provide and cover the cost of equipment provided to all participating students.
- Cover travel expenses from the host school to competitions.

- Cover all expenses related to the rental and/or maintenance of practice and playing facilities.
- Collect and retain all revenue generated by the activity or sport.
- Host all practices.
- Host all home competitions.
- Schedule all competitions.
- Use their mascot, colors, and other identifying details.
- Provide insurance for the activity or sport, including coverage for the partnering school's student-athletes. Coverage is Full Excess, meaning the host school's insurance will provide benefits after the student-athletes' private and other insurance benefits are exhausted.

The partnering school will:

- Hire and compensate a liaison coach, who meets all MSHSAA-defined assistant coach requirements and is primarily responsible for the oversight of participating students from the partnering school.

When EMKS is the host school, the participation of students enrolled at the partnering school will not preclude or prevent EMKS students from participating.

When EMKS is the participating school, the eligibility of EMKS students to participate in the activity or sport will be defined by EMKS's student-athlete eligibility requirements, even if those requirements differ from the student-athlete eligibility requirements of the host school.

Student-athletes will be required to sign participation forms and releases from liability in order to participate in a sport or activity offered through an Athletics Cooperative. Student-athletes may be required to provide proof of private insurance in order to participate in a sport or activity offered through an Athletics Cooperative.

All other EMKS Athletics and Activities policies and procedures, including those related to the resolution of disputes, apply to Athletics Cooperatives.

STUDENT CODE OF CONDUCT

In order for our students to be prepared to graduate from college, we must promote engagement and appropriate behavior at all times. At the Kauffman School, we strive to create a safe and structured environment that promotes students' academic and social development. Our system of rewards and consequences is designed to cultivate an atmosphere of academic achievement, authentic engagement, respect and professionalism. Students are expected to hold themselves to high standards of behavior. Students who fail to meet our standards of acceptable conduct will not be allowed to disrupt the education of others as those students prepare for college completion.

Student Rights and Responsibilities

The Kauffman School 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, and safety.
- Help maintain and improve the school environment
- Preserve school property and exercise the utmost care while using school facilities.
- Refrain from misconduct or other behavior which would lead to any physical harm or to the disruption of the educational process.
- Demonstrate respect for 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 and result in disciplinary consequences, include, but are not limited to the following listed behaviors:

- Disrupting class
- Not following directions
- Chewing gum or eating
- Inappropriate comments
- Being unprepared for class
- Uniform violation
- Not SLANTing
- Safety violation or dangerous behavior
- Incomplete homework/agenda/reading log
- Offensive, abusive, obscene and/or profane language or gesture
- Display of affection
- Taunting, teasing, or insulting
- Running, horse play, or throwing
- Some electronic devices
- Tardiness
- Failure to serve a detention (including detention currently being served)
- 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 to 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.
- Arson
- False Alarms
- Acts or threats of violence
- Commission of a felony
- Repeated demerits, detentions, or referrals
- Conspiracy to engage in any of the above behaviors

Consequences for such behavior include:

- Demerits
- Automatic Detention
- Referral (May result in further consequences)
- Extended Friday Detention
- Internal Suspension
- External Suspension
- Expulsion

Repeated or serious incidents may result in increased consequences at the discretion of Kauffman School 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.

Merits

Kauffman School staff members give students visual reminders and verbal clarification to help them develop the traits necessary to be fully prepared for college. When a student displays behaviors that are exemplary of our core values, s/he may receive a "merit." Merits reward students for outstanding actions, and give staff members an opportunity to reinforce positive student behavior. Merits may be awarded for, but not limited to, the display of any PREP values, in addition to leadership, citizenship, teamwork, organization, and improvement.

Demerits

When a student commits a specific minor infraction, s/he will receive a demerit. Demerits serve to remind students of our expectations and give students an opportunity to correct their behavior.

Demerits will be issued for behavior that is unproductive or counter-productive, such as unpreparedness for class, minor disruptions of class learning, and uniform violations. More serious consequences will be administered for behaviors including, but not limited to, disrespect, cheating, safety violations, and bullying.

After three demerits in the same day, students will receive a detention. The Principal or Dean of Students will make every effort the day a detention is issued to contact the student's families to let them know of the detention and to discuss options for serving the detention. Families are strongly encouraged to make sure we have current contact information at all times.

Referral

Any student whose behavior disrupts the learning environment or endangers another student's education will be asked to leave class at the discretion of the teacher. This means that the student must report immediately to the Dean of Students and remain there until it is clear that the disruptions will cease. Students will be required to reflect upon their behavior in writing, and will be required to serve a detention.

Detention

Detention is intended to serve as a consequence for repeated or excessive inappropriate behavior at school. Detention time is not a study hall or free reading time for students – it is intended to serve as a deterrent for future misbehavior and will be conducted with that purpose in mind.

Students earning a detention will serve that detention during lunch or PREP time. Unless the violation is homework related, students are prohibited from completing homework during detention.

Repeating Detention

Students not able to adequately complete a scheduled detention due to inappropriate behavior during detention, or a failure to follow instructions given by the detention monitor, will repeat the detention or earn an escalated consequence. Students will be redirected and advised of the consequences for continued inappropriate behavior before a repeat detention is issued. Inappropriate behavior during detention may include:

- Speaking to others, talking to oneself, or making other audible noises (including loud sighing, lip smacking, humming, or whistling).
- Putting head down and refusing to keep it up.
- Refusing to copy the Code of Conduct at a reasonable pace or working on other materials during detention (Life Work, DEAR books, etc.).
- Intentionally breaking pencil leads and repeatedly dropping materials on the floor.
- Refusing to follow any instructions given by the detention proctor.

In-School Suspension

An in-school suspension 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 suspension may result in the immediate removal of the student from classroom. A student who receives an “in-school” suspension 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, Principal, and/or Dean of Students to discuss next steps for the student and family. Repeated in-school suspensions 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

The Kauffman School 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.

The Kauffman School may reduce the length of a suspension if the student and his/her family meet with either the Principal or the Dean of Students 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 (10) days will rest with either the Principal or Dean of Students or both, as appropriate. Long term suspensions (more than 10 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 Students, Principal 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 Students.

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

The Kauffman School 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.

Hazing and Bullying

The Kauffman School 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, Kauffman 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 Students. Students and parents/guardians should report concerns regarding hazing and bullying to the Dean of Students. The Dean of Students 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 Students 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 Kauffman 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 cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats 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 the Kauffman School to maintain a safe learning environment for all students. The Kauffman School 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 the Kauffman School 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 Principal. The Chief Executive Officer will investigate all reports of sexual or other harassment.

DISCIPLINE GUIDELINES

All students in the Kauffman School will be held accountable for complying with applicable School policies and procedures (e.g., Student and Family Handbook, Code of Student Conduct, etc.). As such, students and their parents/guardians are responsible for knowing those policies and procedures. Failure to read such policies and procedures or to sign the acknowledgement form will not excuse noncompliance nor will it prevent imposition of accountability and/or discipline.

The Chief Executive Officer, Principal, and/or Dean of Students 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 Students 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 Students 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 Students 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 Students should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the Dean of Students may decide not to suspend a student unless conferences (between the teacher, student, and Dean of Students; and/or between the parent/guardian, student, and Dean of Students) 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 Students must be reported to the Principal, who may revoke the suspension, either in part or in full, at any time. If revoked, the Principal 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. The Kauffman School 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 of 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 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 the Kauffman School'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 Kauffman School 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.

The Kauffman School 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 Kauffman School student feel unsafe at school.

Disciplinary offenses result in consequences subject to the discretion of school officials and may include demerits, 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. Meetings, trainings, and classes held via Zoom or other video-conferencing platforms may also be recorded according to the above policy.

Corporal Punishment

No person employed by or volunteering on behalf of the Kauffman School 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

The Kauffman School 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 Kauffman School 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 inform 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

~~Note: The Student Health section applies to in-person school during the 2020-2021 school year. Students and families may still contact the School Nurse with questions or concerns about a student's health during virtual learning.~~

Commented [KP11]: Only applicable to 100% virtual school

Student Illness

If a student becomes ill or is seriously injured during the school day, the Kauffman School 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 the Kauffman School 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 note 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 the Kauffman School. Injured or sick students will be accompanied by a staff member to the School Nurse's office. In the event of an emergency, the School Nurse will be notified and will respond to the student in the building.

The School Nurse's office maintains copies of required student health forms. Medical history noted in student records may require further documentation. Physician documentation (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 the Kauffman School 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 the Kauffman School. 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 the Kauffman School. Medication must be delivered to the Kauffman School by a parent or guardian.

The Kauffman School will provide certain over-the-counter medications to be administered only when it is deemed necessary.

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

- Completed Parent Authorization for Medication Administration 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 the Kauffman School 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;
- The Kauffman School 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

The Kauffman School is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. 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 Kauffman School is also equipped with over the counter medication Asthmanefrin. In the event of a severe asthma attack, Asthmanefrin will be administered via a nebulizer breathing treatment by the School Nurse. Prior to administration, every attempt will be made to contact the parent/guardian and 911 will be contacted.

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 non-health 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

The Kauffman School 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 not 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.

The Kauffman School 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

The Kauffman School 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

The Kauffman School 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.

The Kauffman School 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

The Kauffman School 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.

The Kauffman School 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. A more detailed description of the specific goals and procedures of the Kauffman School wellness program is set forth in the Wellness Policy posted on the school's website at www.kauffmanschool.org.

Diabetes

Diabetes is a common chronic disease of childhood. The Kauffman School 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:

- 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
- 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 the Kauffman School are required to inform the Kauffman School via the application and registration form. Upon such notice, the School will initiate the process to evaluate the student in accordance with the Kauffman School'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, the Kauffman School 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 the Kauffman School if any glucose/ketone testing or medication is to be given by Kauffman School personnel. Pursuant to parent/guardian permission, any medical supplies transported to the Kauffman School 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 the Kauffman School, 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, the Kauffman School will provide two levels of training by qualified medical personnel to Kauffman School 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 the Kauffman School. For team members who join the Kauffman School after the annual training date, an opportunity to receive training will be provided. The Kauffman School 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 the Kauffman School 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 Kauffman School 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 Kauffman School personnel who have questions about providing care to students with diabetes under their supervision.

Suicide Awareness and Prevention

The Kauffman School is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy outlines key protocol and procedures for the Kauffman School in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is adopted pursuant to Section 170.048, RSMo.

The Kauffman School will address suicide awareness and prevention through the following policy components:

1. Crisis response procedures
2. Procedures for parent involvement
3. Community resources available to students, parents, patrons and employees
4. Responding to suicidal behavior or death by suicide in the school community
5. Suicide prevention and response protocol education for staff
6. Publication of policy

Crisis Response Procedures

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, Kauffman School personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any Kauffman School employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the Social Work, Dean or Administrative team, or his/her designee.

The following steps will be employed in response to any risk of student suicide:

1. Locate the student
2. Inform the Social Worker / Dean / Member of the Administrative Team

3. Ensure that the student remains supervised at all times
4. Social Worker completes initial assessment and determines risk
5. (If needed) Social Worker creates safety plan
6. Family or appropriate authorities are informed

Procedures for Parent Involvement

A member of the Social Work, Dean or Administrative response team may reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

School and Community Resources

A student exhibiting suicidal behavior may be directed to meet with the Social Worker, Dean, administrative team member, teacher, and/or their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills and a safety plan as necessary. A basic list of resources can be found on the Missouri Department of Mental Health website.

Responding to Suicidal Behavior or Death by Suicide in the School Community

When the Kauffman School community is impacted by suicidal behavior or a death by suicide, the Kauffman School will confer with their Social Work, Dean, and Administrative Teams and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the Kauffman School community understand and process the behavior and/or death.

The Social Work, Dean or Administrative team will determine appropriate procedures for informing the Kauffman School community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

Suicide Prevention and Response Protocol Education for Staff

All Kauffman School employees will receive information annually regarding this policy and the Kauffman School's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted.

Publication of Policy

The Kauffman School will notify employees, students and parents of this policy by posting the policy and related procedures and documents on the Kauffman School's website and discussing this policy during employee training as detailed herein.

TECHNOLOGY USAGE POLICY

The Kauffman School'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 the Kauffman School 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 the Kauffman School'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 the Kauffman School's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Kauffman School policies.

The Kauffman School 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. The Kauffman School expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The Kauffman School may withdraw student access to its network and to the internet when any misuse occurs. Kauffman School 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, the Kauffman School 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 the Kauffman School'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.

Kauffman School 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 Kauffman School 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 the Kauffman School'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 the Kauffman School'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 de-virused;
 - 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 the Kauffman School for any losses, costs, or damages, including reasonable attorney fees, incurred by the Kauffman School, 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 - The Kauffman School 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 Kauffman School 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, the Kauffman School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The Kauffman School 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 the Kauffman School 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 the Kauffman School's technology resources to a teacher or administrator. No person will be given access to Kauffman School technology if he or she is considered a security risk by the Chief Executive Officer or his/her designee.
- 2) Use of Kauffman School 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 Kauffman School 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 the Kauffman School.
- 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 Kauffman School 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 school-managed 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 Kauffman School 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 the Kauffman School'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 Kauffman School 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 the Kauffman School's policies, regulations and procedures. Any attempted violation of Kauffman School 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.

OTHER SCHOOL INFORMATION

Parent/Guardian Concerns and Complaints

The Kauffman School knows parents/guardians care deeply about their students and the Kauffman School team shares that deep commitment to the best interests of students. When parents/guardians express concerns or lodge a complaint at the Kauffman School, 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. The Kauffman School has established the following system to address problems in a fair and expeditious manner with the intent of limiting distractions.

In all cases, the Kauffman School 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.

The Kauffman School 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 Kauffman School 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 Students 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 *Kauffman School operations and administration* in the following manner:

- 1) Make an appointment to speak with the Kauffman School Office Coordinator 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 Kauffman School 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, Kauffman School 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 *Kauffman School 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

The Kauffman School 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 Learners

The Kauffman School 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, the Kauffman School will ensure that English Learners (EL) are given the tools and strategies they need to be successful both socially and academically. The English Learner Program Manager and classroom teachers will help EL students build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that EL students bring to our community. While EL students work towards English proficiency, The English Learner Program Manager and classroom teachers will maintain regular communication with the families of EL students in order to inform them of their children’s progress.

To ensure that parents/guardians are properly notified of the EL program, all new and enrolling students are asked to complete a Home Language Survey to establish the presence of a student’s non-

English 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 EL students is set forth in the Kauffman School EL Plan posted on the school's website at www.kauffmanschool.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. The Kauffman School 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.

The Kauffman School 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.

The Kauffman School 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).

The Kauffman School 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, Kauffman School, 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.

Every Student Succeeds Act of 2015 (Public Law 114-95) Parent Notification

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA 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 school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. 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.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and,
 - f. the time and format for disseminating results.

Every Student Succeeds Act of 2015 (Public Law 114-95) Parents' Right to Know

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Every Student Succeeds Act of 2015 (Public Law 114-95) Complaint Procedures

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

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:
 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a

written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will 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.

Required LEA Documents

The most updated copies of the LEA Parent and Family Engagement Policy, the School Parent and Family Engagement Policy, and the School Parent Compact can be found on the Kauffman School Website under the "School Policies and Forms" section.

The Missouri Course Access Program (MOCAP)

The Kauffman School makes every attempt to meet the curricular needs of all of its students by offering a wide range of course offerings and opportunities through in-classroom personalized instruction.

Missouri law also provides the opportunity for online learning through the Missouri Course Access Program ("MOCAP"). MOCAP courses are delivered over the internet by Missouri certified teachers and are designed to offer Missouri students courses when there are no qualified teachers to teach in-person courses, and to allow students to take courses not offered at the local school. MOCAP is not a school and does not offer a complete high school diploma program. **Enrollment of a Kauffman School student in MOCAP must be approved by the Kauffman School.**

Student Skills Necessary for Success in Virtual Courses and Other Considerations

In evaluating whether it is in the best educational interest of a student to participate in MOCAP, the Kauffman School will consider the following:

- Alignment of the virtual course(s) with the Kauffman School curriculum.
- Consideration of whether the Kauffman School's educational philosophy and its definition of a Kauffman School graduate, both defined in the Kauffman School's Student and Family Handbook, are likely to be realized for the student or may be inhibited if the student were to enroll in a virtual course.
- Consideration of whether the virtual coursework prepares students to be intellectually curious, economically independent, and confidently self-directed.
- Consideration of whether the virtual coursework promotes critical thinking and prepares the students for the academic and social rigors of college.
- Consideration of whether the request to enroll in virtual coursework aligns with the intention of MOCAP to offer Missouri students courses not offered at the Kauffman School.
- Demonstrated time-management skills that indicate the student is capable of independently submitting assignments and completing course requirements.
- Demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Demonstrated verbal or written communication skills that will enable the student to succeed in an environment where the instructor may not be physically present to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Student's previous level of success/struggles in previous virtual coursework.

Enrollment in Virtual Courses

Interested students and families shall first contact the school's principal or designee to make an appointment to discuss the enrollment process. Enrollment in virtual courses takes place at the same time enrollment takes place for other Kauffman School courses, with approval for enrollment outside of standard enrollment cycles rarely occurring and only occurring in extreme circumstances when the considerations noted above are satisfied. After this initial meeting, the student and the student's parents/guardians will be required to submit the request - including the coursework in which the student wishes to virtually enroll, the requested dates of enrollment, the rationale for the request, and evidence of the above-noted considerations – in writing. The student will not be enrolled if the principal or designee, in consultation with the student's parents/guardians, and relevant staff, determines that it is not in the best educational interest of the student to enroll in the virtual course.

If a student is approved by the Kauffman School for enrollment in MOCAP, the Kauffman School will pay the costs of a virtual course. If a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians **must** meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals. The Kauffman School is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment.

The Kauffman School will provide supervision for students who take virtual courses in Kauffman School facilities, but will not provide supervision for students taking virtual courses offsite. Students taking courses virtually are subject to Kauffman School policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the Kauffman School's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Appeal

If the principal or designee determines that it is not in a student's best educational interest to take a

virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Chief Executive Officer. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Chief Executive Officer, such appeal must be in writing and shall be submitted to the Chief Executive Officer within seven (7) days of notification of the determination made by the principal or designee. The Chief Executive Officer shall provide his/her recommendation to uphold or overrule the determination of the principal or designee within seven (7) days of his/her receipt of the written appeal. If the student or parent/guardian is not in agreement with the decision rendered by the Chief Executive Officer, they may appeal to the Kauffman School Board ("Board").

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to the Missouri Department of Elementary and Secondary Education ("DESE"). The appeal to DESE must be filed within seven days of the Board's final decision.

Related Resources

Link to SB 603: http://www.senate.mo.gov/18info/BTS_Web/Bill.aspx?SessionType=R&BillID=69472003

Link to DESE's MOCAP Information Page: <https://mocap.mo.gov/about.html>

KAUFFMAN SCHOOL STUDENT AND FAMILY HANDBOOK — 2020-2021 SCHOOL YEAR
VIRTUAL LEARNING ADDENDUM

Commented [KP12]: Only applicable to 100% virtual school

Daily Schedule

The daily schedule will vary across grade levels. Generally speaking, all students' school days will begin at 8:00 AM and conclude by 2:20 PM every day.

Students must be in their virtual classroom by the start of each class period or they will be marked tardy. Students must remain in their virtual classroom through the duration of the class period or they will be marked as leaving early.

Standards for Promotion

The Kauffman School's academic year is divided into four (4) quarters. All courses are one academic year or one semester long. Students are expected to earn minimum year averages of 65 percent in the core academic courses counted towards a student's GPA as stated in the grading policy. 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 (listed in alphabetical order), promotion also may be in jeopardy at the discretion of the Principal, regardless of the length of time the student has attended the Kauffman School:

- **Attendance**— Students should maintain a 95% attendance rate in each class.
- **GPA**— Students should maintain a GPA of 2.5 or greater for the school year.
- **Interim Assessments**— On interim assessments, students should achieve a score predictive of proficiency on the annual benchmark assessments.
- **ISS/OSS**— Students should have no more than 2 instances of suspension.
- **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 or end the year on grade level.
- **Reading Level**— Students should maintain a reading level of no more than 2 years behind the grade level they are being promoted to.

Should a student be retained in the 8th or 12th grades, the student will not be permitted to walk during the Promotion/Graduation Ceremonies at the end of that school year.

Grading Philosophy

The mission of the Ewing Marion Kauffman School is to "Create College Graduates." In order to achieve that, our grading policy reflects the rigors of a college preparatory curriculum and strives to communicate readiness to students, families, and teachers. EMKS commits to a grading policy that meets the following purpose:

Purpose of grades: Grades communicate a student’s mastery and mindsets that will lead to college graduation:

- Grades show academic readiness for secondary and post-secondary success
 - Grades show mastery of appropriate college-ready standards
 - Grades are an accurate representation of learning
- Grades reflect student mindset and habits that are crucial for secondary and post-secondary success
 - Grades are feedback to students to reinforce growth mindset
 - Grades are a tool to build academic pride
- Grades represent to colleges how prepared students are to succeed

The specifications below demonstrate how EMKS seeks to meet this vision through grading policies and practices. These policies reflect the differing demands of different age ranges, based on the consideration that students in 5th and 12th grade (as well as different grades in between) may have differing needs in grading—as they do as learners.

Middle School—Weighting

Category	Category Weight (5 th /6 th)	Category Weight (7 th /8 th)
Attendance	10%	10%
Classwork—Accuracy	30%	30%
Classwork—Effort	30%	25%
Standardized Assessments	10%	10%
Summative Assessments	20%	25%

High School—Weighting

Category	Category Weight (9 th /10 th)	Category Weight (11 th)	Category Weight (12 th)
Attendance	10%	10%	10%
Class Participation	10%	10%	10%
Interims	20%	20%	25%
Lifework	10%	10%	10%
Mastery	25%	20%	15%
Summatives	25%	30%	30%

Note:

- All core academic courses (English Language Arts, Social Studies, Science, Math) will follow the specific grading policy above.
- Elective courses (Practical Arts, Fine Arts, Physical Education, Health, Foreign Language) will adapt the grading categories and weights above to meet the specific needs and demands of their content

High School—Included in GPA

9 th -Course	Number of Credits (Virtual)	Semester Taken	Included in GPA Calculation?
Honors English I	2	Semester 1 & 2	Y
Pre-AP World History	1	Semester 1 & 2	Y
Honors Algebra I & II	1.5	Semester 1 & 2	Y
Pre-AP Biology	1	Semester 1 & 2	Y
Spanish I	0.5	Semester 1 & 2	Y
Health	0.5	Semester 1	Y

10 th -Course	Number of Credits (Virtual)	Semester Taken	Included in GPA Calculation?
Pre-AP English Language and Composition	1.5	Semester 1 & 2	Y
AP World History	1	Semester 1 & 2	Y
Honors Geometry	2	Semester 1 & 2	Y
Pre-AP Chemistry	1	Semester 1 & 2	Y
Spanish II	0.5	Semester 1 & 2	Y
Health	0.5	Semester 1	Y

11 th -Course	Number of Credits (Virtual)	Semester Taken	Included in GPA Calculation?
AP Language and Composition	1	Semester 1 & 2	Y
AP US History	1	Semester 1 & 2	Y
Pre-Calculus	1	Semester 1 & 2	Y
AP Chemistry	1	Semester 1 & 2	Y
AP Seminar	1	Semester 1 & 2	Y
Health	0.5	Semester 1	Y
College Seminar	0.5	Semester 1 & 2	N
ACT Prep	TBD	Semester 1 & 2	TBD

12 th -Course	Number of Credits (Virtual)	Semester Taken	Included in GPA Calculation?
AP Literature	1	Semester 1 & 2	Y
Personal Finance	0.5	Semester 1	Y
AP Government	0.5	Semester 2	Y
AP Calculus AB OR College Algebra	1	Semester 1 & 2	Y
AP Biology	1	Semester 1 & 2	Y
AP Research OR College Writing	1	Semester 1 & 2	Y
Fine Arts	0.5	Semester 1	Y
College Seminar	0.5	Semester 1 & 2	N
ACT Prep	TBD	Semester 1 & 2	TBD

Middle School (5-8) – Included in GPA

Students are taught in the same core disciplines in all middle school grades. All courses included in GPA are weighted equally.

Course	Included in GPA Calculation?
Textual Analysis (ELA)	Y
Math	Y
Science	Y
Guided Reading	Y
Specials (Art, Music, Theatre)*	N
Fitness*	N
PREP*	N

*Denotes Courses Graded on a Standard Rubric. Student Performance is categorized as Developing, Intermediate or Expert.

Grading Scale

The Kauffman School 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.

The Kauffman School 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 (%)	Grade Points
A+	97–100	4.33
A	93–96	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
C-	70–72	1.67
D+	67–69	1.33
D	65–66	1.00
F	Below 65	0.00

Students that meet the expectations of a Pre-AP or Honors course will earn 0.5 additional grade points in that course. Students that meet the expectations of an AP course will earn an additional 1.0 grade points. These value-add GPAs will be reflected on final, external transcripts only. For all other internal purposes, the school will use the student's GPA without additional grade points.

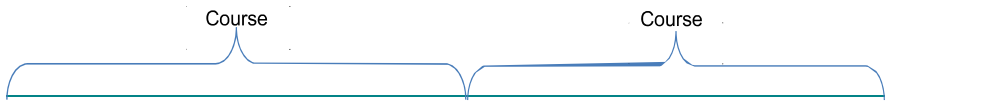
Grade Point Average

{GPA} Calculation

High School

A student's high school GPA takes is based on the student's overall course grade (Grade Points Earned) and the number of credits attempted. As such, grades in two credit courses have a larger effect on a student's overall GPA as compared to one or half credit courses.

GPA Formula


$$\frac{(\text{Grade Points Earned} \times \text{Number of Credits Attempted}) + (\text{Grade Points Earned} \times \text{Number of Credits Attempted})}{\text{Total Number of Credits Attempted}}$$

Middle School

A student's middle school GPA is an average of the grade points earned (GPE) in all classes counting toward GPA. Each course is equally weighted. This formula may change depending upon the number of "Specials" (Music, Art, Theatre, Step, etc.) courses a student is enrolled in. If a student is in more than one specials course, each would be factored into the student's GPA. Note: Fitness and PREP grades are not factored into a student's GPA.

$$\frac{\text{ELA GPE} + \text{Math GPE} + \text{Science GPE} + \text{Guided Reading GPE} + \text{Specials GPE}}{\text{\# of Courses Attempted}}$$

Two credit courses are classes that meet for 100 minutes every day from Monday-Thursday and select Fridays. Single credit courses meet for 50 minutes every day Monday-Thursday and select Fridays. Half credit courses meet for 50 minutes every other day Monday-Thursday and select Fridays.

The Kauffman School will determine if students met sufficient course requirements to earn partial course credits. If students do not meet course requirements for an AP or Pre-AP course, but were able to meet requirements for a regular section, the Kauffman School may award course credit for the regular section.

Students that did not meet course requirements during the year (earned a grade below a 65) may also be required to participate in Credit Recovery. The Kauffman School will decide annually, depending on the course, whether to offer the option. A student must meet the requirements of Credit Recovery outlined for the course in order to earn credit.

PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT

The Kauffman School 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 the Kauffman School.

I certify that my student and I have received and reviewed a copy of the Kauffman School Student and Family Handbook.

Printed name of student: _____

Signature of student: _____

Printed name of parent/guardian: _____

Signature of parent/guardian: _____

Date: _____

Please contact the Kauffman School's Chief Executive Officer if you have questions or concerns regarding the Student & Family Handbook (816-268-5660).

Thank you.



EWING MARION
KAUFFMAN SCHOOL

6401 Paseo Boulevard • Kansas City, MO 64131
816.268.5660 • www.kauffmanschool.org

**Personnel Policies Handbook
2020 - 2021**

Revised August ~~2020~~2021

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OUR ORGANIZATIONAL FUNDAMENTALS

Kauffman School Mission

The mission of the Kauffman School is to prepare students to excel academically, graduate from college, and apply their unique talents in the world to create economically independent and personally fulfilling lives.

Kauffman School Vision

The Kauffman School is recognized as the premier public school in the state of Missouri and as a national model for the entire public school sector.

Kauffman School Philosophy

The Ewing Marion Kauffman School prepares students to be intellectually curious, economically independent, and confidently self-directed. *Our students live life on purpose.* They learn not to be afraid to take calculated risks in pursuit of their aspirations and understand that a life devoid of failure is a life half-lived.

The Kauffman School is unrelentingly focused on the academic and social growth of our students. We know every student in our school. Our strength is our talented staff, which combines deep subject knowledge with the ability to motivate and inspire our students to realize their individual potential.

We will help each student identify his or her unique talents and abilities and how to apply them in the world. We provide our students with a rigorous education to enable each fully to compete in our nation's colleges and universities. Our students receive strong training in math and science; all students will learn a world language. Each student will be technologically and financially literate. Our students will be prepared to contribute to their local, national, and global communities.

We expect our students will have multiple careers over their lifetimes; some of the jobs they will hold do not yet exist. Since we cannot predict the future, we prepare our students for all potential futures. We accomplish this by making sure our students are able to think critically, embrace change, and take charge of their own learning in a rapidly changing world.

The few years we have with our students are brief. To achieve these goals requires us to maximize the quantity and quality of time we have together. This is a demanding school. Our doors are open to all students and families, though success will require strength and resolve to seize the opportunity we offer. We ask much of ourselves, our students, and our families. We need our students and families to match our intensity and dedication to their futures. In return, we commit ourselves to each student's academic and personal growth.

Kauffman School PREP Values

Perseverance

"We find a way or we make one."

Students and teachers at the Kauffman School have grit. We approach challenges with determination and a positive attitude. We carry each other toward the goals we know we can achieve and we don't complain – we solve our problems and move forward.

Results

"We show that we know."

Our academic program is demanding and expectations for teachers and students are high. We work hard and we want to know if our hard work is paying off. Everyone is accountable to each other for proof of our learning.

Empathy

"We notice. We feel. We act."

Students and teachers at the Kauffman School look out for each other. We share each other's joys and pains because we are all working toward the same goal.

Passion

"We put our hearts into what we do."

Kauffman School students are inspired by what matters to them. Our teachers believe in our students and are compelled by a sense of urgency to help them succeed.

KAUFFMAN SCHOOL HUMAN RESOURCES AND BUSINESS SERVICES

When referred to Human Resources, please contact:

Katie Pasniewski, COO
816-612-8539
kpasniewski@kauffmanschool.org

Erynn Campbell, HR Specialist
816-612-8540
ecampbell@kauffmanschool.org

THE KAUFFMAN LEGACY

Ewing Marion Kauffman was born on a small farm in Garden City, MO. His family struggled financially and would soon move to Kansas City. He would call it home for the rest of his life. Here, he would change the face of his hometown.

Following his service in the Navy during World War II, Mr. Kauffman was a salesman for a pharmaceutical company. In 1950, his entrepreneurial spirit began to soar when he started Marion Laboratories Inc., a pharmaceutical company, out of his basement. He chose his middle name over his first name so his customers wouldn't perceive him as a one-man operation. In his first year in business,

his profit was \$1,000. In 1989 he sold his business to Merrell Dow. It had grown to become a global diversified health giant with nearly \$1 billion in sales and employed 3,400 associates.

Ewing Kauffman brought more to Kansas City than an international business. He brought Major League Baseball back to KC. He purchased the Royals in 1968. With his same entrepreneurial vision and spirit, he made the Royals a model sports franchise. The team developed young players who won six division titles, two American League pennants, and a World Series championship in 1985.

Mr. Kauffman's most enduring legacy to his community and the world is the Ewing Marion Kauffman Foundation ("Kauffman Foundation"). He established the Kauffman Foundation with the same sense of opportunity he brought to his business endeavors, and with the same convictions. Mr. Kauffman wanted his foundation to be innovative—to dig deep and get at the roots of issues to fundamentally change outcomes in people's lives. He wanted to help young people, especially those, like him, who start out with modest means, get a quality education that would enable them to reach their full potential. He saw building enterprise as one of the most effective ways to realize individual promise and spur the economy.

The Ewing Marion Kauffman School represents a new chapter in Mr. Kauffman's ongoing legacy in Kansas City, but one very close to the heart of everything in which Mr. Kauffman believed and worked to foster in the human spirit.

EMPLOYMENT

References to Team Members

The term "team members" shall include the terms employees, associate, staff member, personnel, intern, trainee, and teacher, and may all be used in this document to refer to either full or part-time team members of the Ewing Marion Kauffman School.

At Will Employment

Employment at the Kauffman School is voluntary and at will. "At will" means that you are free to resign at any time, with or without notice, and with or without reason. Likewise, "at will" means the Kauffman School may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal, state, or local law.

The Kauffman School requests any team member intending to resign his/her position at the school to submit written notification no less than two weeks prior to the desired date of termination.

Employment Status

Exempt and non-exempt team members fall into at least one of the following four employment categories: Full-Time, Part-Time, Trainee or Intern.

Full-time team members are those who work at least 40 hours each week;

Part-time team members work 39 or fewer hours each week. If a team member averages 20 hours per week in a calendar year, or works at least 50% of Full-Time annually, he/she is eligible for benefits. For information on benefits, see the Kauffman School Benefits section.

Trainees can be full-time or part-time for a limited term training period which is generally shorter than 2 months and is not to last longer than 4 months or a maximum of 900 hours after which time it is anticipated that they will become full- or part-time team members if they complete the trainee period. Trainees are not benefit-eligible until they transition to their regular status.

Interns can be full-time or part-time for a limited term period which is generally shorter than 3 months and is not to last longer than 4 months or a maximum of 900 hours after which time they will no longer be employed by the School. Interns are not benefit eligible.

Team members may also be categorized as 11-month or 12-month:

- 11-month team members are directly associated with classroom instruction and typically do not perform their regular duties or activities during the “out of session” period between their last day of work for the current school year (approximately three (3) weeks following the last day of school in which students are present) and their first day of work for the new school year. The “out of session” period will be determined by the Chief Executive Officer.
- 12-month team members hold non-instructional or administrative positions, perform their regular duties and activities for 12 months, and are not eligible for the “out of session” period.

Certain policies in this Handbook apply uniquely to team members in either the 11-month or 12-month category and are identified as such.

11-month team members are expected to be on-site and available for work from 7:00 AM – 4:00 PM on Monday – Thursday and 7:00 AM – 5 PM on Friday, and 12-month team members are expected to be on-site and available for work from 7:00 AM – 5:00 PM Monday – Friday. Adjusted schedules must be approved by the Chief Executive Officer and may result in adjustments to salary.

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

Exempt/Non-Exempt

Exempt team members are those who are paid a salary, and because of their job responsibilities are not eligible for overtime pay. Non-exempt team members are eligible for overtime pay for hours worked in excess of 40 hours in a standard work week. Each non-exempt team member is responsible for completing a time card approved by their supervisor indicating hours worked. All overtime must be approved in advance by the team member’s supervisor.

Overtime

Non-exempt team members receive overtime pay for hours worked in excess of 40 hours of a standard work week. It is the responsibility of the team member’s supervisor to pre-approve overtime hours. Exempt team members are not eligible for overtime pay.

Equal Employment Opportunity

The Kauffman School is an Equal Employment Opportunity (EEO) employer and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion,

national origin, disability, veteran status, marital status, or sexual orientation, or any other status protected by applicable law. Employment decisions include:

- Hiring, placement, upgrading, promotion, or demotion;
- Recruitment, advertising, or solicitations for positions of employment;
- Treatment during employment;
- Compensation
- or other forms of remuneration;
- Layoff or termination.

If you are disabled and need a reasonable accommodation in order to perform the essential functions of your job, you may request such accommodation. The school will provide reasonable accommodations for the known disability or a qualified individual to allow him/her to perform essential job functions.

Any questions concerning equal employment opportunity and all requests for reasonable accommodation should be directed to Human Resources.

Performance Management

The Kauffman School has a performance review program in place in which each team member receives a performance review each year.

Payroll & Payroll Deductions

Accurate & Timely Payroll

The Director of Finance and Strategy, with support from the Human Resources Specialist, shall ensure that school employees are paid in accordance with School policies and applicable laws and rules.

School employees shall be paid:

- In United States currency;
- By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United State currency, or by the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

Paydays

All team members will receive compensation on the 15th and last day of each month. When a payday falls on a weekend or bank holiday, funds are deposited on the business day prior to the weekend or bank holiday. When a payday falls on a Kauffman School holiday that is not a bank holiday, funds will be deposited on the normal pay date.

Payroll Deductions

All Kauffman School employees shall be members of the Kansas City Public School Retirement System and subject to its requirements. The Board shall deduct and expend for teacher retirement and compensation an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation.

All Kauffman School employees shall have taxes deducted from their paychecks in alignment with state and federal requirement and with their elections on their W4 Form, which is completed as of their first day of employment and updated at the employee's discretion.

Kauffman School employees who elect to enroll in the School's benefits programs, including insurance benefits and the 403b retirement plan, shall have premiums or contributions deducted from their paychecks in alignment with their annual elections.

Withholding of Wages

The Director of Finance and Strategy, with support from the Human Resources Specialist, shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules:

- The school is ordered to withhold wages by a court of competent jurisdiction;
- The school is authorized to withhold wages by state or federal law; or
- The school has written authorization from the employee to deduct or withhold part of the wages for a lawful purpose.

Conflict of Interest

Team members have an obligation to avoid actual or potential conflicts of interest. An actual or potential conflict of interest occurs when a team member is in a position to influence a decision that may result in a personal gain for that team member, or for a relative, as a result of the Kauffman School's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the team member is similar to that of persons who are related by blood or marriage.

If a team member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose the existence of any actual or potential conflict of interest to the Chief Executive Officer as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a team member or relative has a significant ownership in a firm with which the Kauffman School does business, but also when a team member or relative receives any gift or special consideration as a result of any transaction or business dealings involving the Kauffman School.

The materials, products, designs, plans, ideas, and data of the Kauffman School are the property of the school and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even if it is not apparent that a team member has personally gained by such action, constitutes unacceptable conduct. Any team member who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

Disclosure Statement

A team member with an actual, potential, or perceived conflict of interest shall inform the Chief Executive Officer, who shall report to the Board Secretary. Such team member shall not be involved

with considering or evaluating the activity, unless the person has unique information or perspective requested by the Chief Executive Officer.

Each team member also shall annually submit information about all affiliations with current and potential organizations and persons with which the Kauffman School does or is likely to do business. Examples include, but are not limited to, organizations for which the team member or a family member is a director, officer, trustee, partner, team member or agent; organizations in which they have a direct financial interest; or vendors, contractors, etc. they have contracted with individually on special terms. The team member is also responsible for updating this information by submitting a revised Conflict of Interest Form if circumstances change. (See [Appendix A](#) for Conflict of Interest Disclosure Statement).

Confidentiality

In the course of working for the Kauffman School, team members often have access to information that is and should be treated as confidential, whether communicated verbally, electronically, or in writing. We all share a common interest in and responsibility for respecting the character of such information as confidential and for ensuring that such information is not improperly disclosed or used. While public accountability and transparency are essential to the Kauffman School, there are times when circumstances dictate that certain information not be disclosed or used.

Examples of confidential information include, but are not limited to the following, to the extent not otherwise generally made known by others outside the Kauffman School:

- information that the law classifies as confidential, such as certain employment, health, or medical information about School team members or identifying information about minors;
- Kauffman School financial information;
- certain communications with the School's legal counsel, whether internal or external;
- information obtained about employees of organizations with which the School contracts;
- student data;
- student and parent lists;
- information specifically identified as confidential or the inherent nature of which unambiguously suggests that confidentiality is expected;
- information about positions taken by individual team members with regard to a potential program strategy or partner;
- information provided in such a way that the circumstances of disclosure suggest confidential treatment, including when the Kauffman School informs others that the information will be treated as confidential;
- Conversations, letters, or memos regarding students, team members, parents, alumni, etc.;
- and
- Any conversation regarding the above that may have been inadvertently overheard.

Accordingly, except as required in the normal course of their responsibilities to the Kauffman School, team members may not disclose confidential information to third parties or knowingly allow others to disclose such information, without prior written consent from the Kauffman School's Chief Executive Officer or his/her designee. Team members may not inappropriately use or knowingly allow others to use any confidential information, including but not limited to advancing any private interest (their own or another's) or otherwise for personal gain.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

All Kauffman School team members must comply with the requirements of FERPA.

Any team member who discloses confidential Kauffman School or student information will be subject to disciplinary action up to and including termination. Maintaining the confidentiality of the Kauffman School's student and School information is an obligation which also continues after a team member's termination.

Before disclosing any student information outside of the school, please contact the Chief Executive Officer.

Student Health Records

Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by universal adherence to the principles of confidentiality and privacy by all employees and volunteers. The information shall be protected regardless of source, i.e., oral, printed or electronic means, and regardless of type of record, record keeping or method of storage. These requirements of confidentiality shall apply to all student information including, but not limited to academic, family, social, economic and health. Health services personnel shall be knowledgeable about the Kauffman School's implementation of FERPA, i.e., who can access health records, under what circumstances, and when information may be disclosed appropriately. Only team members who have a legitimate reason to know the identity and condition of students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by team members will be cause for disciplinary action.

KAUFFMAN SCHOOL BENEFITS

Eligibility

Team members that are compensated by the Kauffman School for an average of 20 or more hours per week in a calendar year are eligible for benefits. Trainees and interns are not benefit eligible. Team members are eligible for benefits as of their hire date.

Benefits Summary

The Kauffman School provides individual team members with personal health, dental, and vision coverage. [The school also provides benefits for life insurance and long-term disability.](#) For details regarding the Kauffman School's health and benefit plans, or to make changes to your coverage, please contact Human Resources.

Commented [KP1]: Clarification. Not new to our benefits package.

Retirement Plans

Missouri statute requires all charter schools to participate in the retirement system of the district in which their charter school is located (R.S.Mo 160.420). Kauffman School team members are required to participate in the Kansas City Public School Retirement System (KCPSRS) – which includes a mandatory contribution (currently 8.9%) to the KCPSRS by the team member, and a matching contribution by the school.

The Kauffman School offers an additional investment opportunity under the 403(b) Plan. Under this plan, team members may save their own money on a before-tax basis with a traditional 403(b) contribution. Please contact your Human Resources representative for additional information.

Employee Assistance Program (EAP)

The Kauffman School is pleased to offer a team member Assistance Program through Saint Luke's Lifewise EAP®. The program is designed to provide confidential, professional counseling to team members, their spouses/partners, and dependent children.

To access Saint Luke's Lifewise EAP® call the toll free number (800) 327-1223, or locally at (816) 931-3073. You can also visit lifewiseeap.advantageengagement.com. Select "For Individual and Families" then choose "Employee Assistance Program". The School's Company Code is: **EMKS**

Services available through the EAP include:

- **Dedicated Helpline:** Toll free number for 24 hour/365 days access to screening and triage by licensed behavioral health professionals.
- **Assessment and Referral:** Facilitating access to the EAP, appropriate community resources or the health plan.
- **Short Term Counseling Model:** Face-to-face sessions for team members and their benefit eligible dependents; up to six sessions per incident.
- **Legal and Financial Referrals:** Referral for face-to-face and telephone consultation on a wide range of legal and financial issues plus online resources including legal and financial provider directories.

- **Family Resource Services:** Online resources including articles, videos, and personal assessments on a wide range of family centered issues. National provider directories for health care, schools, eldercare, and childcare also are included.
- **Work/Life Wellness:** Comprehensive online resources in the areas of emotional and physical health, legal, financial and family topics, and personal growth.
- **Manager/T&C Telephone Consultation:** Discussion with an AAP clinician regarding concerns about team member situations plus online resources.
- **Interactive Web Site:** Online services, lifewiseeap.advantageengagement.com, for the EAP and comprehensive work/life resources.

Benefits for Domestic Partners

The Kauffman School offers health, dental, vision, and life insurance coverage and, if applicable, long term care coverage to the current domestic partners of associates who are eligible for benefits, subject to the guidelines described below. This includes both same-sex and opposite-sex partners.

Benefits Not Available To Domestic Partners

Cafeteria plan benefits, including flexible spending medical reimbursement accounts and dependent care assistance programs, are only available to associates, same sex spouses, and tax dependents (as described in the attached Affidavit of Domestic Partnership). Therefore, the tax advantage for participating in such programs is not available to domestic partners, or dependents of domestic partners who do not qualify as tax dependents of the associate.

Who Qualifies As A Domestic Partner For Benefits?

The Kauffman School's benefit providers recognize domestic partnerships in which both individuals meet all of the following guidelines:

1. Both partners are engaged and have been engaged for at least the previous twelve (12) months in a committed relationship of mutual caring and support, and are jointly responsible for each other's common welfare, living expenses, and are otherwise financially interdependent.
2. The partners are each other's sole domestic partner, are spousal equivalents and intend to remain so indefinitely. Neither partner has a different domestic partner now, nor had a different domestic partner within the last twelve (12) months from the date of the execution of the declaration. Neither partner is currently legally married to anyone else.
3. The partners are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which they reside.
4. The partners currently share and for the immediately preceding twelve (12) months have continuously shared the same principal residence and intend to do so indefinitely.
5. The partners are at least eighteen (18) years of age and mentally competent to consent to a contract.

In addition to the above requirements, the associate and his/her domestic partner must provide documentation demonstrating satisfaction of at least two (2) of the following criteria:

1. The partners have executed a domestic partnership agreement in a jurisdiction that authorizes such agreements.
2. The associate has named his/her domestic partner as a beneficiary under his/her will, or the domestic partner has named the associate as a beneficiary under his/her will.
3. The associate has granted his/her domestic partner powers under a durable power of attorney, or the domestic partner has granted the associate powers under a durable power of attorney.
4. The associate has named his/her domestic partner as a beneficiary on his/her life insurance policy, or the domestic partner has named the associate as a beneficiary on his/her life insurance policy.
5. The partners have a joint bank account.
6. The partners are co-signers of a lease or deed.
7. The partners are named on the same car insurance policy.

Once covered, a domestic partner will cease to be eligible for benefits in the event that he/she no longer satisfies at least two (2) of the above criteria.

Coverage may be available to the dependent children of a domestic partner, provided they are unmarried and (a) are living with you and your domestic partner, (b) have more than one-half of their financial support provided by you or your domestic partner, and (c) they otherwise meet and continue to meet the dependent child(ren) eligibility requirements for the Kauffman School's benefits plans. Generally, the Kauffman School's benefit plans cover your child(ren) if (i) they are under age 26, (ii) they are your natural or legally adopted child or step-child or a child for whom you have assumed a legal guardianship, and (iii) they either reside with you on a permanent basis or you are obligated to cover them due to a Qualified Medical Child Support Order (QMCSO). Certain additional coverage may also be available for an unmarried child who is disabled.

What Forms, Certifications Or Statements Are Required To Elect Domestic Partner Benefits?

In order to elect benefit coverage for a domestic partner and his or her eligible dependents, the Kauffman School's insurance providers require you and your domestic partner to complete, sign and return the Affidavit of Domestic Partnership. Once completed, the Kauffman School may require that you update/recertify each year so that the Kauffman School can confirm the existence of your Domestic Partnership relationship and the tax status thereof. Please review the Affidavit, sign it, have your domestic partner do the same and return it to the HR Specialist.

What Tax Implications Are There On The Premiums Paid For A Domestic Partner?

If a domestic partner and his or her eligible dependents qualify for tax purposes as a dependent (as described in the Affidavit of Domestic Partnership) then premiums paid by the associate and the Kauffman School are not taxed. Alternatively, if a domestic partner and his or her eligible dependents do not qualify for tax purposes as a dependent, then any employer contribution toward the premium would be includible in the associate's income, and the portion of the premium paid by the associate and attributable to the domestic partner and his or her eligible dependents must be paid by the associate on an after-tax basis.

Ultimately any tax or legal consequence to the associate or domestic partner is the responsibility of the associate, and not the responsibility of the Kauffman School. Associates are encouraged to seek guidance regarding the federal and state taxation of domestic partner benefits from a tax professional. Associates are responsible for notifying the Kauffman School if the tax status of a domestic partner and

his or her eligible dependents changes by submitting to the HR Specialist a signed copy of the attached Declaration of Change to Dependent Qualification of Domestic Partnership for Tax Purposes within five (5) days of the change.

Is Notice Of Termination Of A Domestic Partnership Required?

Upon termination of a domestic partnership, an associate must submit to the HR Specialist a signed copy of the attached Declaration of Termination of Domestic Partnership within five (5) days of the termination. Subject to certain continuation rights that may be available pursuant to applicable law (e.g., COBRA), coverage for a domestic partner and his or her dependents ceases on the date the domestic partnership ends, as indicated on the Declaration.

After a Declaration of Termination of Domestic Partnership has been filed, an associate is not permitted to file another Affidavit of Domestic Partnership until twelve (12) months from the date the associate's earlier domestic partnership was terminated.

Will Domestic Partners Receive Cobra Benefits And Have The Right To Convert To Individual Coverage?

Although a domestic partner and his or her dependents do not have rights to continued coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the Kauffman School provides coverage that is similar to the COBRA continuation coverage currently available for former spouses and their dependents under the Kauffman School's medical, dental and vision plans. Please see the HR Specialist for additional information and details.

Misrepresentations

As described above, you and your domestic partner are required to complete an Affidavit of Domestic Partnership in order to qualify for domestic partner health benefits. You are also required to complete a Declaration of Termination of Domestic Partnership immediately upon termination of the domestic partnership, and a Declaration of Change to Dependent Qualification of Domestic Partnership for Tax Purposes within five (5) days of a change in tax status of a domestic partner and his or her eligible dependents. If it is determined that the information on the Affidavit or Declaration is false, or if you fail to notify the Kauffman School of any change in circumstances that would disqualify your domestic partner and his or her dependent children from health care benefits, the Kauffman School or your health coverage providers may recover any premiums or other amounts improperly paid to you or for the benefit of you, your domestic partner and or his or her dependent children, coverage may be terminated retroactively or the Kauffman School may pursue any other remedies it may have, including immediate discharge. Any person or entity that suffers any loss due to any misstatement or false statement may bring a civil action against you or your domestic partner to recover their losses, including reasonable attorneys' fees, and you each agree to assume your own and each other's resultant financial liability.

ATTENDANCE AND TIME AWAY FROM WORK

Attendance

The Kauffman School asks a great deal from its team members in the interests of achieving extraordinary results for students. Regular and on-time attendance of team members is essential to the success of students and colleagues. Team members are expected to arrive by 7am and depart after 5pm on regular workdays Monday through Friday. Team members are expected to be present every day during school hours except in cases of severe illness or family emergency. The Kauffman School does not employ substitute teachers – instructional and administrative team members cover for one another when someone is absent. The following policies are intended to ensure that a team member absence does not adversely impact student learning or school function.

All staff should inform his/her Supervisor via e-mail and mobile phone as early as possible when illness or emergency will (or may) prevent them from being at work for any of the standard 7am-5pm school hours.

Teachers should send their Principal and direct supervisor the following information via e-mail when an absence appears likely:

- Copy of the day's lesson plan(s);
- List of assigned duties for that day (i.e. breakfast, lunch, FOCUS, dismissal, etc.);
- Any parent meetings, student situations, or other relevant circumstances.

Administrative staff should send their direct supervisor the following information via e-mail when an absence appears likely:

- List of assigned duties for that day (i.e. breakfast, lunch, passing periods, FOCUS, etc.);
- List of meetings or necessary communications and as many details as possible;
- Any anticipated parent interactions, student situations, or other relevant circumstances.

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

The Kauffman School respects the commitment of its staff and will provide support in a variety of ways to help sustain its team members. Instructional planning periods, extended holidays, and early student release every Friday are examples of these support mechanisms.

Holidays

All Kauffman School team members will observe the following national holidays during the school year unless situations arise (i.e. snow make up days) that would require school to operate on a designated holiday:

- Labor Day
- Martin Luther King Day
- President's Day

- Memorial Day
- 4th of July (applicable only to Admin employees in their first year of employment who do not qualify for the Admin “summer break”)

When a holiday falls on a Saturday, it will be observed on the previous Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. All full-time team members receive full pay for the holidays listed above. Part-time non-exempt team members who have met the general eligibility requirements may receive pro-rated pay for holidays based on their percent of full time as noted in their Summary of Benefits. Part-time exempt team members who have met the general eligibility requirements receive full pay for the holidays listed above if it is a day they are regularly scheduled to work.

All Kauffman School team members will receive the following school breaks, as identified by the school’s annual calendar, unless other situations arise (i.e. snow make up days) that would require the school to operate during part of the designated break:

- Thanksgiving Week
- Winter Break
- Spring Break

Paid Time Off (PTO) and Vacation

Overview

Paid Time Off (PTO) is intended to be used for illness, personal emergencies, or rarely-occurring obligations that cannot be addressed before or after the school day or during school breaks.

Full-time, benefits-eligible team members may be approved to take up to six (6) days of PTO. However, PTO requests are considered on a case-by-case basis, and there is no guarantee that a PTO request will be approved. In considering PTO requests and implementing the PTO policy, the Kauffman School makes every effort to balance individual team members’ needs with the needs of students, families, and other team members.

Request & Review Process

To request non-emergency PTO for a planned future absence, a team member must submit a request through the Bamboo platform to his/her Supervisor. Non-emergency PTO requests should be submitted at least two weeks in advance, and earlier notice is always appreciated.

To request emergency PTO (unplanned absence due to illness or emergency), a team member must email the request to their Supervisor. The team member should then send a text message to or call their Supervisor, making every effort to ensure their Supervisor has received the emergency PTO request. Emergency PTO requests should be submitted as early as possible. The Supervisor will then notify Human Resources of the Emergency PTO, and Human Resources will input the PTO into the Bamboo platform.

When a PTO request is received, the Supervisor will review the request, considering the following:

- the timing of the request,
- the reason for the request,
- the school's schedule and programming on the day requested,
- the availability of other team members to cover the requested time and responsibilities, and
- the team members' attendance to date and future plans for PTO.

As such, the team member may be required to submit additional information to support the request. As PTO approvals often have an impact across schools and teams, PTO requests are often reviewed by a team of Supervisors to ensure consistency and sound decision-making.

Once a PTO request is considered, the Supervisor will communicate to the employee whether the request has been approved or denied.

Blackout Days

Due to the scope and importance of programming that occurs during these times, the Kauffman School has designated the following days as PTO blackout days:

- the day before or after a holiday;
- the day before or after a school vacation day or week;
- the day before or after a three-day weekend;
- during the last two weeks of the school year;
- during June Professional Development;
- during Admin summer work weeks;
- during July/August Professional Development; or
- during the first two weeks of the school year.

Non-emergency PTO requests will rarely be approved on PTO blackout days. Emergency PTO requests must be supported by medical or equivalent documentation; in the absence of medical or equivalent documentation, time off taken on a blackout day will be unpaid.

Other Details

The following other details are applicable under the Kauffman School's PTO policy:

- PTO is tracked by Human Resources. Employees are able to view details of used and remaining PTO through the Bamboo platform which will be introduced during July/August Professional Development.
- For team members' convenience, PTO is tracked hourly. For purposes of PTO tracking only, 1 full day of PTO is equivalent to 10 hours.
- The PTO calendar runs from July 1 to June 30 of each year.
- For team members hired on or after November 1, allowable PTO for that year is prorated at up to 3 days. For team members hired on or after April 1, allowable PTO for that year is prorated at up to 1 day.
- Team members who are re-hired are considered new hires for purposes of PTO eligibility.
- Benefit eligible part-time team members receive a pro-rated PTO benefit based on their percent of full time status.

- If a team member chooses to take time off that is not approved by the organization, the day(s) will be considered unpaid and could lead to further disciplinary action.

Unused PTO Compensation

The following policy will go into effect as of July 16, 2020.

Commented [KP2]: Policy has now been in effect for over one year. Comment is no longer needed.

As of June 30 of each year, Human Resources will confirm each employee's unused PTO balance. Employees who remain employed through June 30 will be compensated in the July 15 payroll for any unused PTO from the period of July 1 through June 30 at a rate of \$12 per hour. Employees who voluntarily or involuntarily separate from the School prior to June 30 will not be compensated for any unused PTO.

Employees will be required to sign and submit a form confirming their compensation for unused PTO no later than July 15th of each year. This form will be created by Human Resources and sent to each employee on or before June 30.

Team Member Expectations When Taking PTO

Team member expectations will be presented and clarified by each school's leadership team during August PD each year.

Friday Rotation Paid Time Off

The Kauffman School provides a rotating schedule for instructional staff to take turns being off on Friday from approximately 8:15 am until 11:30 am. (Note: This schedule, as well as the schedule details outlined below, may be modified from week to week.) On his/her assigned Friday, an eligible instructional staff member may be paid for this time off if the following conditions are met:

7:00 am to 8:15 am - Work Time: The instructional staff member completes their work responsibilities such as Huddle, breakfast duty.

8:15 am-11:30 am – Rotation Time Off: Employee may leave the building for personal time off.

11:30 am – 5:00 pm - Work Time: The instructional staff member completes their work responsibilities such as Community Meeting, Fun Friday, lunch duty, dismissal duty, Friday Staff Professional Development and other responsibilities that typically end by 5:00 pm.

If the above conditions are met, the time off will not be considered PTO. If the instructional staff member does not meet the above conditions and is absent during the Rotation Time Off period, then the instructional staff member will be required to use their available PTO. If a team member is absent for the full day on which they are scheduled for Rotation Time Off, they will be required take a full day of PTO. If an instructional staff member does not have any available PTO, the time off will be unpaid.

Remember, all employees are expected to give proper notification for absence. See the PTO policy for more information.

Summer Break for Twelve-Month Benefit-Eligible Team Members

Twelve month benefit eligible team members are required to work during the summer months except during the Kauffman school's designated two-week "summer break" when students are not in session. The Kauffman school's two-week "summer break" is determined by the Chief Executive Officer. The Chief Executive Officer will communicate the designated two-week "summer break" period to team members prior to September 30 of each school year. All twelve-month benefit-eligible team members will use their ten (10) summer break days, one of which shall include the 4th of July holiday, during the designated two-week "summer break" period unless alternate arrangements are approved in writing by the Chief Executive Officer, or the Chief Executive Officer requests alternate arrangements from any team members who need to work at the school during the designated "summer break" period. Twelve-month benefit-eligible team members required to work during the designated "summer break" will use their ten (10) summer break days during an alternate t period approved by the Chief Executive Officer.

Team members who start their employment after April 1 are not eligible for "summer break" during their first year of employment, unless otherwise approved by the Chief Executive Officer. Benefit-eligible part-time team members receive a pro-rated summer break benefit based on their percent of full-time.

Unused summer break days may not be carried over from one year to the next except in circumstances where the CEO approved an alternate schedule, and unused summer break days will not be paid out including at the time of termination.

Eleven-month benefit-eligible team members (e.g. classroom teachers) are required to work until June 30. If compensated summer work has not been arranged with the Chief Executive Officer, eleven-month benefit-eligible team members will be considered "out of session" between their last day of work for the current school year (approximately three (3) weeks following the last day of school in which students are present) and their first day of work for the new school year. The "out of session" period will be determined by the Chief Executive Officer.

Inclement Weather – Staff Work Expectations

Kauffman School cancellations will be reported to local television outlets and communicated via Kauffman School social media accounts as far in advance of the cancellation as possible. Staff will also be notified of school cancellations and related work expectations via email.

11-month team members will not be expected to report to work when school is cancelled. However, 11-month team members will still be held accountable to any applicable deadlines unless otherwise communicated by school leadership.

12-month exempt and non-exempt team members are expected to report to work during their contracted hours even when school is cancelled, unless the COO communicates otherwise. In the case that 12-month exempt and non-exempt team members are not expected to report to work, they will be expected to work from home and participate in meetings via conference calls.

If a 12-month exempt team member is unable to meet defined work expectations, they will be required to take PTO (if available) or unpaid leave (if PTO is exhausted).

If a 12-month non-exempt team member is unable to meet defined work expectations, they will not be paid for the time they did not work.

Other Kinds of Leave

Family and Medical Leave Act (FMLA)

A Team Member of the Kauffman School may be eligible for up to twelve (12) weeks of leave within a twelve (12)-month period, if such Team Member has worked for the Kauffman School for at least twelve (12) months (which need not be consecutive), and has worked at least 1,250 hours in a 12-month period immediately preceding the start of the leave. Team Members must also be employed at a work site that has fifty (50) or more Team Members within a 75-mile radius.

Qualified Reasons for Basic FMLA Leave

Eligible Team Members will be granted up to twelve (12) weeks of leave for the following circumstances:

- For the Team Member's own "serious health condition" which renders the Team Member unable to perform an essential function of his/her position;
- The birth and care of a newborn child of a Team Member, provided such leave is completed within twelve (12) months of birth;
- To care for a child who has been placed with a Team Member for adoption or foster care, provided such leave is completed within twelve (12) months of adoption or foster care placement; or
- To care for an immediate family member (spouse, child or parent) of a Team Member with a "serious health condition".

For purposes of this leave, a child is defined as natural, adopted, or foster child, a stepchild or legal ward. If the child is over eighteen (18), he/she must be incapable of self-care because of a disability.

For the purposes of this policy, a "serious health condition" is defined as any illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the Team Member from performing the functions of the Team Member's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment by a healthcare provider requirement may be satisfied by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a healthcare provider or one (1) visit and a regimen of continuing treatment; or, incapacity due to pregnancy or prenatal care; or, a chronic condition which continues over an extended period of time; or, a permanent or long-term condition for which treatment may not be effective; and/or any absences to receive multiple treatments for restorative surgery, or for a condition which would result in a period of incapacity if not treated.

In situations where spouses or domestic partners work for the same employer and each spouse/domestic partner is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some, but not all, FMLA-qualifying leave reasons. Eligible spouses or domestic partners who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a child and bonding with the newborn child,
- The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
- The care of a parent with a serious health condition.

Eligible spouses or domestic partners who work for the same employer are each entitled to up to 12 workweeks of FMLA leave in a 12-month period, without regard to the amount of leave their spouses/domestic partners use, for the following FMLA-qualifying leave reasons:

- The care of a spouse/domestic partner or son or daughter with a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job; and

Any qualifying exigency arising out of the fact that the employee's spouse/domestic partner, son, daughter, or parent is a military member on "covered active duty."

Military Family Leave Entitlements

Eligible Team Members with a spouse, son, daughter, or parent on active duty or call to active duty status in support of a contingency operation may use his/her twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible Team Members to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for the which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

Eligible spouses or domestic partners who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse or domestic partner is a parent, spouse, son or daughter, or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

Paid vs. Unpaid FMLA Leave

FMLA does not require employers to pay Team Members during qualified FMLA leave. However, in the following circumstances of qualified FMLA leave, the Kauffman School will offer paid leave in the amounts and for the durations listed below:

Type of Qualified FMLA Leave	Hours of Paid Time Off
Maternity, Paternity, Adoption	20 days paid at 100%
	20 days paid at 80%
Leave for the Employee's Own Serious Medical Condition	20 days paid at 100%
	20 days paid at 80%

After the team member exhausts the above-described paid time off, the team member has the option of using any accrued, unused, available PTO. Once the team member exhausts any available accrued, unused PTO, the leave will be unpaid.

In situations where spouses or domestic partners work for the same employer and each spouse/domestic partner is eligible to take FMLA leave for the same FMLA-qualifying leave reason (i.e. the birth, adoption or foster care placement of a child,), one spouse/domestic partner will receive paid leave according to the above policy. The second spouse/domestic partner must first use any accrued, unused PTO available, and then will be paid for 10 days at 100% of the Team Member's salary and 10 days at 80% of the Team Member's salary. The remaining leave will be unpaid.

Qualified FMLA leave to care for a child, spouse/domestic partner, or parent, including military caregiver leave, will be unpaid. Team members have the option to use any accrued, unused, or available PTO.

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

Non-Discrimination

Eligible team members who exercise their rights under this policy will not be discriminated against or retaliated against in any way. Any team member who feels his/her FMLA rights have been interfered with, or who believes he/she has been discriminated against or retaliated against for exercising his/her FMLA rights, should contact the Chief Executive Officer and Human Resources immediately.

Leave Notices

If the need for leave is foreseeable, a Team Member will be required to provide advance notice of leave. Failure to provide such notice for leave may be grounds for delay of leave. If the leave is foreseeable, a Team Member must ordinarily provide thirty (30) days advance notice. When the need for leave is not foreseeable, a Team Member should notify the Human Resources Department and his/her supervisor as soon as practicable, typically within two (2) business days of learning of the need for leave. In the case of leave due to a qualifying exigency, a Team Member should provide notice as soon as practicable, even

if it results in more than thirty (30) days' notice of the need for leave. Leave forms can be requested from the Human Resources Department.

A Team Member must provide sufficient information for the Kauffman School to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the Team Member is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. A Team Member also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If a Team Member anticipates an extended medical or family leave, it is critical that you advise the Human Resources Department to discuss in confidence the situation and, where appropriate, advise your supervisor to develop a plan to cover work demands and for the return to work.

Medical Certifications

Any time a medical condition causes an absence of three (3) days or more, medical certification may be required to support a request for leave because of the Team Member's own or a covered relative's serious health condition. Failure to provide requested certification within fifteen (15) calendar days, except in extraordinary circumstances, may result in delay or denial of further leave until it is provided. The Kauffman School may also require second or third opinions at its own expense. For extended illnesses, subsequent medical re-certification of a Team Member's condition and/or his/her immediate family member's condition (depending on the nature of the leave) may be required every thirty (30) days. Medical Certification forms are available from the Human Resources Department.

Prior to returning from FMLA leave, necessitated by the Team Member's own serious health condition, the Team Member may be required to furnish a fitness for duty certification from his/her physician, certifying his/her ability to perform the essential functions of his/her job with or without restriction. Failure to provide the requested return to work certification may delay your return to work and/or render the leave unprotected. The Team Member will be notified of the need to provide a fitness for duty certification at the time the leave is designated as FMLA-qualifying.

Intermittent Leave

Leave because of a serious health condition may be taken intermittently or on a reduced schedule. This type of leave may be taken only if a healthcare provider certifies that such leave is medically necessary due to the Team Member's own serious health condition or due to the serious health condition of an immediate family member. Leave due to qualifying exigencies may also be taken on an intermittent basis.

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

Medical and Other Benefits

During an approved FMLA leave, the Kauffman School will continue to pay for its share of a Team Member's group health insurance. If a Team Member's leave is approved FMLA Leave that is paid leave, then the Kauffman School will deduct the Team Member's portion of the group health premium as a

regular payroll deduction. If any portion of a Team Member's leave is not paid FMLA time and is considered unpaid time off, then the Team Member is responsible for sending into the Human Resources Department his/her monthly health premiums by the 15th of each month for that month.

Return to Work

A Team Member should provide at least two (2) days advance notice of his/her intent to return to work, if such Team Member wishes to return earlier than expected. If the Team Member does not intend to return to work, the Kauffman School requires that the Team Member provide a written statement to this effect.

Prohibited Interference and Discrimination

The Kauffman School will not interfere with, restrict, or deny Team Members any right provided by the FMLA. Moreover, the Kauffman School shall not discriminate against Team Members as a result of the approved use of family care or medical leave or a proper request for such leave. Request for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

The Kauffman School reserves the right to revise this policy as needed, except as mandated by law.

Non-FMLA Medical Leave

A Team Member of the Kauffman School may be eligible for up to six (6) weeks of unpaid medical leave within the first twelve (12) months of employment if they have a serious medical condition and can provide a healthcare provider's certification in support of the claim.

For the purposes of this policy, a "serious health condition" is defined as any illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that prevents the Team Member from performing the functions of the Team Member's job.

Subject to certain conditions, the continuing treatment by a healthcare provider requirement may be satisfied by a period of incapacity of more than three (3) full, consecutive calendar days combined with at least two (2) visits to a healthcare provider within 20 days of the first day of incapacity, or one (1) visit within five (5) days of the first day of incapacity and a regimen of continuing treatment (over-the-counter prescriptions will not qualify as continuing treatment) under the supervision of the healthcare provider; or, incapacity certified by a healthcare provider due to pregnancy or prenatal care. Ordinarily, unless complications arise, elective surgery, the common cold, flu, ear aches, upset stomach, headaches other than migraine, routine dental or orthodontia care, etc. do not qualify. Failure to provide requested certification within seven (7) calendar days, except in extraordinary circumstances, may result in delay or denial of leave. The Kauffman School may also require second or third opinions. Subsequent medical re-certification of a Team Member's condition may be required.

The Team Member is required to use any available PTO during any unpaid medical leave.

If the need for leave is foreseeable, a Team Member will be required to provide advance notice of leave. Failure to provide such notice for leave may be grounds for delay or denial of leave. If the leave is

foreseeable, a Team Member must ordinarily provide thirty (30) days advance notice. When the need for leave is not foreseeable, a Team Member should notify the Human Resources Department and his/her supervisor as soon as practicable, typically within two (2) business days of learning of the need for leave.

This policy does not cover intermittent medical leave, but may cover a reduced work schedule based on the healthcare provider's certification. The Team Member is required to use their available PTO for intermittent medical leave.

Prior to returning from unpaid medical leave, necessitated by the Team Member's own serious health condition, the Team Member may be required to furnish a fitness for duty certification from his/her physician, certifying his/her ability to perform the essential functions of his/her job with or without restriction. Failure to provide the requested return to work certification may delay Team Member's return to work. The Team Member will be notified of the need to provide a fitness for duty certification.

The Team Member will continue to pay for their share of group health insurance and will need to make arrangements to pay the monthly health premium by the 15th of each month for that month.

A Team Member should provide at least two (2) days advance notice of his/her intent to return to work, if such Team Member wishes to return earlier than expected. If the Team Member does not intend to return to work, the Kauffman School requires that the Team Member provide a written statement to this effect.

Military Leave

For appropriate military leaves of absence, benefits and reinstatements will be granted pursuant to state and federal law. Team members who are considering service or who have been called to "serve in the uniformed services" should contact the Chief Executive Officer for further details and obligations regarding military leaves. A team member who is a member of a military reserve unit is entitled to leave from permanent employment to fulfill military training requirements. The unpaid leave will not affect the team member's status, seniority, pay, vacation, sick leave, bonus, advancement, or other advantages of employment.

Jury Duty

The Kauffman School will pay regular wages for the first three days of jury duty to any team member. Team members must present notification of Jury Duty to the Chief Executive Officer and Human Resources.

Bereavement

In the event of a death of a team member's family or friend, bereavement leave, not to exceed three (3) working days with pay, may be taken provided such leave is approved in writing by the team member's manager in consultation with the Chief Operating Officer prior to approved bereavement leave being taken. Approval of request for bereavement leave is not guaranteed but will be considered on a case by case basis in each instance.

TEAM MEMBER CONDUCT AND DUTIES

Standards of Conduct

Every team member deserves a respectful, cooperative and safe working environment. To accomplish this goal, we must adhere to certain standards of behavior in the best interests of our students and colleagues. The Kauffman School expects all team members to conduct themselves in accordance with the highest standards of professional behavior and will treat others with dignity, courtesy, and respect, and to act in accordance with School Board Policy 4140 – Personnel Code of Ethics.

Team members are expected to exemplify the Kauffman School’s PREP values and to encourage students and colleagues to do the same. We will provide each other with appropriate feedback and address our concerns with each other, or with our direct supervisors, not through gossip and unproductive conversation.

Corrective Action

The Kauffman School administers a fair and consistent corrective action for unsatisfactory conduct. It is important that all associates are treated fairly and that corrective actions are prompt, consistent, and impartial. The major purpose of a corrective action is to correct a problem, prevent it from happening again, and prepare the associate for satisfactory performance in the future. In that regard and although employment is based on mutual consent and both associates and the school have the right to terminate employment at will, with or without cause or advance notice, the school may use progressive corrective action at its discretion.

Corrective action may include any of the following: 1) performance improvement plan, 2) verbal warning, 3) written warning, 4) suspension with or without pay, or 5) termination of employment. When deciding which step to take, Supervisors and Human Resources will look at the severity of the offense and what action will place a stop to it, the existence of prior performance concerns, and knowledge of the School’s policies among other things.

Commented [KP3]: Clarifying that a PIP is a form of corrective action.

Attire

Team members should dress in business casual attire, which could include slacks and skirts, collared shirts, blouses, or sweaters. Inappropriate attire includes but is not necessarily limited to sportswear, shorts, jeans, leggings, sweatshirts, t-shirts, and unkempt clothing. Choose footwear that is clean, comfortable and appropriate for a business casual setting. Please exercise good judgment. A good guidepost is to wear only clothing that a team member is certain is appropriate, or reach out to a colleague, your manager or the HR team for support if you’re struggling to make a judgment call.

The Kauffman School’s Fitness instructors (or substitute team member) may always wear clothing appropriate to the Fitness curriculum when they are scheduled to teach Fitness on a given day.

On Fridays, except when otherwise noted, and on other days specified by the Chief Executive Officer, team members may opt to wear jeans. We encourage but do not require that jeans be paired with an “inspirational” shirt, such as clothing that reflects one’s alma mater or other college/university, EMKS pride, KC pride, social justice messaging, or education content-related pride.

Commented [KP4]: Rewrite of policy to 1) eliminate any details that could unintentionally reproduce racism, sexism, classism, body type discrimination, or harmful gender norms and binaries, and 2) honor the spirit of our org-wide priority around empowered staff ownership.

EMKS and other school apparel may only be worn at school on Fridays and during times specified by the Chief Executive Officer.

The Kauffman School reserves the right in all situations to make the determination as to whether a team member is in violation of this policy. Team members will receive feedback from their manager or human resources if they are in violation of this policy. Ongoing violation of this policy may lead to disciplinary action.

The Kauffman School believes that all team members should reflect a professional image in both conduct and appearance. When performing regular duties during scheduled days in which students are present or the presence of parents/guardians is expected, all team members shall physically clean, neat, and well-groomed.

The Kauffman School's Fitness instructor (or substitute team member) may always wear clothing appropriate to the Fitness curriculum when he/she is scheduled to teach Fitness on a given day.

Kauffman School shirts and other school apparel may only be worn at school during times specified by the Chief Executive Officer.

On regular Mondays—Thursdays, team members shall not wear jeans, shorts, sweatpants, track suits, sweatshirts, or outerwear on school property when students are present unless the team members is teaching Fitness that day, or has received prior approval from the Chief Executive Officer.

On regular Fridays, team members may wear jeans or pants allowed under the Monday—Thursday dress code and an “inspirational top such as a shirt reflecting their alma mater or other college/university, EMKS pride, or education content related pride. Team members may also wear regular Monday—Thursday dress on Fridays. Team members may not pair jeans with a “non-inspirational” shirt; if a “non-inspirational” shirt is worn, the team member must follow the Friday dress code.

For required school-related activities when students are not present (such as team building and staff development), business-casual attire should be worn unless other directions are provided by the Chief Executive Officer.

Questions about the appropriateness of an article of clothing should be directed to the team member's manager or the Chief Operating Officer, or, as an alternative, a good rule of thumb is to wear only clothing that a team member is sure is appropriate. The Kauffman School reserves the right in all situations to make the determination as to whether a team member is in violation of this policy. Violation of this policy may lead to disciplinary action.

Regular Monday – Thursday Dress Code

APPROPRIATE	INAPPROPRIATE
Slacks/Pants/Skirts	
Khakis, dress slacks (not denim or denim look, not corduroy)	Jeans, Corduroy
Pant suit	Skorts/shorts
Skirts (do not expose thighs when sitting or standing)	Leggings, jeggings,
-	Sweatpants
-	Track suits, exercise wear (Except Fitness staff when teaching that day)
-	Tight fitting clothing
Shirts	
Button-down shirts, collared shirts with a tie	Shirts with writing
Blouses (sleeveless are allowed)	T-shirts or sweatshirts
Blazers, sport coats, jackets (non-sports wear)	Beachwear
Sweaters	Spaghetti strap tops
Turtlenecks	Track suits, exercise wear (Except Fitness staff when teaching that day)
	Cropped tops, clothing showing midriff
	Clothing that is see-through
-	Low-cut tops showing chest or back
-	Tight fitting clothing
Shoes	
Dress shoes	Sandals, flip-flops, open-toe shoes (except peep-toe pumps)
Close-toed shoes	Athletic shoes, tennis shoes (except Fitness staff when teaching that day)
Ballerina flat shoes	Croc-like shoes
Peep-toe pumps	Bare feet

Regular Friday Dress Code

APPROPRIATE	INAPPROPRIATE
Jeans or dress pants with an “inspirational” shirt	Jeans with a “non-inspirational” shirt
Regular M – Th attire	

Inquiries from the Public or the Media

We want to build the reputation of the Kauffman School and share our successes and challenges with a broad audience, but we must also need to speak with a consistent voice to all external constituencies. Any questions, requests, or solicitations from the public or from any media source should be referred to the Chief Executive Officer or his/her designee. Team members should not provide any information, comments, or feedback to the public or to the media regarding the Kauffman School at any time unless directed to do so by the Chief Executive Officer.

All press releases and other promotional material must be approved by the Chief Executive Officer prior to dissemination.

Communications with Students and Families

Communications with enrolled or potential students and families at the Kauffman School should be in support of the school's programming. Kauffman School team members should not engage with students or their families in any of the following ways:

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

Team members should take care to ensure they are communicating information through the proper mode of communication. Information that may be considered sensitive or about which families may have follow-up questions should be communicated via phone. If a student indicates via phone, text or email that he/she is in a situation requiring emergency assistance or professional help, the teacher should contact 911 and notify the Principal immediately following the call.

Amy Hestir Student Protection Act

The Kauffman School will abide by the provisions of the Amy Hestir Student Protection Act (R.S.Mo. 160.261, 162.068, 162.069), including:

- Annual training for staff regarding sexual abuse, abusive relationships, and obligations to report, including up-to-date and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults;
- Provision of references to other schools/districts regarding team members, both certificated and non-certificated, leaving the school under allegations of sexual misconduct. This information includes disclosure that an employee has been dismissed for sexual misconduct or suspended where Children's Division has substantiated a claim of sexual misconduct with a student.
- Prohibition against registered sex offenders serving on the Kauffman School's Board of Directors;
- Required reporting of allegations of sexual misconduct by the Chief Executive Officer per the Amy Hestir Student Protection Act and Kauffman School Personnel Policies, including that no person may impede or inhibit reporting, and no person making a report may be subjected to sanction or adverse employment action.

E-mail

E-mail is a useful professional tool when used prudently, but can cause distractions and miscommunication when used without discretion. To avoid email overuse, please use the "Reply" button rather than "Reply All" unless there is an urgent need to communicate with an entire distribution list. In addition, e-mails sent to all team members should be VERY rare. E-mail should be used for information, not for conversation. When communicating with anyone either inside or outside the school via e-mail, please avoid any content that has conflict or emotion attached. Discussions, voicing concerns, or attempting to resolve conflicts should occur in interpersonal conversations, not over e-mail. One-word replies not answering a direct question or responding to a specific request for acknowledgement should also be avoided (i.e. "OK," "Thanks," and "Got it.").

Additionally, all Kauffman School e-mail is public domain. Do not e-mail anything which you would not consider public. For confidentiality purposes, do not e-mail specifics regarding student IEPs, student performance, personal situations, or other detailed concerns. Furthermore, team members should not access personal e-mail while at school for any reason other than an emergency.

Mobile Phone Usage

Kauffman School team members shall not use their mobile phones for personal communications during instructional time, and should refrain from personal mobile phone use during the school day as much as possible. Mobile phone use is always permitted in cases of emergency or crisis.

Systems and Equipment

All Kauffman School systems equipment and material (i.e. laptops, mobile phones, monitors, etc.) should be used in a manner which protects the equipment, systems, and data from being lost, damaged, destroyed, or otherwise misused. Such equipment is to be used only to conduct Kauffman School business. Team members will be expected to return equipment or software at any time as requested by the Chief Executive Officer.

All computer hardware, software, and information supplied to team members are the property of and licensed by the Kauffman School. Team members should follow all software licensing agreements, and contact the Chief Executive Officer with any questions or concerns regarding licensing. The Kauffman School reserves the right, at any time, to search and inspect Kauffman School systems, equipment, or material. Please see the full Equipment, Technology, and Internet Use policies set forth herein.

Teacher Workroom Use

In order for the Teacher Workroom to be an effective working environment for teachers, there are some expectations to which all team members are asked to adhere:

- Students should not work in the Teacher Workroom, even with a teacher.
- Students should only access the Teacher Workroom with a pass during breaks and before/after school.
- Teachers should not send students to the Teacher Workroom during class.
- Team members must clean up after themselves in the kitchen area of the Teacher Workroom. All food must be stored in sealed containers in the kitchen area. Teachers must

keep their space clean and belongings off the floor as much as possible. The atmosphere in the Teacher Workroom should be collegial and professional.

On-Campus Parking

For safety and security reasons, Kauffman School team members should not leave their personal vehicles parked on school property overnight or on weekends and do so at their own risk. Exceptions will be made when staff is required to attend an overnight field trip or other overnight or weekend Kauffman School sponsored activity.

Transporting Students

Kauffman School team members are not permitted to transport students in their personal vehicles or via any other mode of transportation in which the staff member is the vehicle operator. In cases of emergency where the well-being of the student is at risk, students may be transported by staff in personal vehicles as long as there is no fewer than two staff people in the child's presence at all times. Written justification for the use of a private vehicle to transport students must be provided to the Chief Executive Officer following any such incidents.

Duties as Assigned

Team members will be assigned a variety of tasks and duties throughout the school year. The Kauffman School expects all team members to approach those duties with appropriate regard. Team members should be on time and ready for their assigned tasks before, during, and after school.

These duties may include breakfast or lunch monitoring, arrival or dismissal of students, morning meeting coordination, all school meeting preparation, detention supervision, FOCUS instruction, and hallway monitoring.

Any questions or concerns regarding duties as assigned should be directed to the team member's Supervisor.

Educational Work Performed Outside of the School

Any educational work performed by a Kauffman School team member for an organization other than the Kauffman School, whether paid or unpaid, must be described in writing and submitted for approval to the Chief Executive Officer.

Performing educational work without prior written approval by the Chief Executive Officer may result in corrective action at the discretion of the Chief Executive Officer and Human Resources.

Student Health Matters

Medication

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures apply for administering medications at the Kauffman School. School personnel will not give medication to students except under these conditions. These policies are intended to promote the well-being and safety of all students.

Transportation of Medication to the Kauffman School

Students may not transport any medication, including prescription, over-the-counter, or herbal medication, to the Kauffman School. All medication must be transported to the Kauffman School by a parent/ guardian, and delivered to a staff member. Controlled medication (such as Adderall) must be brought to the School Nurse's office by a parent/guardian and will be counted by both the School Nurse and parent. Pill counts will be done once a week by the School Nurse.

All medications must be picked up by a parent/ guardian within one (1) calendar week of the last day of school. All medications not picked up or scheduled for pick up will be disposed of the following day.

Over-the-Counter Medications

Over-the-counter ("OTC") medications will be administered sparingly when deemed necessary by the School Nurse. All OTC medication will be kept in the School Nurse's office. Parents/ guardians must provide a signed Parent Authorization for OTC Medication Administration form that includes the student's full name and date of birth for the administration of OTC medications. If the authorization form is not provided, Kauffman School personnel will not administer OTC medication to the student. All OTC medications delivered to the School Nurse's office must be in the original, unopened bottle.

Prescription Medication

Prescription medication will be administered during school hours only if it has been deemed necessary by the student's physician. All prescription medication will be kept in the School Nurse's office.

Prescription medication must be delivered to the School Nurse's office by a parent/guardian in the labeled bottle from the pharmacy. Inhalers must be in the original box with the pharmacy label. A signed Parent Authorization for Prescription Medication Administration form must be on file that includes the student's full name and date of birth, name of medication, and dose of medication.

A copy of written instructions from a physician stating the name of the student, name of the medication, the dosage to be administered, the times to be administered, and the current date must be brought with the medication. The medication label provided by the pharmacy at the physician's directions will be sufficient if the prescription was prescribed for the student and a current date is on the label. Any prescription medications, including inhalers, that don't have a prescription label, will require a written note from the prescribing physician. The Kauffman School does not allow students to take medication with another family member's name on the label.

Administration of Medication

The first dose of any prescription medication should be given at home whenever possible. The School Nurse can decide not to administer the first dose of a medication if, in his/her clinical judgment, it may compromise the safety of the student while attending school. In that instance, parents/guardians will be notified. The School Nurse, using his/her own professional judgment and in consultation with the parent/guardian, may allow select students to carry their own inhalers and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for select students to carry their own inhalers or epinephrine. A written parental authorization form is required for self-administration of medication.

Medications Requiring Injection

- If a medical condition exists requiring injectable medication, whenever possible the student should self-administer the medication.
- If the School Nurse is unavailable, the parent/guardian will be responsible for making other arrangements.
- If the injectable medication is required in an emergency and the School Nurse is unavailable, Kauffman 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

The Kauffman School is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. 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 non-health provider such as a teacher. The parent/guardian is responsible for providing emergency medications to the Kauffman 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

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

Kauffman School staff members may use air fresheners, oils, or other such items intended to add fragrance in any Kauffman 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 Kauffman 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 Kauffman School Board policy.

Illness and Injury Response and Prevention

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

The Kauffman School 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.

Professional Development

Team members are required to participate in appropriate professional development activities identified by the Chief Executive Officer or Principal. Team members are encouraged to present ideas regarding professional development opportunities to school leadership, but all decisions regarding participation in professional development reside with the Chief Executive Officer and Principal.

Relay National Principals Academy Fellowship

Certain teachers of the Kauffman School may be invited to participate in the Relay National Principals Academy Fellowship ("Relay" (the "Relay Fellowship") if that training would maintain or improve the skills required by the teacher's current position with the Kauffman School. Relay is a national, accredited, nonprofit institution of higher education serving over 1,500 students across eight campuses and is institutionally accredited by the Middle States Commission on Higher Education (MSCHE). Relay also has programmatic accreditation from the National Council for the Accreditation of Teacher Education (NCATE), the agency recognized by the United States Department of Education as the

professional accrediting agency for teacher-preparation programs. Relay Fellowship participants will undertake coursework based on six "Elements of Effective Leadership." Taken together, these six elements represent the set of knowledge, skills, and mindsets that leaders who have led their PK-12 students to profound growth and achievement often have, and the teachers would then utilize these elements in his or her current position with the Kauffman School.

The Kauffman School will pay the Relay Fellowship tuition for teachers who successfully complete the Relay Fellowship and continue employment with the Kauffman School for three (3) years. However, upon acceptance into the Relay Fellowship, the teachers will be required to sign a tuition repayment agreement. Additional information will be provided to those teachers who are invited to participate in the Relay Fellowship.

Participation in the Relay Fellowship is by invitation only and is limited to teachers selected by the Kauffman School. A teacher who has not met the minimum educational requirements of his or her current position with the Kauffman School will not be eligible to participate in the Relay Fellowship.

National Academy of Advanced Teacher Education

Certain teachers of the Kauffman School may be invited to participate in the National Academy of Advanced Teacher Education (NAATE) (the "NAATE Fellowship") if that training would maintain or improve the skills required by the teacher's current position with the Kauffman School. NAATE works to empower educators all across America, bettering whole schools and serving students around the nation. Through inquiry-based, peer-to-peer learning, NAATE Fellows return to schools better educators and more equipped to facilitate and support the work of colleagues outside the classroom. Fellowship participants will undertake a differentiated curriculum in "Teaching and Learning" and "Supporting and Leading" and will immerse themselves in an intense, residential program of study that links their daily practice to key theories, frameworks and principles of the teaching profession. The NAATE program equips teachers with tools to; develop and deepen their classroom practice, and leverage leadership skills with peers and other adults outside the classroom. These elements represent the set of knowledge, skills, and mindsets that leaders who have led their PK-12 students to profound growth and achievement often have, and the teachers would then utilize these elements in his or her current position with the Kauffman School.

The Kauffman School will pay the NAATE Fellowship tuition for teachers who successfully complete the fellowship and continue employment with the Kauffman School for two (2) years. However, upon acceptance into the NAATE Fellowship, the teachers will be required to sign a tuition repayment agreement. Additional information will be provided to those teachers who are invited to participate in the NAATE Fellowship.

Participation in the NAATE Fellowship is by invitation only and is limited to teachers selected by the Kauffman School. A teacher who has not met the minimum educational requirements of his or her current position with the Kauffman School will not be eligible to participate in the NAATE Fellowship. Tobacco-Free School

To promote the health and safety of all students and staff and to promote the cleanliness of school property, the school prohibits all team members, students and patrons from smoking or using tobacco products in all school facilities, on school transportation, and on all school grounds at all times. This prohibition extends to all facilities the school owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as

facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for in-patient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the school provides services. Students who possess or use tobacco products on school grounds, school transportation or at school activities will be disciplined in accordance with school policy.

Drug-Free and Alcohol-Free Workplace

It is the policy of the Kauffman School to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988, as that Act may be amended from time to time. The non-prescription use of controlled substances is inconsistent with the behavior expected of team members, subjects all students, team members and visitors to our school to unacceptable safety risks, and undermines the Kauffman School's ability to operate effectively and efficiently.

Accordingly, the following activities are strictly prohibited:

- The unlawful manufacture, distribution, dispensation, possession, sale or non-prescription use of either a controlled substance or alcohol on Kauffman School premises (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other Kauffman School- or work-related activity whether on or off Kauffman School premises;
- The use of alcohol on Kauffman School premises (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other Kauffman School or work-related activity whether on or off Kauffman School premises, **provided, however, the Kauffman School may host certain off school grounds special events at venues where alcohol may be served;**
- Having illegal drugs, or any other controlled substance (not specifically prescribed by the team member's medical provider) in your system while on the Kauffman School premises, operating a vehicle leased or owned by the Kauffman School, or performing services for or on behalf of the Kauffman School; and
- Having alcohol in your system during school hours or at any time in which a team member is interacting with students of the Kauffman School.

Off-the-job illegal drug use or activities, or post-hiring convictions relating to such illegal drug use or activities is also a violation of this policy. Team members convicted of controlled substance-related violations (including pleas of nolo contendere, i.e., no contest) must inform Human Resources within five (5) days of such conviction or plea.

"Therapeutic drugs" include legally obtained prescription drugs, controlled substances, and over-the-counter drugs used in accordance with the related prescription and/or directions. Any team member whose use of any therapeutic drug(s) may affect his/her capacity to properly and safely perform job duties or may create a danger to himself/herself or to others in the work place should report the therapeutic drug use to the Human Resources department. The Kauffman School reserves the right to require a team member to take a leave of absence or comply with other appropriate action determined by the Kauffman School.

Team members who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, the Kauffman School may require team members who violate

this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Work-Related Injuries

The Kauffman School is committed to providing a safe working environment, equipment and facilities for all team members. Nevertheless, from time to time work-related accidents occur. To ensure team members receive prompt treatment and avoid any unnecessary delay in benefits to which they may otherwise be entitled, any team member who experiences a work-related injury should do the following:

- Immediately inform his or her supervisor of any work-related injury.
- Team member or supervisor notifies Human Resources or Security within 24 hours of the injury.
- Team member determines the need for medical attention in conjunction with Human Resources or Security.
- Failure to notify the supervisor and/or Human Resources at or about the time an injury occurs, may result in a delay or a denial of benefits.

Human Resources in conjunction with the Kauffman School's workers compensation insurance provider will assign a medical provider for non-emergency care.

If an emergency occurs and immediate medical attention is needed, immediately call Security at extension 1099 so that 911 may be called. Human Resources should be notified as soon as possible thereafter.

If a work-related injury occurs outside normal working hours, team members should go to the nearest emergency facility for treatment and care. The injury and treatment must then be reported to Human Resources the following workday.

Finally, to avoid any work-related accidents, any team member who becomes aware of an unsafe working condition or hazard should notify Human Resources immediately so that appropriate action may be taken.

EQUIPMENT, TECHNOLOGY AND INTERNET USE

Care of Materials, Equipment and School Property

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, the staff member shall be responsible for reporting the condition to the Director of Operations or his/her designee. If an item is stolen the staff member shall notify the Director of Operations or his/her designee that the item is missing and the Director of Operations or his/her designee shall, with information supplied by the staff member, make a formal police report. When the report has been made it shall be turned over to the Director of Operations or his/her designee for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

Use of Electronic Equipment

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

Acceptable Uses of the Kauffman School's Equipment

Software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and the Kauffman School's electronic mail system, the Kauffman School's Internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The Equipment is the exclusive property of the Kauffman School, and its sole purpose is to facilitate the business of the School. Each student and team member has the responsibility to use the Equipment in a productive and appropriate manner.

Unacceptable Uses of the Kauffman School's Equipment

The Kauffman School's Equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through the Kauffman School's Equipment. The Kauffman School will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against the Kauffman School's policies or contrary to the Kauffman School's best interest.

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

Technology and Internet Acceptable Use

The use of technology and computer resources at the Kauffman School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the Kauffman School's computer facilities and may bring additional disciplinary action.

Staff members are expected to use the technology available at the Kauffman School in a manner appropriate to the Kauffman School's academic goals and values. "Technology" includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, iPads or similar tablets, electronic devices, software, Internet, e-mail and all other similar networks and devices. Staff members are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the Kauffman School community, is prohibited, even if such uses take place after school hours or off Kauffman School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action.

Unacceptable uses of Technology/Internet

Unacceptable uses of Technology/Internet include but are not limited to:

- Violating the conditions of federal and Missouri law dealing with students and team members' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
- Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, accessing materials in violation of Board Policies or policies found in the Student and Family Handbook. A good rule to follow is to never view, send or access materials that you would not want your colleagues to see.
- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
- Damaging Technology devices, computers, iPads, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - any activity that requires an exchange of money and/or credit card numbers;
 - any activity that requires entry into an area of service for which the Kauffman School will be charged a fee;
 - any purchase or sale of any kind; and
 - any use for product advertisement or political lobbying.
- Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the Kauffman School's policies or contrary to the Kauffman School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the Kauffman School computer network system

should be in support of education and research, consistent with the educational mission or objectives of the Kauffman School and in accordance with federal law, Missouri law and all school policies.

Staff members have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the Kauffman School network system may lead to the discovery that an individual has or is violating Kauffman School policy or the law. Violations of Kauffman School policy or the law may result in severe penalties, up to and including expulsion.

The Kauffman School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Kauffman School technology system will be error-free or without defect. The Kauffman School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The Kauffman School is not responsible for the accuracy or quality of the information obtained through or stored on the Kauffman School system. The Kauffman School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the Kauffman School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The Kauffman School 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 the Kauffman School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Staff should be aware of these risks.

Electronic Communications

All computers, electronic and telephonic communications systems, including internet access and all communication and information transmitted by, received from, or stored in these systems is the property of the Kauffman School. As such, they are intended to be used for job-related and business purposes only.

The Kauffman School is a public institution. Both internal and external communication is public domain. As such, we should all remind ourselves that anything written or documented here can be requested by any member of the public.

The Kauffman School reserves the right to monitor or review any information stored or transmitted on its equipment.

Internet Communications

Students and team members are responsible for the content of all information that they transmit over the Kauffman School's equipment. All electronic communications must correctly identify the student or team member responsible for the communication. Any information sent to an individual outside of the Kauffman School via the Kauffman School's Equipment is considered a statement that reflects on the Kauffman School. All communications sent by students and team members via the Kauffman School's Equipment must comply with this and other Kauffman School policies.

Intellectual Property (Kauffman School)

The Kauffman School is excited to share its work and documentation with others interested in creating college graduates. It is important, however, that any public documents that may be readily accessible to a wide audience are properly marked to ensure there is no illegal profit or unethical use of the school's work.

The document containing appropriate copyright and intellectual property identification information is available electronically on the S: drive under Communications / Proprietary Information. *Any staff member intending to distribute information created at or for the Kauffman School must receive approval for the distribution from the Chief Executive Officer (or his/her designee).*

In addition, the following practices should be observed regarding information created at the school:

- Post and distribute items as PDFs unless Adobe conversion presents insurmountable technical difficulties.
- Include the copyright line and watermark on all documents proprietary to the Kauffman School.
- Check with the Principal or Chief Executive Officer if there is any question of whether a document should have the copyright footer and/or the watermark.
- This document with proprietary language is located on the S: drive under Communications/Proprietary Information
- Any work product resulting from employment including any curriculum lesson plans, handouts, study presentations or similar material is the property of Kauffman School.

Software and Copyright Issues

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

Any student or team member desiring to reproduce or store information of any sort downloaded from the Internet should contact the Director of Operations or his/her designee to determine whether the intended use is permissible. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on the Kauffman School's Equipment or transmitted through the Kauffman School's Equipment.

The Board encourages teachers and staff assigned to the Kauffman School to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law, applicable to public schools, protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on disk or paper, by use of school equipment or any other means, materials for which the person reproducing or the Kauffman School does not own the copyright, unless the written permission of the

copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under law.

Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part:

. . . [T]he fair use of a copyrighted work, including such use by reproduction in copies or photo-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

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

Social Media Policy

The Kauffman School recognizes the proliferation and usefulness of online resources to inform its school community of activities and to recruit talented teachers and staff to the school. Due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred.

Kauffman School staff is prohibited from communicating with students and families via social media, e-mail, text messaging, or other forms of communication not specifically approved by the Kauffman School's Chief Executive Officer or Principal. Kauffman School team members should communicate with students and families via face-to-face meetings and phone calls.

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

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

By accessing, creating or contributing to Facebook, Twitter, blogs, discussion forums, wikis, podcasts or other social media for program use, you agree to abide by these guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Chief Executive Officer or Principal before you make use of such media.

This policy is not intended to infringe upon a team member's right to speak publicly on matters of public concern, so long as such communication:

- adheres to appropriate time, place and manner restrictions;
- does not interfere with the performance of job duties;
- does not explicitly or implicitly state that the view is an official view of the Kauffman School or the Kauffman Foundation unless the team member is expressly authorized by the Kauffman School Chief Executive Officer or Principal to make an official statement on behalf of the Kauffman School or the Kauffman Foundation; and
- does not violate laws applicable to communications with or about students;
- does not disclose proprietary or confidential information of the Kauffman School;
- does not disclose personal information about associates or students or information protected by law.

Team members should be mindful that actions that are not permissible when not on social media are similarly not permissible on social media, and the Kauffman School reserves the right to discipline for impermissible behavior that utilizes social media. Additionally, the Kauffman School may place certain restrictions on a team member's use of social media to preserve student confidentiality and to ensure policy is followed.

General Guidelines

Be aware that all existing policies and behavior guidelines extend to Kauffman School-related activities in the online environment as well as during one-on-one interaction and Kauffman School-sponsored events.

Personal & Professional Accounts

Personal social media accounts and activities should focus on personal life as distinguished from professional life. Postings to purely personal accounts could reflect poorly on the Kauffman School, the Kauffman Foundation and/or on a team member, especially (but not limited to) if that team member identifies his/her relationship to the Kauffman School or to the Kauffman Foundation. Communicating as a team member of the Kauffman School in online communications may be interpreted by readers as a communication on behalf of the Kauffman Foundation.

If information is posted, the team member must disclose his/her relationship to the Kauffman School in the bio or post. This helps the team member's network understand why he/she is sharing this news in addition to the other content of personal interest that is shared.

While we recommend that team members disclose their relationship to Kauffman School and/or to the Kauffman Foundation in their personal social media bio sections, associates are prohibited from using the "Kauffman" name or any of its iterations, brands, programs, or marks as part of their social media usernames, handles, background designs or other name and identification of personal social media accounts.

Authorized Representatives & Official Accounts

Under no circumstance may someone officially present views or positions of Kauffman School or of the Kauffman Foundation unless they have been formally authorized to do so by the Kauffman School Chief Executive Officer or Principal. If contacted for information or an interview, refer the inquirer to the Kauffman School Chief Executive Officer.

If, on behalf of Kauffman School, a team member is interested in creating branded social media accounts for marketing purposes, he or she should receive explicit permission from the Kauffman School Chief Executive Officer or Principal, who will then consult with the Kauffman Foundation's Communications group for support in creating the official account.

Use Good Judgment

Each team member should be mindful about the image being conveyed about the team member and how a statement may reflect on the Kauffman School when posting to social networks and social media sites. Remember that what is posted will be viewed and archived permanently online once the "publish" button is hit. On sites where a professional affiliation is posted, the team member must make sure that the profile adheres to the requirements of this policy.

Provide Value

Team members should think about what they have to offer the community, whether it is thoughtful, relevant blog posts, newsy tweets, or homework help, and focus on providing that consistently. They can look for opportunities on these social sites to offer recommendations or services to engage students and provide value to the community.

Communication with Students and Families

Kauffman School staff should only communicate with students and families via face-to-face meetings and phone calls. Under no circumstances shall staff engage in social media activity with any Kauffman School student.

Inappropriate Communication

If at any time a team member receives communication from a student which is deemed to be inappropriate, offensive, sexually explicit, or threatening to the team member, the student, or another student in the program, that communication should be stopped immediately and a transcript of the communication should be forwarded to the Kauffman School legal team and Kauffman School Chief Executive Officer.

Copyright and Fair Use

- Respect copyright and fair use guidelines. See <http://www.copyright.gov/fls/fl102.html>
- Hyperlinking to outside sources is recommended. Do not plagiarize and give credit where it is due. The re-posting of photos, videos, poems, music, text, artwork or other copyrightable material should only be done if the creator of the materials is identified to the extent reasonably possible.

- When hyperlinking to other sites and media, be sure that the content to which links are included is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer's permission — even if they are photos of you and for which you paid. Most photographers will charge a little extra for "digital rights" to photos.

Staff Guidelines

Team Member Privacy

Before endeavoring to establish any social networking account, team members should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. Team members must be aware of these features of Facebook or any other social networking site and they are responsible for the publication of information that is intended to be "private" regardless of their level of familiarity with these features.

Team members should also be aware that information shared privately with a recipient could be re-distributed by the recipient without the sharer's knowledge or consent. The same principles applied to in-person communication should be applied to online conversation: use discretion, and do not place trust in individuals who have not proven themselves trustworthy. Nothing posted online is ever truly "private."

Student Privacy

At all times, and in the use of any form of communications, staff members shall always adhere to student privacy rights and the rights of team members to have their educational, personnel and medical information kept confidential (FERPA). Information that is protected by law from disclosure to third parties shall not be communicated online in any way that exposes such information to retrieval by those third parties.

For example, through a Facebook account, a team member shall not post confidential student information on the "wall," the "information" section, or through any part of that Facebook account that would be accessible to the team member's Facebook "friends" associated with that account. A team member should be similarly aware of information that is posted on an official or sanctioned Kauffman School Facebook account and ensure that no confidential student information is posted on the "wall," the "information" section, or through any part of that Facebook account that would be accessible to any third party.

Communication with Kauffman School Students

Kauffman School staff is prohibited from communicating with students and families via social media, e-mail, cellular text, or other forms of communication not specifically approved by the Kauffman School's Chief Executive Officer or Principal. School staff should communicate with students and families via face-to-face meetings and phone calls. Under no circumstances shall staff engage in social media activity with any minor. Any conduct, whether online or not, that is inappropriate, undermines authority with

students, compromises objectivity, or harms students, or is prohibited by Kauffman School Policy may subject a team member to discipline up to and including termination of employment.

A team member may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing Kauffman School to liability in certain instances. The Kauffman School reserves the right to audit all communication between staff and students, including but not limited to email, text messages, and chat history and personal accounts used to interact with students.

Kauffman School-Sponsored Social Media Sites

It is the intention of Kauffman School to create certain social media sites to disseminate pertinent information to our broad base of students, their families, and other interested stakeholders, as well as to recruit potential teachers and other staff to the school. All social media accounts officially recognized by Kauffman School will be maintained by two (2) staff members as administrators, and will be updated regularly with general event and programmatic information. The guidelines listed above will be observed in all Kauffman School-related social media activity. Kauffman School will consider establishing accounts to include (but not limited to):

- Twitter: When deemed appropriate by the Kauffman School administration and the Kauffman Foundation Communications team, a main Kauffman School Twitter account will be created to broadcast messages, deadlines, etc. to followers. The account will only respond to Direct Messages regarding Kauffman School content or information.
- Facebook: The Kauffman School currently maintains an active page that is monitored daily and will only accept comments or wall postings that have been approved by the account administrators.

References to specific social media outlets are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

CONFLICT RESOLUTION AND COMPLIANCE REPORTING PROCEDURES

Conflict Resolution

It is the practice of the Kauffman School to treat team members in as fair and impartial a manner as possible. The school strives to practice a feedback model whereby disputes, disagreements, and problems can be addressed and resolved directly before they erode staff culture and impact our ability to best serve students. The Kauffman School has established the following system to address problems in a fair and expeditious manner with the intent of limiting distractions and damage.

A complaint is a concern with a team member or practice that does not rise to the level of an alleged breach or violation of personnel or school policy. A grievance is any significant team member concern that arises in the alleged violation of personnel practices either between team members and their colleagues, or between team members and school leadership. A grievance is treated as more serious than a complaint or concern where a solution or decision is more readily apparent. Team members who seek resolution of employment situations by using established procedures are assured that they will not

be subjected to discrimination or retaliation, or be penalized in any way for their use of these procedures.

General Complaints Involving another Team Member

Team members are strongly encouraged to address complaints involving a fellow team member directly with that person for discussion and resolution (e-mail should not be used for this purpose). If the team members are not able to resolve their differences, they may at any time request a mediation meeting with their Supervisor(s) where both team members are present. The resolution of the matter by Supervisor(s), in consultation with the Human Resources, will be considered final. Team members are expected to avoid gossip and open discussion of complaints against team members or the school.

Complaints by Parents/Guardians

If the parent/guardian of an enrolled student wishes to make a complaint, team members should advise them to follow the reporting procedure set forth in the Student & Family Handbook if the issue cannot immediately be addressed by the team member:

Grievance against the Kauffman School by a Team Member

The grievance resolution procedure is intended to serve as a means for amicable settlement of disputes that arise between team members and the Kauffman School before the success of students is adversely impacted. Time extensions beyond the timelines indicated herein may be secured through mutual written agreement of the parties involved. Failure by the team member to comply with any limitations shall constitute withdrawal of the grievance. Failure by school leadership to comply with the time limitations shall constitute the right of the team member to proceed to the next step of the grievance procedure.

- In the event a team member believes he/she has been treated unfairly, or that the school condones a practice that seriously jeopardizes the health, safety, or success of its school community, the team member shall discuss the situation with the Chief Executive Officer or Principal in an effort to resolve the issue.
- If a resolution has not been reached through the discussion, or if the grievance concerns the Chief Executive Officer or Principal directly, the team member should present a written summary of the grievance and any response already received to Human Resources within three (3) days of receiving the Chief Executive Officer's or Principal's response (unless the matter directly involves the Chief Executive Officer or Principal).
- Human Resources will respond to both parties within three (3) business days of receiving the written summary, or will respond only to the team member if the issue involves the Chief Executive Officer or Chief Principal Officer.
- If the grievance cannot be resolved by Human Resources, the team member may present the grievance to the Board of Directors by submitting the complaint in writing to the Board Chairman.
- The Chairman will present the complaint and his/her recommendations concerning it at the next regularly scheduled board meeting. The Chairman or Board Secretary will respond to all parties in writing within five (5) business days of receiving the decision of the Board. The decisions of the Board are final.

- There will be no retaliation of any kind against a team member for bringing up complaints under this procedure.
- At his/her own expense, team members may seek outside guidance in order to articulate a grievance as clearly as possible.

Exceptions to the Grievance Procedure

The Kauffman School recognizes that circumstances may make it inappropriate for team members to pursue the resolution of a problem in the sequence described above. The following exceptions are instances where a team member may bypass steps to seek resolution of a situation by the next higher authority. Team members who are uncertain as to the proper authority or the method are to discuss the matter confidentially with the Chairman.

- If the complaint or problem involves a known or suspected violation of the law;
- If the complaint or problem is clearly not within the authority of the Principal or Chief Executive Officer to resolve;
- If the team member and Principal or Chief Executive Officer mutually agree to bypass a given step;
- If the nature of the complaint, problem, or dispute involves or has been caused by the Principal or Chief Executive Officer and the team member has reason to believe the Principal or Chief Executive Officer may be less than impartial.

Anti-Harassment

The Kauffman School recognizes its obligations to ensure that personnel are not subjected to unlawful discrimination and/or harassment in any term or condition of employment on the basis of race, color, national origin, sex, gender, age, religion, disability, pregnancy status, sexual orientation, veteran status, or other status protected by law. It is the School's goal to ensure conduct never rises to the level of unlawful behavior. Accordingly, the Kauffman School prohibits conduct that is inconsistent with the Kauffman School's values and beliefs even though it may not violate the law.

It is the Kauffman School's policy to prohibit any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an associate because of his or her race, color, sex, gender, religion, age, national origin, disability, pregnancy status, veteran status, sexual orientation or any other protected status. The prohibition applies to all individuals who work for or with the School, including supervisors, personnel (whether employed, contracted, or volunteered), directors, officers, program participants, contractors, vendors, and/or suppliers.

Some examples of prohibited conduct include but are not limited to:

- Offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.

- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.

Any associate who has a question, concern, or complaint of discrimination or harassment based on race, color, sex, gender, religion, age, national origin, disability, pregnancy status, veteran status, sexual orientation, or other protected status is encouraged to bring the matter to the immediate attention of his or her supervisor, a member of the Kauffman School leadership, a Board member, or outside counsel. Any supervisor or member of Kauffman School leadership who becomes aware of potential violations of this policy is required to contact the Board Chairman or the Secretary immediately.

The Kauffman School prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint or cooperating in a discrimination or harassment investigation. Any person who believes he/she has experienced or witnessed retaliation should immediately notify Human Resources per established policy, or the Kauffman School's Legal Counsel (816-932-1293), or the Chairman as appropriate.

All reports of inappropriate conduct will be promptly and thoroughly investigated, and the School will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any person, whether supervisory, non-supervisory, or member of management, who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or engagement. The Kauffman School will inform the complaining person of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment consequences as a result of making a good faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination.

Hazing and Bullying

The Kauffman School will not tolerate hazing or bullying in any form. Kauffman 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. Kauffman School team members shall report incidents of hazing and bullying to the Chief Executive Officer. The Chief Executive Officer shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. Kauffman School team members who violate this policy may be disciplined or terminated. The Principal 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 Kauffman 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.

Child Abuse and Neglect Reporting

All Kauffman school team members are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a

professional or official capacity has been harmed or is in danger of being harmed -- physically, sexually, or through neglect -- and that a caregiver either committed the harm or should have taken steps to prevent the child from harm." Once you become aware that a student may be the victim of abuse or neglect, you must:

- Call the Missouri Department of Social Services Children's Division (CD) Child Abuse and Neglect Hotline Unit (CA/NHU) at 1-800-392-3728;
- Notify the Dean of Students of the situation; and
- Complete an incident report.

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

When calling the hotline, you must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm).

If a report is taken (the intake worker will inform you of this over the phone), the report must be confirmed in writing to the local investigation unit within 48 hours of the hotline call.

Physical abuse is defined as occurring when a parent or person responsible for the child's welfare inflicts or allows to be inflicted upon such child physical injury, by other than accidental means. Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture include acts that are defined as deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering. When reporting physical abuse, it is important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse must be handled sensitively. When a student attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse, but should not encourage the student to disclose information in addition to what is being given voluntarily. Take very careful notes, writing the student's words verbatim as much as possible. Refer the student immediately to the Principal.

Neglect occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment, or when an adult provides inadequate supervision of a child (particularly small children).

Sexual Misconduct Involving a Team Member

The School takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, School team members will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying

the Chief Executive Officer. The Chief Executive Officer or designee will contact law enforcement and begin an investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other team member of the School to a School team member, the team member who receives the report shall notify the Chief Executive Officer immediately and report the allegation to the CD. If the allegation of sexual misconduct involves the Chief Executive Officer, the team member shall report to the Board of Directors Chairman. The CD will investigate all allegations of sexual misconduct involving School team members. When a claim against a team member of sexual misconduct is substantiated by the CD, the School will suspend employment of the team member. If a court clears the claim, the School may reinstate the team member. The School may investigate the allegations for the purpose of making employment decisions.

No one in the workplace, including the Chief Executive Officer, is permitted to exercise any control, restraint, modification or other change in the report or the forwarding of such report to the hotline. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor.

If you have any questions regarding this policy, please contact the Chief Executive Officer.

CRISIS RESPONSE

The Kauffman School provides each team member with a separate binder outlining procedures and protocols associated with fires, climate, and other situations requiring extraordinary responses. The Kauffman School will review this material with team members annually. Please contact the Chief Executive Officer to request a copy of the crisis response materials.

TRAVEL AND EXPENSE REIMBURSEMENT

Purpose and Enforcement

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

Key Terms

“Associate” refers to any Kauffman School team member.

“Organization” refers to the Kauffman School.

The “Card” refers to the Commerce Bank Visa Corporate Card.

Responsibilities

The Associates are expected to be prudent in their expenditures while travelling on business. The Organization will reimburse actual, reasonable, and documented business expenses when conducting business on behalf of the Organization. Reasonable expenses are those expenditures incurred while conducting the business of the Organization that are considered ordinary and necessary relative to expenses incurred by others in similar conditions and circumstances. When requesting reimbursement

of business expenses, Associates are not expected to gain or lose financially. As with all expenditures, Associates are responsible for the stewardship of the Organization's assets, being ever mindful that we must use our resources in ways that achieve our charitable goals most efficiently and are consistent with the law. Any travel expenses deemed unreasonable are the Associate's personal responsibility. Exceptions to this policy may be made only upon approval by an Organization officer, limited to the Treasurer, Secretary, or Chief Executive Officer, when accompanied by a written explanation of reasonableness.

It is the Associate's responsibility to comply with the policy. Supervisors have responsibility for reviewing expense reports for reasonableness, accuracy, compliance with policies, and timely submission. The Supervisor must verify that expenses and expense reports meet the following criteria:

- The travel expense was incurred while conducting official Organization business.
- The information contained on the expense report and in the attached documentation is accurate and in accordance with the Policy.

The Travel & Expense Policy meets the IRS definition of an "accountable plan". As a result, reimbursements do not have to be reported as income to the Associate. Under the accountable plan, travel advances and reimbursement of expenses must meet two requirements:

- Advances and reimbursements must be made for business expenses only and must be reasonably related to the expenses the associate is expected to incur. Requests for advances of actual expenditures may be made no more than thirty (30) days before payment for the expense is due and must be approved by an officer of the Organization.
- Associate must provide an expense report substantiating the amount, time, use, and business purpose of expenses within a reasonable time after the expenses are incurred (in no case later than sixty (60) days after incurring the expense). Receipts must be attached to the expense report. It is the associate's responsibility to retain submitted receipts, until payment for expenses have been received. Expense forms received after sixty (60) days will be rejected and remain un-reimbursed.

Corporate Credit Card

The Commerce Bank Visa Corporate Card (the "Card") has been chosen as the exclusive provider to pay Organization business-related travel expenses, and should be used for all reimbursable business expenses. Each cardholder is required to sign a cardholder agreement upon receipt of the credit card. The appropriate Supervisor, as determined by Human Resources, for the cardholder will also sign the agreement. The agreement states the Card is strictly limited to business purchases by the associate in whose name the Card is issued, and personal use of the Card is prohibited.

The Card is available to associates who routinely travel on Organization business and/or frequently need credit for business purchases. The card will be ordered after Human Resources receives approval from the Chief Executive Officer.

Expense Limits

Corporate card expense limits are established by the Chief Executive Officer based on expenditure authority, business requirements and usage. If an expense limit change is required for a cardholder, the

cardholder or supervisor should contact the Chief Executive Officer for the change. If the business case warrants a limit change, the Kauffman School Finance department will make the change.

Expense limits can be increased temporarily to accommodate special requirements, such as a conference event or meeting. In such cases, the increase must be requested as stated above. The expense limit will be returned to the original level immediately after the event expenses have been posted and the monthly billing date has passed.

Lost/Stolen Cards

A lost or stolen Card or charge card number shall be reported as soon as the Associate discovers it. The risk of unauthorized use of stolen cards and accounts is greatest in the first few hours after the theft. Please notify Jerrad Jones at 816-612-8505 immediately. If after business hours, please notify Commerce Bank at 800-892-7104 to close the Card, and notify Jerrad Jones as well

Travel Management

All business-related travel reservations should be made through the School's preferred travel management provider, Travel & Transport, and/or the online booking tool, Concur Travel & Expense.

Non-associates are encouraged to book Organization-related business travel reservations through the Kauffman School's travel management provider.

All team members expecting to travel at least once per year should complete a travel profile, located in Concur Expense Reporting to ensure pertinent details and preferences are adhered to in the reservation process. Each team member is responsible for updating and maintaining profile information. This includes changes to corporate charge card account numbers, expiration date, address, phone number, membership numbers, etc.

Expense Reporting

Expenses directly related to Organization business are reimbursed by the Organization based on submission of a properly completed Expense Report or, for Board members, other appropriate expense documentation. In addition, the following safeguards are in place to ensure assets are properly used in a manner consistent with the Organization's mission and vision, and in compliance with external regulatory requirements and internal fiscal control policies and procedures:

All expenditure information must be appropriately documented and coded on the Expense Report. Receipts supporting the reported expenses must be attached for all purchases on the Card over \$50. All out-of-pocket expenditures not charged on the Card must have an appropriate original receipt, in order for the expense to be reimbursed.

Receipts must show the itemized detail of what was purchased. Restaurant tear tabs or receipts that include only the total and tip are not acceptable.

All receipts for business expenses regardless of the receipt submission requirements must include the name of the vendor, location, date and dollar amount.

Out-of-pocket expenses not submitted for reimbursement within **sixty (60) days** from the date the expense was incurred **will not be reimbursed**.

All team member Expense Reports require their supervisor's approval.

All Expense Reports and expense documentation are reviewed by the Finance Department for accuracy, appropriate authorizations, proper budget coding, appropriate supporting documentation, and general reasonability.

Concur reports are to be submitted weekly, on Fridays, using Concur, if charges have been incurred. All expense reports and Card transactions are subject to audit. Random audits, using electronic audit programs, will be performed.

Concur reports that are incorrect or incomplete will be returned to the Preparer for corrective action and may result in delay or non-reimbursement of specific items.

Disregard for Organization policy or falsifying expense reports can result in disciplinary action up to and including termination.

Corporate Travel

Air, hotel, and car rental reservations for Associates should be processed through the Kauffman School's travel management provider and/or the online booking tool.

Group Travel: If travel involves **ten (10) or more participants**, please contact the travel management provider before communicating any travel arrangements to participants.

Air Travel

Best Practice: All air travel should be booked at least **14 days in advance**.

Reservations: If traveling by air, reservations should be made as far in advance as possible in order to secure possible discounts. Associates are expected to book the lowest-priced, non-stop coach class airfare available. Generally, only coach class airfare will be reimbursed, exceptions include one class above coach for international and domestic travel if in-flight time is over 6 hours.

Fees charged to reserve airline seats in the front of the aircraft or emergency row seats will not be reimbursed. However, the Early Bird check-in fee for Southwest Airlines will be reimbursed.

Cancellations, Voided, Unused or Stolen Tickets: Contact the travel management provider immediately for any cancellations. If travel plans change, unused airline tickets or credit slips must be used for future business-related travel.

Baggage: The Organization will reimburse baggage fees up to two checked bags (within normal weight limits). Baggage is the responsibility of the Associate and the transportation service provider. The Organization will not reimburse the Associate for personal items lost while traveling on business. Always carry laptop computers, cameras, etc. on board the aircraft. When possible, carry important and/or confidential documents on board the aircraft.

Airport Parking: Associates are encouraged to utilize the most cost-effective airport parking options, while considering safety, at the airport when traveling for business. Mileage and parking will be reimbursed for transportation to and from the airport when using a personal vehicle (see Personal Car Usage for details on mileage reimbursement).

Car Service: For trips longer than three (3) days, a taxi or car service may be used if the cost is substantially the same as or less than driving a personal vehicle.

Lodging

Reservations: Associates should reserve hotel rooms through the travel management provider, and are expected to stay in reasonably priced hotels typical of the area and in reasonably close proximity to the business or function attending. Business needs rarely justify the use of suites or luxury accommodations, and any excessive room rate expense will not be reimbursed. Expense for a suite or luxury accommodation will be presumed excessive unless approved by the Chief Executive Officer in advance.

Use of rooms: The Organization presumes that rooms will be used for the Associate's reasonable comfort, rather than socializing, while fulfilling the Organization's business purposes.

Conferences: If attending a conference or seminar, the sponsoring organization may have reserved a block of rooms in a designated hotel at a discounted price. Associates should take advantage of these lower rates.

Personal expenses incurred will not be reimbursed, including laundry, movies, toiletries, in-room alcoholic beverages or other mini-bar charges.

Ground Transportation

Car Rental

Best Practice: Rental cars should be used a minimum of one time per day to justify the rental expense. When circumstances require car rental, a mid-size, intermediate, or full-size car is considered reasonable, unless more room is required to accommodate several passengers.

Authorized Drivers: Only associates are covered under the Organization's insurance plan for rental vehicles. Drivers other than an associate must either be covered under their own insurance or purchase insurance from the rental agency.

Rental Car Insurance: For team members, insurance add-ons such as Collision Damage Waiver or Personal Accident Insurance for vehicles rented for domestic business travel should be declined as the Organization's automobile liability policy¹ covers the use of rented vehicles by team members for business purposes. When traveling internationally, insurance add-ons for vehicles rented should be accepted as the Organization's automobile liability policy does not cover the use of rented vehicles outside of the United States.

¹ If you need to show proof of this insurance to the rental car agencies you can pick up an insurance card from Finance.

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

Taxi or Other Local Transportation

The cost of taxis to and from places of business, hotels, or airports in connection with business activities is reimbursable. Taxis should be chosen only when more economical services (hotel vans, shuttles, etc.) are not available. Associates are encouraged to use public transportation when feasible.

Not Reimbursed

The Organization will not reimburse Associates for items such as, but not limited to, satellite radio, car repairs, tickets, fines, and traffic violations.

Personal Car Usage

Frequent use of personal vehicles for business is not encouraged. It is the personal responsibility of the owner of a vehicle being used for Organization business to carry adequate insurance coverage for their protection and for the protection of any passengers.

Associates should drive a car to their destination when:

- Driving is more cost-effective than air travel;
- Distance to the destination is less than 120 miles;
- Travel time by car is less than two hours, or less than the total elapsed time for air travel.

Associates should rent a car if the cost of the rental would be less than the personal mileage reimbursement to the traveler.

Mileage Reimbursement: Miles driven in a personal vehicle for Organization business will be reimbursed at the IRS standard rate established annually. For team members, the allowable mileage for reimbursement is determined based on actual mileage in excess of the roundtrip mileage between their home and the office.

Meals

Personal meals are defined as food and beverage expenses incurred by the Associate when on an out of town business trip. Expenses for personal meals vary greatly depending on the destination and choice of dining establishment. Associates are expected to use their best judgment in incurring reasonable costs regarding this expense. The Finance department will use governmental per diem rates as a guideline to determine whether this expense is excessive.

Business meals are defined as meals taken with guests or other team members, during which a specific business discussion takes place. Associates will be reimbursed for business meal expenses according to actual and reasonable cost. When more than one Traveler is present at a business meal, the most senior level team member should pay the bill and submit it on their Expense Report.

Associate who incur or approve expenses for alcoholic beverages shall exercise prudent judgment to ensure the purpose of the occasion directly supports the Organization's mission and that consumption is

at all times in moderation and in no way to the point of impaired judgment or behavior. The Organization will not cover alcohol expenses for Associate or others who exceed that threshold nor will it pay for consumption in large quantities (e.g. running a tab) that is not itself a formal event. These provisions are not limited to meals. Alcohol cannot be purchased with public dollars, thus any expense or meal including alcohol must be identified to ensure only other private grant funds are used.

Tips for meals should not exceed 20% of the bill. Any tips considered excessive will not be reimbursed. As a general rule, Associate shall not tip more than they would on a personal trip.

All business meals require an explanation on the Expense Report stating the business purpose of the meeting, the attendees, and their organizations. Personal meals are only reimbursed for Associate during business travel.

Telephone/Internet Expenses

While traveling on business, Associate will be reimbursed for reasonable and necessary: business phone calls, personal telephone calls, and internet access fees. Associate are encouraged to request a data card from IT prior to traveling to avoid internet access fees.

Spousal Travel

Travel expenses of an accompanying spouse/partner are considered personal expenses, should not be charged against the Card, and will not be reimbursed. In extenuating circumstances, the reimbursement of these travel expenses may be allowed. However, unless certain tax law requirements are met, the expenses attributable to the spouse/partner will be considered additional income reportable on the team members Form W-2 or Form 1099, as applicable.

Team Members Traveling Together

In situations where traveling team members dine together, share a taxi or otherwise incur shared expenses, the most senior level associate should pay for the expenditure and submit it on their Expense Report.

Insurance

Domestic Travel Insurance/Rental Car Insurance

The Organization provides all necessary travel and auto insurance. The insurance coverage offered by the rental car company should be declined since the Organization self-insures the risk. Associate involved in an accident while on business should contact the Chief Operating Officer, who will connect the employee to the Legal Department.

International Travel Insurance

International travel insurance is provided to Associate who travel to certain foreign countries. This insurance provides coverage for any injury or accident and assistance with returning the Associate to the United States. In the event as Associate requires medical attention in a foreign country, an Associate may use the Card (or personal credit card) to pay for the health care charges. The Associate should

obtain a copy of the medical invoice and provide that invoice to Human Resources upon return to the United States.

Non-Reimbursable Expenses

Out of pocket expenses more than 60 days old will not be reimbursed. The following expenses are not reimbursable:

- Air telephone and rental car telephone usage;
- Airfare above coach or discounted fares available when the trip was booked;
- Airline seat reservation fees or emergency row seat fees (Early Bird check in for Southwest Airlines will be reimbursed);
- Airline club memberships or dues;
- Annual fees for personal charge or credit cards;
- Barbers and hairdressers;
- Car washes/car repairs or maintenance;
- Child care;
- Clothing, toiletries and personal items;
- Collision insurance on rental cars;
- Computer supplies (these should be ordered through IT);
- Country club (or other social club) dues;
- Expenses for travel companions/family members;
- Expenses related to vacation or personal days while on a business trip;
- Financial Planning;
- Furniture;
- Golf fees;
- Health club facility fees, saunas, massages, etc.;
- Helicopter services for airport transfers;
- Laundry expenses on trips of short duration;
- Loss/theft of personal funds or property;
- Lost baggage;
- Luggage and brief cases;
- "No show" charges for hotel or car service;
- Non-business related entertainment, such as in-room/in-flight movies, fitness center expenses, site-seeing or tourist expenses, etc.;
- Optional baggage insurance;
- Personal insurance, entertainment, telephone calls in excess of reasonable limit;
- Pet care;
- Postage (non-business related);
- Satellite radio on car rentals;
- Shoeshine;
- Souvenirs/personal gifts;
- Theft of cash/travel advance money or company-paid airline tickets;
- Tobacco products;

- Traffic or parking violations;
- Upgrades on hotel room or rental vehicle;

ANY EXCEPTIONS TO THE POLICIES ABOVE MUST BE APPROVED IN ADVANCE BY A KAUFFMAN SCHOOL OFFICER AND ACCOMPANIED BY A WRITTEN EXPLANATION ON THE EXPENSE REPORT.

Those who violate this Travel and Expense Reimbursement Policy and its guidelines are subject to appropriate discipline up to and including termination of their relationship/employment with the Organization.

APPENDIX A
KAUFFMAN SCHOOL TEAM MEMBER CONFLICT OF INTEREST DISCLOSURE STATEMENT

1. I have received and read, understand and agree to abide by the Kauffman School's Team Member Conflict of Interest Policy.

2. Please check one.

A. To the best of my knowledge, no circumstances exist involving me, or a member of my family, that are or may be perceived as a conflict of interest within the meaning of the Policy and neither I, nor a member of my family, are affiliated with an organization with which the Kauffman School does or is likely to do business.

or

B. To the best of my knowledge, there do exist circumstances involving me, or a member of my family, that are or may be perceived as a conflict or potential conflict of interest within the meaning of the Policy, including the affiliations such as relationships with grantees or potential grantees, contractors, or others with whom the Kauffman School does or is likely to do business.

<u>Organization Name</u>	<u>Person with Conflict</u>	<u>Relation to Team member</u>	<u>Nature of Affiliation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Team member Name Signature Date

Supervisor's Signature Date

APPENDIX B
KAUFFMAN SCHOOL PERSONNEL POLICIES ACKNOWLEDGEMENT OF RECEIPT

I have on my computer or in my possession a copy of the Kauffman School Personnel Policies document. My signature below indicates that I have received this information and understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

This handbook contains statements of the Kauffman School's current philosophies, policies and guidelines regarding the treatment of and actions by our team members. These philosophies and guidelines do not in any way constitute a contract. Nothing in this handbook (or in the specific benefits, philosophies or procedures referred to in this handbook) enhances employment rights or establishes any specific duration of employment. Employment is at-will and may be terminated by either the team member or the Kauffman School at any time.

Team Member's Signature

Team Member's Name (Printed)

Date

APPENDIX C

KAUFFMAN SCHOOL PERSONNEL POLICIES FOR VIRTUAL LEARNING

Commented [KP5]: Only applicable to 100% virtual learning

The expectations outlined below are largely consistent with those in place during in-person school, but given the new and temporary context of virtual learning, we are providing them here for the sake of clarity and consistency.

Attendance

- In accordance with our PTO Policy, requests for PTO should be submitted to the team member's Supervisor. The Supervisor will review and communicate approval back to the team member and to HR for tracking purposes.
- If the team member's absence is related to COVID-19, they team member may be eligible for leave under the Families First Coronavirus Response Act (FFCRA).

Student and Family Communication

The following guidelines apply to in-person school, but are especially relevant in the context of virtual learning:-

- In general, **phone calls** will always be the best strategy for relationship building, following up on consequences, crucial conversations, and weekly check-ins around academics or behavior.
- **Texting or emailing** is most appropriate for delivering whole-group reminders, responding to individual student or family questions or student self-advocacy, and micro-moment relationship building. In our current situation, it may also be used more frequently for instructional clarifications or answering simple questions about assignments.
- The following should **never** be communicated via text or email:
 - Information about IEPs and Special Education services, EL services, counseling, or 504 plans and related services
 - Communication about a student's potential retention (positive or negative indicators)
 - Information about conflict with another student or teacher
 - Information and context about a negative consequence
- In general, it is easier for written text to be misunderstood, especially when tone may be inferred. If a student or family communicates in writing in a way that indicates they are angry or frustrated, the team member should reply with a phone call.

Attire

- While team members are not expected to adhere to our professional dress code during virtual instruction, the following expectations must be met:
 - Team members must maintain a formal presence with students, just as they would in-person.
 - Visitors will occasionally be present in virtual classrooms.
 - Team members' dress/appearance should be neat, appropriate for a school setting, and reflect positively on the team member and our students.
 - Team members must avoid unprofessional attire, such as:
 - Visible night clothes such as pajamas
 - Clothing that might be perceived as "revealing"
 - Clothes that are visibly ripped, dirty, etc.
 - Clothing with inappropriate or questionable images or print

Other Expectations

- Team members are expected to engage in virtual instruction from an appropriate location and to ensure nothing unprofessional can be seen in the virtual setting, including posters on the wall or items on desks, counters, etc. Best practice is if it wouldn't be in an in-person classroom, it should not be visible in a virtual classroom.
- Team members' interactions with students must mirror the level of professionalism expected in a school setting. Best practice is if it wouldn't be said or done in an in-person classroom, it should not be done or said in a virtual classroom.
- Given our virtual context, it is especially important that team members' communication is prompt and clear. Team members' must promptly read and internalize daily huddle emails, and respond to emails, calls, and texts (including those from families) as promptly as possible and within 24 hours of receipt.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION-COMPLIANCE

LOCAL COMPLIANCE PLAN CERTIFICATION STATEMENT

SCHOOL DISTRICT NAME		COUNTY-DISTRICT CODE
DISTRICT CONTACT	DISTRICT PHONE NUMBER	DISTRICT FAX NUMBER

INSTRUCTIONS

Complete the Adoption and Certification sections below. The form must be signed by the Board President, Superintendent, and Compliance Plan Contact.

Submit form via MAIL or FAX to: Special Education Compliance
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102 or Fax 573-751-3910

QUESTIONS: Contact Special Education Compliance at 573-751-0699 or secompliance@dese.mo.gov

ADOPTION

The Responsible Public Agency has chosen the following (check only one) in regard to adoption of a local plan for compliance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA):

Option A: Adopt the Model Compliance Plan made available by the Department of Elementary and Secondary Education (DESE).

Option B: Adapt the Model Compliance Plan made available by the Department with agency revisions. All pages on which revisions have been made to the Model Compliance Plan with highlighted revisions are enclosed. These revisions must be approved by DESE before the agency's plan becomes final.

Option C: Agency developed Compliance Plan (plan enclosed for DESE's approval).

CERTIFICATION

The Responsible Public Agency assures that the agency's Compliance Plan and applicable state and federal regulations constitute the basis for operation and administration of the activities to be carried out in the agency under Part B of the IDEA, to provide special education services for all children with disabilities between the ages of three (3) and twenty-one (21) who meet the eligibility criteria as stated in this plan and under the jurisdiction of the agency.

The Responsible Public Agency assures that programs administered under Part B of the IDEA are in accordance with the assurances provided in 34 CFR 76.301 of the General Education Provision Act (GEPA) and that federal funds made available under Part B of the IDEA are used in accordance with the excess cost and maintenance of fiscal effort and comparable services requirements of 34 CFR Sections 300.202 - 300.205 of the federal regulations governing the IDEA.

The local compliance plan was adopted by the Governing Board of the agency on _____ (mm/dd/yy).

SIGNATURE OF BOARD PRESIDENT	DATE
SIGNATURE OF SUPERINTENDENT	DATE
SIGNATURE OF COMPLIANCE PLAN CONTACT PERSON	DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

Ewing Marion Kauffman School

2021-2022

Academic Year Calendar

- School Release at 1:30pm
- Holidays/Breaks (no school)
- Teacher Workday (no school for students)
- Family Conferences (Evening)
- Family Conferences (All day; no school for students)
- Graduation (Evening)
- Admin Work Weeks

July 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
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22	23	24	25	26	27	28
29	30	31				

September 21						
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19	20	21	22	23	24	25
26	27	28	29	30		

October 21						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21						
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28	29	30				

December 21						
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January 22						
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23	24	25	26	27	28	29
30	31					

February 22						
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20	21	22	23	24	25	26
27	28					

March 22						
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20	21	22	23	24	25	26
27	28	29	30	31		

April 22						
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24	25	26	27	28	29	30

May 22						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Start and End of School Year
 Aug. 16th: 5th & 6th grade start
 Aug. 18th: 7th - 12th grade start
 Jun. 1: 12th grade last day
 Jun. 3: 5th - 11th grade last day

Graduation Dates
 Jun. 1: 12th Grade Graduation (evening)
 Jun. 2: 8th Grade Graduation (evening)

No School
 Sep. 6 Labor Day
 Oct. 15 October Day Off (EMKS observance of Indigenous People's Day)
 Nov. 22, 23, 24, 25, 26 Thanksgiving Break
 Dec. 20, 21, 22, 23, 24, 27, 28, 29, 30, 31 Winter Break
 Jan. 3 Staff PD Day (no school for students)
 Jan. 17 Martin Luther King, Jr. Day
 Feb. 14 Presidents' Day
 March 18 Family Conferences (no school for students)
 Mar. 21, 22, 23, 24, 25 Spring Break
 Apr. 15 April Day Off
 May 30 Memorial Day

**Ewing Marion Kauffman School Board of Directors
Board Member Terms and Recommendations (August 9, 2021)**

Name	Year Appointed	Length of Term (current term expire)	Notes / Action
Mayra Aguirre	2015	3 years (2021)	Appointed in August, 2015 to 3-year term / 3-year term renewal in August 2018 / Approve extension of Mayra's term through the end of 2021 or when a new director is appointed to her seat (whichever occurs first)
Gloria Jackson-Leathers	2012 2019	Indefinite (2019+)	Appointed in June 2012 / 3-year term renewal in August 2015 / Term ended August 2018 / Appointed by the Kauffman Foundation President in August 2019 to indefinite term (per bylaw changes approved in October 2018)
Tracy McFerrin	2016	3 years (2023)	Appointed in June 2016 for 1-year to complete open board seat term / 3-year term renewal in August 2017 / Current term ends August 2020 / 3-year term renewal in August 2020.
Aaron North	2010 2013	Indefinite (2019+)	Appointed to 1-year term in 2010 / Resigned in 2011 to serve in school capacity / Began serving 3-year term in February 2013 / 3-year term renewal in February 2016 / Current term extends until a new Director is appointed by the Kauffman Foundation President (per bylaw changes approved in October 2018)
Maurice Watson	2016	3 years (2019) 3 years (2022)	Appointment began in October 2016 / Current term ends August 2019 / 3-year renewal approved by the board through August 2022

Recommendations to the Governance Committee (August 9, 2021) for approval at the August 11, 2020 meeting of the Board of Directors

Director appointments

- No new director appointments

Director renewals

- Extend Mayra's term through the end of 2021 or when a new director is appointed to her seat (whichever occurs first)

Officer appointments

- Re-appoint current officers for a one-year term
 - Aaron North – Chair
 - Kristin Bechard – Treasurer
 - John Tyler – Secretary (non-voting officer)

Committee appointments

- Governance Committee¹
 - Gloria Jackson-Leathers
 - Hannah Lofthus (non-voting, not on discipline committee)
 - Aaron North – Chair
 - Maurice Watson
- Finance Committee²
 - Mayra Aguirre
 - Kristin Bechard - Chair
 - Hannah Lofthus (non-voting, not on audit committee)
 - Tracy McFerrin
 - Aaron North
- CEO Evaluation Sub-committee
 - Gloria Jackson-Leathers
 - Hannah Lofthus (non-voting)
 - Tracy McFerrin
 - Aaron North – Chair
 - John Tyler – Secretary
- Board Task Force (until concluded by the board of directors)
 - Hannah Lofthus (non-voting)
 - Tracy McFerrin
 - Aaron North
 - John Tyler (non-voting)
 - Maurice Watson

Other appointments

- Compliance Officer
 - Katie Paszniewski
- Custodian of Records
 - Cat Cain

¹ The Discipline Committee is comprised of all members of the Governance Committee excluding the Kauffman School CEO.

² The Audit Committee and Retirement Benefits Committee are comprised of all members of the Finance Committee (the Kauffman School CEO does not serve on the Audit Committee).



Ewing Marion

Kauffman School

CREATING COLLEGE GRADUATES

Catching up with Kauffman School

Summer Activities at EMKS!



Students have been keeping busy this summer at EMKS with athletics and internships!

Above: Our cheer squad spent preparing school spirit posters that will be used to welcome back students for the '21-'22 school year!

Right: Our boys basketball team had an opportunity this summer to practice with a professional trainer, Pep Stanciel, for skill development!

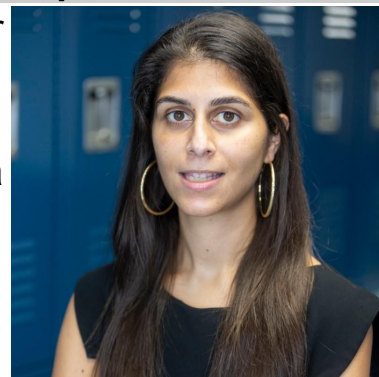


Left: Our students participated in mock interviews recently. One of the many opportunities to practice and develop skills this summer!



Introducing CAO Stephanie Gounder

Stephanie Gounder was the Lead Principal at YES Prep Brays Oaks, a 6th-12th grade charter school in Houston, Texas. In 2008, she started



her teaching career at Glen Oaks Middle School in Baton Rouge, Louisiana as a Teach For America – South Louisiana Corps Member. Stephanie moved to Houston in 2010 and has been at YES Prep Brays Oaks ever since. At Brays Oaks, Stephanie has served as a middle school English teacher, Literacy Specialist, Dean of Instruction, Director of Academics, Assistant School Director, Principal, & Lead Principal. Since beginning as Principal in the 2015-2016 school year, Stephanie led the campus to 9% growth in passing rates on state assessments, growth from a “C” to a “B” in Domain I of the Texas state accountability rating, and the highest AP exam passing rate of all YES Prep campuses. Stephanie has a B.A. from Amherst College and an M.A. in Public School Leadership from Teacher’s College at Columbia University. A first-generation American, Stephanie grew up in the Pacific Northwest and is the daughter of immigrants from India and France. She’s also the proud mother of Adele, born in August of 2019!



Proposed Board Retreats





Three Headlines Trends from Board

- ❖ Relationship and Trust Building
- ❖ Discussion: Northstar for our organization in equity, sustainability, and results
- ❖ Challenges we've experienced in each area



Topic 1: Relationship & Trust Building

- ❖ Essential questions:
 - Who are we?
 - What is important to know about each other?
 - What are our operating norms as a team?
 - What do those look like in action?
 - What does it look like to disagree?
 - What does it look like for the board and CEO to work together effectively?



Topic 2: What Is Our Updated North Star?

- ❖ Updated definitions and discussions around the role of equity, sustainability, and results:
 - What challenges are we experiencing in each area?
 - Are we okay with those or not?
 - What do the next 5 years need to look like?
 - What are we trying to achieve & our goals in each area:
 - Equity?
 - Sustainability?
 - Results?



Questions

- ❖ When do we want to have these conversations?
- ❖ What is the right length of time to dedicate?
- ❖ How do board members want to engage in planning?
- ❖ What else do you want Hannah to know as she is planning this time?



Discussion & Questions



**MINUTES OF REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
EWING MARION KAUFFMAN SCHOOL, INC.**

June 16, 2021

A regular meeting of the Board of Directors of Ewing Marion Kauffman School, Inc., a Missouri nonprofit corporation exempt from federal taxation under Internal Revenue Code § 501(c)(3), was held at its headquarters in Kansas City, Missouri on June 16, 2021, pursuant to public notice provided at least 24 hours in advance. Due to shelter in place and emergency declarations for Kansas City, Jackson County, and the State of Missouri because of the coronavirus pandemic, the meeting was held using audio-video technology with a link provided in the notice and with opportunities for all to hear and be heard and see and be seen.

Participating via Zoom technology such that all could hear and be heard and had the option of seeing and being seen were Aaron North, Chair; Gloria Jackson-Leathers; and Tracy McFerrin. Mayra Aguirre and Maurice Watson joined the meeting in progress as indicated below.

Also participating from the School such that all could hear and be heard and have the option of seeing and being seen were Hannah Lofthus, President and Chief Executive Officer; and John Tyler, Secretary and General Counsel. Participating from the Kauffman Foundation was Corey Scholes, Director in Education.

Participating from the community such that all could hear and be heard and have the option of seeing and being seen were the following students at the School: Jayden James, Andreus Lowry, Warda Noor, and Keinan Ross joined as indicated below during the community forum.

Mr. North chaired the meeting and Mr. Tyler served as secretary. Mr. North called the meeting to order at 8:30 am, welcomed those in attendance, and previewed the agenda.

After discussion and motion duly made (McFerrin) and seconded (Jackson-Leathers), the board unanimously approved minutes from the meetings of May 12, 2021.

Mr. North reported that the Finance Committee was not able to meet due to illness but will meet again in July.

Mr. North reported that the Governance Committee also was not able to meet due to illness but will meet again in July. He also reported that he had sent information by email to each member of the Committee and that no action was required except to provide feedback as desired.

Discussion followed about receptivity for beginning meeting in person. The Governance Committee will discuss this at its July meeting.

School Leadership Report

Ms. Lofthus provided the leadership report, including a summary of academic achievements of the Class of 2021 and a report on the graduation ceremony.

Community Forum

Mr. North read the guidelines for community forum from the agenda at around 8:40 am.

The students each made presentations to the Board. Presentations included appreciation for the academic experiences made available through the School and how the School adapted to the COVID-19 pandemic. Presentations also included expressions of concern about the lack of an elected student government, the need for students to have a more formal voice at the School, and the need to better balance justice and equity with academic achievement.

Ms. Aguirre and Mr. Watson joined the meeting during the presentations.

Mr. North expressed the Board's appreciation to the students for their presentations and points of view. He communicated that the Board has listened and taken notes, and will have further discussions after the chance to review the issues raised. Other Board members concurred and also expressed their appreciation to and for the students.

There being no further business, the meeting adjourned at 9:42 am.

John Tyler, Secretary

**MINUTES OF REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
EWING MARION KAUFFMAN SCHOOL, INC.**

July 14, 2021

A regular meeting of the Board of Directors of Ewing Marion Kauffman School, Inc., a Missouri nonprofit corporation exempt from federal taxation under Internal Revenue Code § 501(c)(3), was held at its headquarters in Kansas City, Missouri on July 14, 2021, pursuant to public notice provided at least 24 hours in advance. The meeting was held using audio-video technology with a link provided in the notice and with opportunities for all to hear and be heard and see and be seen.

Participating via Zoom technology such that all could hear and be heard and had the option of seeing and being seen were Aaron North, Chair, Mayra Aguirre, Gloria Jackson-Leathers, Tracy McFerrin, and Maurice Watson.

Also participating from the School such that all could hear and be heard and have the option of seeing and being seen were Hannah Lofthus, President and Chief Executive Officer; Kristin Bechard, Treasurer; and John Tyler, Secretary and General Counsel. Participating from the Kauffman Foundation was Corey Scholes, Director in Education.

Mr. North chaired the meeting and Mr. Tyler served as secretary. Mr. North called the meeting to order at 8:34 am, welcomed those in attendance, and previewed the agenda.

No one was present from the community.

Finance Committee Report

There will be a retirement plan committee meeting in September. The annual audit will not involve interviews but responses to a questionnaire to be sent this week, although conversations would be welcome.

Mr. North reported that the Committee discussed the School's approach to professional development in a conversation led by Ms. Lofthus, who highlighted her presentation for the board. She focused on discussions about expanding notions of professional development to encompass wellness and healing, especially in the context of trainings, decisions, and operationalizing racial equity, diversity, and inclusion. She summarized relevance of documentation and next steps to develop parameters about cost, locations, and optics.

Governance Committee

Mr. North presented highlights from the Committee's discussion with Kent Peterson from School Smart Kansas City about advancing governance, including possible next steps. He also reported Ms. Aguirre's willingness to remain on the board, subject to re-election in September, through the end of the year or when new directors are duly elected, which was greeted with appreciation. Mr. North also reported other items for discussion at future meetings, including board succession and in-person board meetings.

School Leadership Report

Ms. Lofthus provided an update on re-opening in person for staff beginning next week, change and culture management associated with that return to being in person, plans for students rejoining in person in a few weeks and adjustments necessary regarding that change (e.g., set backs due to COVID over the last year, the need to re-establish student culture and school identity), the Chief Academic Officer begins next week, the employment environment generally and high demand/opportunities for people to change jobs, and a principal change that is happening. Discussion followed.

Ms. Lofthus previewed and presented an equity report about where the School has been and is going with regard to hiring and retention along with equity goals and priorities for the coming year. She summarized the processes undertaken to collect, analyze, and communicate data and information, including engagement with the DEI Council, current and former staff, Promise54 as an external consultant with DEI expertise, and student/family engagement and satisfaction. She presented the two key challenges and areas of focus, the three corresponding priorities determined by staff, relevant metrics for assessing each priority, data related to the status of those priorities, benchmarks where available, positive feedback and challenges, and specific initiatives being pursued to advance the priorities. Among the initiatives are expanding the parent council.

Discussion occurred throughout.

Mr. Watson left the meeting.

Ms. Lofthus summarized the current four approaches to student government/voices, purposes of each approach, outputs from each approach, and her follow up meetings with the students who presented at the last Board meeting. Discussion followed regarding the value of hearing student voices and approaches to healing when students share concerns.

Community Forum

With no members from the community present, there was no community forum.

Ms. Bechard left the meeting.

Closed Session

Pursuant to the published agenda, a motion was made (Jackson Leathers) and seconded (McFerrin) to enter executive session as allowed by RSMO § 620.021(1), (3), and (6) regarding legal, personnel, and student matters to discuss matters thereunder. Pursuant to a roll call vote, the following directors voted to approve the motion (Aguirre, Jackson-Leathers, McFerrin, and North) with no directors opposing or abstaining, although Mr. Watson had not yet returned. The Board entered closed session at 9:34 am.

Ms. Lofthus provided an update a pending staff transition. Mr. North reported on the Task Force meeting with certain former staff members with whom there has been recent engagement.

Mr. Watson returned during Mr. North's report.

Discussion followed, including expressions of appreciation for those former staff members and their approach and the time and effort of the Task Force members.

Mss. Lofthus and Scholes left the meeting.

Mr. North highlighted information relevant for the CEO evaluation, including the work of the CEO evaluation committee and proposed next steps.

Ms. Aguirre left the meeting.

Mr. North presented the recommendation that Ms. Lofthus receive a 4% merit/cost of living increase for the 2021-2022 school year retroactive to July 1, that bonus potential be retained for the current year based on relative academic performance, and that the bonus criteria be re-evaluated for the 2021-2022 school year.

After discussion and upon motion duly made (McFerrin) and seconded (Watson), the voted by roll call vote to approve the preceding recommendation regarding Ms. Loftus' compensation (Jackson Leathers, McFerrin, North, and Watson) with no directors opposing or abstaining.

A motion was made (Watson) and seconded (Jackson-Leathers) to leave the executive session and re-open the meeting. Pursuant to a roll call vote, the following directors voted to approve the motion (Jackson Leathers, McFerrin, North, and Watson) with no directors opposing or abstaining. The Board left the closed session at 10:05 am.

There being no further business, the meeting adjourned at 10:06 am.

John Tyler, Secretary