

KCIA School Mission

Kansas City International Academy is committed to excellence in education, inspiring and empowering children of all nationalities and from diverse backgrounds, giving them the foundation they need to achieve the highest level of success in life.

KCIA Student Conduct Throughout KCIA

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

Student Rules	Explanations
Keep hands, feet and body to self at all times.	Slapping, hitting, and kicking are not acceptable at KCIA (even if you are doing it to be funny).
Follow directions from all adults the first time.	Arguing, ignoring, or walking away from an adult's directions are not acceptable at KCIA.
Be respectful of everyone.	Showing respect means that you listen to others, let others voice their opinions, help others when needed, show kindness and fairness, be thoughtful of others feelings, acknowledge mistakes, and respect boundaries.
Use inside voices at all times	Voices are calm and quiet throughout all KCIA spaces. Much learning occurs outside classrooms and everyone deserves a quiet environment in which to learn.
Walk directly to destination in an orderly manner	Students walk quietly and quickly and only go to the desired destination. A bathroom break is not the time to go see the counselor or walk down to the social workers office. A quick drink does not mean you go to your locker to get chips that you brought to school. This also means that when you are released from class, you are quietly and calmly walking to your next class.
Kind, caring, respectful words only	Everyone will speak words that are helpful, not harmful to others.
Report problems to a caring adult and ask for help when needed to make good choices	The KCIA staff is here to help you with any problems you are having. Please talk to an adult that you trust and ask for help before bad decisions are made.
Love does work	Show respect, care and kindness toward all students and staff at KCIA.
Treat people the way you want to be treated	KCIA students and staff are fortunate to spend each day with a diverse group of people. Everyone deserves respect, kindness, thoughtfulness, a safe place to learn, and people who accept them for who they are.

Academic Dishonesty (Cheating)

Academic Dishonesty Includes:

- Cheating on tests
- Cheating on assignments
- Sharing any assignment, project or similar activities without teacher approval
- Plagiarism; claiming credit for another person's work
- Fabrication of facts, sources or other supporting material
- Unauthorized collaboration
- Participating in academic dishonesty; such as accepting or asking for answers from a friend.
- Other misconduct related to academics.

First Offense	<ul style="list-style-type: none">• No credit will be given for the work• Grade reduction (If the assignment can be redone)• Replacement assignment will be required• The parent or guardian of the student will be contacted by the teacher
Second Offense	<ul style="list-style-type: none">• No credit will be given for the work• Grade reduction (If the assignment can be redone)• Replacement assignment will be required• Detention• Referral to administration with possible additional consequences per severity of the offense. The parent or guardian of the student will be contacted by the teacher or administration.

Backpacks/Purses/Fanny Packs/Blankets/Pillows/Stuffed Animals

For the safety of everyone at KCIA, all backpacks, purses, fanny packs, blankets, pillows, stuffed animals, and any other nonacademic items will be placed in lockers at the beginning of the day and are to remain in lockers until dismissal. Students needing to access items in a purse, backpack, or fanny pack may get items during passing periods. The purse, backpack, or fanny pack stays in the locker.

Bullying/Cyberbullying/Harassment

Bullying: When one person intentionally hurts another person in a physical, verbal, or emotional way. It is usually repeated several times against the same person and involves a difference in power between people.

Four Types of Bullying

- PHYSICAL: Hurting another person's body or possessions.
- VERBAL: Using words to hurt another person.
- SOCIAL: Hurting another person's reputation or relationships.

- CYBER: Using digital technology to hurt another person.

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

Cyberbullying

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

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

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

Harassment/Sexual Harassment

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

Bus Expectations

Bus transportation is a privilege offered free to students. Riding the bus is an extension of the classroom. The same discipline code KCIA uses during the school day is in force on the bus.

- Drivers will send home slips with discipline information when a student misbehaves. The KCIA administration is aware of all bus issues.
- Show respect for all bus drivers. Be quiet, calm, and seated per driver's instruction.
- Follow the bus driver's instructions the first time they are given for the safety of all students.
- Students will remain seated while on the bus.
- Body parts will all be kept inside the bus for safety.
- Food and/or drinks are not allowed on the bus. Back snacks should remain in bags at all times.
- Middle school students should be good role-models for the younger students.
- All students should go directly to their bus after school.

Cafeteria Expectations

- Show appreciation to those who work and help in the cafeteria. Say please and thank you.
- Pick up all garbage even if it is not yours.
- Remain seated until dismissed.
- Use a calm, inside voice.
- Even if students have a vending machine pass, Missouri Law states that vending machines may not be used during lunch periods.
- All students must go to breakfast and lunch at the bell and remain there unless permission (student has a pass) is **granted prior to lunch.**
- Students must remain in the cafeteria for 10 minutes before exiting the cafeteria with a pass. All students must remain in the classroom for the duration of lunch.
- Two lunch passes may be given per classroom, per day. Exceptions may be made for class celebrations with prior administration approval.
- Students must be escorted by a teacher from breakfast if a teacher needs to see them.

Cell Phone/Earbuds/Smart Watch/Personal Headphones Usage

Cell phones, earbuds, and personal headphones are not allowed to be used in classrooms, hallways, or the bathrooms. Students may access phones during breakfast and lunch only.

- If a device (phone, earbud, headphone, or smart watch) is seen as a distraction or used in the classroom during the school day it will be taken and returned at a later time that day.
- If the device (phone, earbud, headphone, smart watch) is seen as a distraction for a second time or used in the classroom, the device will be taken and a write up will be completed for disciplinary purposes.
- If the problem still persists, the device will be taken, given to the administration and a parent or guardian will need to come to school to retrieve the device.

The school is not responsible for any lost or stolen electronic devices.

Classroom Learning Expectations

Be Safe

- Walk in hallways, down the stairs, and in and out of classrooms.
- Ask permission to leave the classroom and always carry a pass.
- Follow the KCIA dress code: hats off, hoods down, pants up, undergarments covered.
- Backpacks, purses, and fanny packs stay in lockers during the school day.

Be Respectful And Helpful

- Show respect to all students and staff.
- Use supportive language to create a positive learning environment for all.
- Take care of materials in KCIA classrooms...leave each space cleaner than you found it.
- Follow directions the first time they are given.
- Let others learn.

Be Responsible

- Use passing time wisely: be on time to all classes.
- Be prepared for class with charged computers (charged computers at the end of the day) in cases, a pencil, and all learning materials ready.
- Take responsibility for your actions.
- Phones may only be used in the cafeteria during breakfast and lunch.
- Use the bathroom on the floor of your current classroom.
- All food should be eaten in the cafeteria, not in classrooms. (Outside snacks must be eaten during lunch)

Try Your Best

- Be an active listener and participant in class.
- Work hard.
- Complete classwork and homework.
- Be a POSITIVE PEER.

Classroom Truancy

A student will be marked as truant if they arrive to class five or more minutes after the bell rings and does not have a pass from an administrator. Truancies will be reset at semester (January)

1st Truancy	<ul style="list-style-type: none">• Write up• Detention• Parent contact
2nd Truancy	<ul style="list-style-type: none">• Write-Up• Detention• Parent Contact• Meeting with administration
3rd Truancy	<ul style="list-style-type: none">• Write-Up• Suspension followed by a parent meeting to create a student success plan

Clubs

A variety of after school activities will be provided for students in grades 6-8. In order to participate, permission slips will be provided and must be signed by a parent/guardian. Transportation will be provided.

- Examples of clubs that may be offered during the school year: Music Clubs, Girls on the Run, Sports Club, Math Club, Board Game Club, Chess Club, Coding Club, Dance Club.
- Be committed to your club and attend all sessions. If you attend school you should attend your club.
- It is the teacher's right to set a policy for attendance. For example, if you miss 2 unexcused club sessions you will no longer be part of the club. Excuses may include a dr. appointment, sports, family event or emergency.
- Excellent student behavior is expected during club meeting times and events.
- How can students try to get new clubs started?
 - Get a group of students together who are interested in starting a club.
 - Ask a teacher to sponsor your club.
 - Get administrative approval by submitting a proposal.

Counselor Support

Our KCIA School Counselor, Mrs. Verkler is in the counseling office on the 3rd floor Monday-Thursday each week and occasionally on Fridays. Mrs. Verkler is available to help you in many ways including:

- Academic Support: conferencing with teachers, developing plans to improve grades, and behavior plans
- Future Planning: exploring and choosing a high school, visiting high schools, and applying for high school
- Social/Emotional Support: friendship issues, family concerns, mindfulness, and anxiety/stress reduction

If Mrs. Verkler's door is closed, that means that she is busy and you will need to visit her office at another time.

To schedule a time to meet with Mrs. Verkler, you may:

- Ask your teacher to email Mrs. Verkler to see if she is available to meet with you.
- Ask Mrs. Verkler for a pass (before school, during passing period, etc).
- Send an email to Mrs. Verkler to let her know you need to talk. This is the BEST way to contact Mrs. Verkler. She will then know you need to talk and can get you from class when she is able to meet with you.

Detention Procedures

- Detentions will be given for: tardies, discipline write ups, bus issues...
- Detention will be held in the music room and will be monitored by KCIA Staff.
- Students who serve lunch detentions will...
 - eat lunch in the music room
 - eat in silence
 - not take bathroom breaks
 - not have phone use privileges
 - not have computer use privileges
 - have the opportunity to complete any unfinished school work in paper format
 - follow the directions of the staff member monitoring detention
 - additional detentions will be added if teacher directions are not followed or if the student does not show up for assigned detention when present at school
 - students who are absent on their assigned detention day, will serve detention on the day they return to school.

Behaviors Warranting A Write Up

Minor Infractions

- Repeated Misuse of Cellphones, Earbuds, and Headphones in class.
- Disruptive Behavior in the Classroom or During School Activity. This includes:
 - Refusal to work
 - Excessive talking
 - Getting out of seat
 - Unprepared for class
 - Defiance of authority
- Eating/Drinking Outside of Cafeteria

Major Infractions (including social media)

- Defiance of Authority/Insubordination
- Inciting to Fight/Fighting (including in-person or social media)
- Tampering with Safety Equipment (fire alarms)
- Skipping Class, Detention, or Leaving School/Class Without Permission
- Racist Comments (including in-person or social media)
- Bullying (including in-person or social media)
- Sexual Harassment (including in-person or

<ul style="list-style-type: none"> ● Boisterous or Unruly Behavior (Horseplay) <ul style="list-style-type: none"> ○ Loud yelling or screaming ○ Hands on others ○ Running around classroom ● Sleeping in Class ● Tardy to Class ● Dress Code Violation ● Misuse of School Equipment Including Computers ● Profanity with Peers ● Academic Dishonesty 	<ul style="list-style-type: none"> ● social media) ● Stealing ● Threatening a Student or Staff Member (including in-person or social media) ● School Vandalism/Destruction of Property ● Continuous Minor Offenses ● Verbal Abuse of Another Student or Staff Member ● Drug/Alcohol/Tobacco Related Activity ● Profanity Towards Adults ● Conduct at Off-Campus Events (sporting, family events, etc.)
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Minor Infraction	<ul style="list-style-type: none"> ● Classroom teachers and staff will take care of minor infractions that occur in the classroom ● Students will fill out a behavior form, discuss it with the teacher, and a plan will be put in place so that learning may occur for everyone ● Parents/Guardians will be contacted ● A discipline write up will be completed in Infinite Campus 	Major Infraction	<ul style="list-style-type: none"> ● The student will go to Mr. McCay's office to complete a behavior form ● Mr. McCay will talk through the behavior form with the student. ● Mr. McCay will call Parents/Guardians ● Mr. McCay will complete a discipline write up in Infinite Campus ● Mr. McCay and/or Ms. Jansen will schedule parent meetings if necessary or determine if the infraction needs further discipline.
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Dress Code

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

- In the school building, hoods, hats, bandanas, gloves, chains, sunglasses, combs in hair, or revealing clothing are not to be worn.
The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliation with, or support for prohibited organizations, such as gangs, on school grounds or at school sponsored activities is prohibited.
- Sagging or words on the seat of the pants, is not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. No strapless shirts may be worn to school.
- ALL undergarments must be fully covered.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.

- Dresses, skirts, and shorts must be fingertip length to be considered appropriate. Holes in jeans are acceptable if no holes come above the fingertips.
- Shoes with wheels may not be worn to school.
- Blankets are not to be brought to school.

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

Food/Snacks/Drinks In Classrooms

Food, snacks, and drinks (water is ok) are not allowed in classrooms.

- If a teacher provides food/snacks for a special occasion, that food may be eaten in that classroom. Students will pick up after themselves and leave the classroom clean and neat for the next class that comes.
- Snacks provided by KCIA will be eaten during the designated class period and students will clean up after themselves.
- Any extra food that is provided should be eaten in the cafeteria, during breakfast or lunch. Other food provided should be put in your locker and taken home.
- Students who are late to school may stop and get breakfast and eat it quickly in the classroom.
- Food taken home should not be eaten on the bus.

Hallway Passes (Paper Passes)

All students who leave a classroom will be asked to carry a pass.

Reasons for a pass:

- A visit to the KCIA nurse's office
- A visit to the KCIA counselor's office
- A visit to another classroom
- A visit to the Social Worker's office
- Students are only allowed to these with the paper pass. Bathroom and drink passes will not be accepted at these locations.
- Hallway passes may not be given the first 10 minutes or last 10 minutes of class.

Bathroom/Drink Passes (Lanyard)

- Blue passes are for classrooms on the 3rd floor. [That means a student with a blue pass should not be in any other bathroom but the 3rd floor bathroom.]
- Green passes are for classrooms on the 2nd floor. [That means a student with a green pass should not be in any other bathroom but the 2nd floor bathroom]
- Orange passes are for all other classrooms. [That means a student with an orange pass should not be in the 2nd or 3rd floor bathrooms]

Health Room Guidelines/Visits

- Students do not decide on their own to go to the nurse's office. Students need to talk to a staff member first and must get a pass to go see the nurse.
- Staff members will have bandaids and cough drops for minor health issues.
- Ice packs are provided for injuries that happen AT school.
- All prescription medications and inhalers need to be kept in the nurse's office.
- The school nurse will make the decision to send a student home if they are feeling ill. Students are not allowed to call parents from their cell phones to come get them.

Late & Missing Work Policy

Late work must be turned in before the end of each quarter. It is the students responsibility to track late and missing work using Google Classroom or Infinite Campus. Late work is not given less points because it was turned in late.

Lost and Found

Students are responsible for keeping track of their personal clothing items. The school is not responsible for replacing lost personal items. Students will need to check there during passing periods for missing items. Any items left in lost and found will be periodically donated to the KCIA Caring Closet.

Lunch Passes

Students may request a lunch pass from a staff member so they may leave the cafeteria to receive **pre-planned** help from a teacher or to meet with the school counselor.

- Students will stay in that classroom for the entire lunch period, following the first 10 minutes, only leaving when the bell rings signaling the end of the lunch period.
- Two students may be in classrooms at one time.
- Staff members will monitor students closely when in their classroom.

Materials/Computers/School Property Care

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

Computer Care

- All computers must be carried in a case at all times.
- Your name sticker must remain on the computer-do not peel it off!
- Handle computers with care. Do not swing bags around or carry on your head.
- Know where your computer is at all times.
- Do not add ANYTHING to the inside or outside of your computer or computer bag; including stickers, pencil, paint, or markers.
- Your computer must be charged on your homeroom computer cart every day before leaving the building. Place the computer in its designated spot, push to the back and then plug in.
- Food items should not be kept in your computer bag.
- Computers may not be taken home without administration and advisory teacher approval.
- Students are not allowed to use passwords and usernames of other students. No one should know anyone else's account information!
- If your computer is not working, keys come off, or any other pieces break off, you should IMMEDIATELY talk to your homeroom teacher about the issue so it can be taken care of.

MSHSAA Sponsored Activity Eligibility (Athletics)

Students that are thinking about participating in a KCIA sponsored sport or activity must be willing to abide by both school and state guidelines. After school and interscholastic activities are a privilege and only those that are willing to abide by the rules can participate. Each student and parent must understand:

Commitment

Students must be at every practice. If there is a situation where you can not stay, you must talk with the coach/sponsor directly. You are required to have 14 days of practice prior to playing any games. Failure to have the exact number will result in no play until you meet the 14 day standard.

Students starting the 2022 school year must be able to have a ride home from practice and games. If you do not have a ride or cannot ride-share with another parent, you may have to rethink your position on the team.

Each coach will have their own distinct rules that you must follow as far as behavior and expectations for the season. Failure to comply could result in extra conditioning, loss of playing time, and being suspended/released from the team.

Grades

Students representing KCIA **must not** have 2 or more F's in their prior quarter. Example: After quarter #1 has been completed, if you have an F in ELA and an F in Art, you are not allowed to play sports during quarter #2. You CANNOT practice when you are ineligible, regardless of bringing your grades to a satisfactory level. This also applies to how you finish the school year. Quarter #4 is important to finish strong as it plays a big role in your new school year's eligibility.

Behavior

Students must be "credible citizens" when playing sports or being involved in an after-school activity for KCIA. Any trouble outside or inside with law enforcement or school administrators will result in a conference with the student and possibly parents. A decision will be made on your eligibility based on the severity of the situation.

When you are a member of any KCIA sport or activity, please remember that you are representing our school. Unsportsmanlike behavior in the classroom or on the field of play is unacceptable. Detentions, suspensions or expulsions will result in some form of team consequence and could eventually lead into not being allowed to represent KCIA in future activities and MSHSAA sponsored events.

Parent Meetings

Parent meetings may be suggested or required by KCIA staff members for the following reasons:

- Student academic concerns
- Student behavior concerns
- Student conflict concerns
- Student bus transportation behavior concerns
- Excessive student tardiness
- Excessive student write-ups

Promotion to Next Grade Level

Students who have passed all core classes will move onto the next grade level. If a student receives a failing "F" grade for two or more quarters, that student **may** need to repeat their current grade for a second year. This is at the discretion of administration and parents.

Student Conduct At School Sponsored Events Outside of the KCIA School Building

Students attending KCIA sponsored events will be required to follow all school behavior expectations. Failure to do so may result in disciplinary write ups, parent meetings, or detention. These events may include: field trips, sporting events, and off site music events.

Substitute Policy

Students will show respect to all substitute teachers at KCIA. The same expectations and rules apply while a substitute is in any KCIA classroom. KCIA will follow the same discipline procedures when a misbehavior occurs.

Tobacco/Alcohol/Drug Related Policy

Possession of any tobacco products, (including but not limited to cigarettes, electronic cigarettes, chewing tobacco, or other nicotine-delivery products, marijuana products, lighters or cigarette packages) alcohol or drugs are not permitted on district property, district transportation or at any district activity.

First Offense	<ul style="list-style-type: none">● Confiscation of prohibited product● Parent contacted● Principal, parent, and student conference with a possible detention, suspension, or expulsion from KCIA.
Second Offense	<ul style="list-style-type: none">● Confiscation of prohibited product● Parent contacted● Principal, parent, and student conference with a possible detention, suspension, or expulsion from KCIA.

Tardy Policy

- Students shall be on time and prepared to learn for every class period of the day including lunch and advisory.
- Students who come to class and then decide to leave before the tardy bell rings will be tardy if they return to class after the bell.
- A warning bell will alert students that they have 1 minute remaining to get to class and be prepared to learn.
- Students and staff will acknowledge a 10 minute freeze during each class period. Students will remain in the classroom for the first 10 minutes and the last 10 minutes of class.
- Students are expected to return to class on time during 90 minute block class breaks. The teacher will determine when breaks will be taken and will monitor students during the break.
- Students will be considered truant if they are 5 or more minutes late to class, lunch, or advisory without a pass.
- Students will not be counted tardy if they have a pass from a staff member.
- Accumulated student tardies will be reset when we return to school in January.

2nd Tardy	Student and homeroom teacher will make a call home regarding being tardy to classes.
3rd Tardy	Student will be written up by the homeroom teacher. The student and homeroom teacher will sit down and discuss why the student continues to arrive to class late and determine strategies to help the student arrive at each class on time.
4th Tardy	Student and the homeroom teacher will make a 2nd phone call home to inform parents/guardians their student has been written up and will now serve a lunch detention.
5th Tardy	The student will serve a 2nd lunch detention. Staff and coaches will be notified of the detention and the student will not be eligible to participate in extracurricular activities or team practices that day.
6th Tardy	The student, guardian, and administration will have a face-to-face meeting.
7th Tardy	Following the 7th tardy, each tardy thereafter will be a detention.
Additional Tardies	KCIA administration or the behavior specialist will determine the plan of action for students with more than 7 tardies in a semester.