

# kairos

COMMUNITY HANDBOOK

2020-2021



**KAIROS ACADEMIES: ST. LOUIS**

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Kairos Students and Families,

Welcome to the 2020-2021 school year at Kairos Academies! Together, we are cultivating a microcosm of American society as it should be—an integrated community of self-directed learners, leaders, and citizens.

Kairos is St. Louis' first personalized learning public school. Our approach is informed by the best schools in the country, designed using world-class resources, and facilitated by an all-star team. But the *personalized* part of "personalized learning" means all of that is just a framework. The real magic happens when we start adapting to meet each child's unique needs and strengths. The model is just a theory. What defines us is a mission and a family-obsessed process of iterative, incremental improvement to continue getting better and better.

The Kairos Community Handbook (what you're reading right now) is an introductory guide. It will always be available, along with all resources you might need, in the Families section of our website, [www.kairosacademies.org](http://www.kairosacademies.org). What's most important is not what's written down. It's what's lived out day-to-day in our community. And because of that, we think that more important than any written resources are the living, human resources embedded in our community. That's why your child and family has a coach. If you ever have a question, just reach out to him or her. Your coach will take care of the rest.

This handbook can help your family start strong at Kairos. It's organized into five primary sections:

- Overview of Kairos' Model
- Campus Policies
- Academics
- Culture and Discipline
- Family Engagement and Communications

Our community is built around a belief that every moment is a *kairos*, Ancient Greek for "an opportune moment". This is the opportune moment to live out our highest ideals—to explore a new idea, to take a courageous stand, to help those in need. This is the opportune moment to reimagine public education for the 21st century. We are proud to walk alongside you on that journey, for our kids, our city, and our world.

Nothing impossible (Kairos' motto, [inspired by St. Louis](http://www.kairosacademies.org)),  
The Kairos Team



# The Kairos Secret Sauce

I am a person through other people.

My humanity is tied to yours.

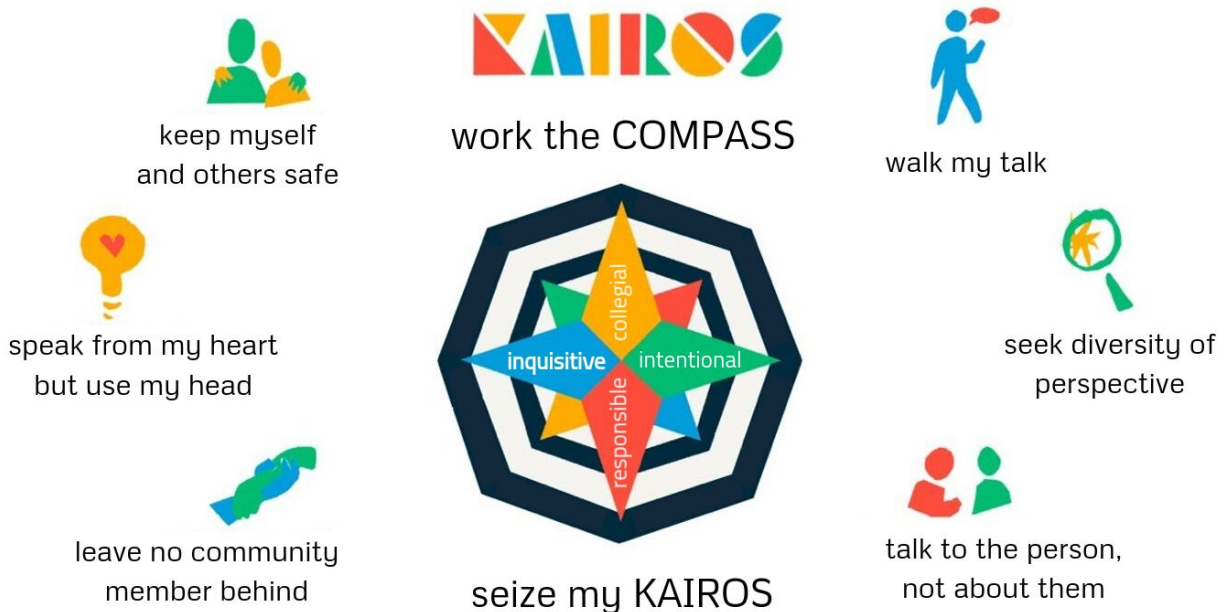
*Zulu proverb*

It is not enough to be busy. So are the

ants. What are we busy about?

*Henry David Thoreau*

You, your parents, your peers—we all work best in an environment of trust, when we have a community of friends and advisers who can support us with diverse perspectives, knowledge, and experiences. Kairos students build this kind of intentionally integrated, reflective, caring community together by committing to seize every moment as an opportunity (a *kairos*) to be the best version of ourselves. We use the metaphor of a compass to symbolize the personalized wayfinding tool students use to chart their path through Kairos and life.



## We're All Family Here

Joining Kairos—as a teacher, student, or parent—means joining the Kairos family. And that means our values don't end and learning doesn't stop when the school day gets out. We need you to partner with us for your child's success. With an unusually small student-teacher ratio (10:1) and an individualized coach who meets with your child throughout the week, we have the capacity to give you and your child the kind of attention you deserve. You'll hear from us often, by email, phone, and home visits. And we hope you'll be proactive, following your child's academic and character



development, sharing concerns, celebrating successes, and joining in your child's learning either at home or on our experiential learning field trips.

## **I commit to...**

Behavior at Kairos is guided by eight commitments we do our best to live out. Students commit to hold themselves, their friends, and their teachers to these promises. And because we know everything begins and ends with family, we challenge parents to take them up as well! The fastest way to develop your child's character is to reinforce and model these commitments at home.

### **...keep myself and others safe**

I know it is important to keep myself and my peers safe through actions and words.

### **...walk my talk**

I do what I say I am going to do, knowing that is how I build trust within our community.

### **...speak from my heart but use my head**

I commit to express thoughts and feelings in ways that are kind and can be heard. To do so, I strive to balance the use of my heart and my head.

### **...seek diversity of perspective**

I know that my ideas are true but only a part of the answer. Since we all offer different perspectives, I commit to be curious about others' opinions.

### **...leave no community member behind**

I know it is important to support and look out for each other and recognize that each person's wellbeing and success is connected to the overall wellbeing of our community.

### **...talk to the person, not about them**

I commit to not gossip or talk behind someone's back. Rather, I commit to speak directly to the person.

### **...work the compass**

I believe in the value of developing my mind, body, heart, and spirit to become the best version of myself, and I commit to doing so.

### **...seize my *kairos***

I direct my own life and learning. I make thoughtful choices to shape my future and the future of my community. I take action to unlock my human potential.





## Personalized Learning + Student Choice

Kairos is going to be different than any school you've experienced before. But we think it's better, and [a lot of research](#) says the same. Here's a snapshot of what to expect.

### Learn at Your Own Pace

In most schools, everyone in a class is taught the same thing at the same time. At Kairos, *you* get to decide the speed you work through material. That means you'll never be bored because a teacher's going too slow, and you'll never be confused because a teacher's going too fast.

To do this, we use a world-class resource: [The Summit Learning Platform](#). You'll move through courses on the Platform as you master material, working with peers and teachers to complete a wide range of real-world projects. You'll access the Platform on your very own Chromebook (provided by Kairos).

### 1-1 Attention

If that seems like a lot of choices to make, don't worry! Just like you'll have teachers to help grow your academic function, you'll also have a 1-1 coach to help you develop **executive function** (your ability to manage choice productively). As you strengthen your executive function, you'll gradually earn more ownership over your schedule, moving across what we call the **Ownership Continuum**.

Your coach will meet with you throughout the week to help you set goals and make concrete plans to achieve them. They'll also help you reflect on your actions and learn from your mistakes. When you start on the Ownership Continuum, your coach will personalize your schedule and academics to meet your unique needs and strengths. With time, you'll learn how to do that for yourself.

You, your coach, and your parents are a team. Your coach will write home every week, call home every cycle (~7 weeks), and visit you at home every quarter. In fact, you'll meet them before the school year even starts at your first home visit!

### Own Your Education

When you go to college, no one tells you **when** to study. *You choose*. No one tells you **where** to study. *You choose*. And, no one tells you **how** to study. *You choose that, too*. So to prepare you for that, we will help you learn how to make those decisions at Kairos. There are all sorts of choices you could make when directing your learning.





Jose is reading about Newton's Three Laws of Motion and completing practice activities on the Summit Learning Platform



Kamori and Nina were confused about theme vs motif, so they went to Lee (English teacher) for help



Julia (History teacher) is facilitating discussion and debate about the Civil Rights Movement



Mackenzie went to her study group friend, Sophia, for some feedback and edits on her English essay



Brandon is in the library practicing squaring numbers to prepare for an upcoming assessment



A study group booked a conference room to finish their rocketry science experiment

## Better Breaks + Continuous Improvement

Did you know that the traditional 10-month school calendar (long semesters, long summer break) was designed in the 1850s so kids could help their families farm during planting season? Over long summer breaks, students lose about 25% of the content they mastered during the school year (a phenomenon known as “summer slide”)?

The traditional school calendar doesn't make a lot of sense, especially for kids. Every part of our school is designed around what's best for students, so we read all the latest research and came up with something a little better.

At Kairos, school runs year-round. Students work hard for 5 weeks, then recharge for 2 weeks. Those breaks give your teachers a chance to step back and reflect on how we can do a better job for you. We do our best to align your breaks to those of your friends at other schools in St. Louis.



# How Campus Works

I suppose it is because nearly all children go to school nowadays, and have things arranged for them, that they seem so forlornly unable to produce their own ideas.

*Agatha Christie*

If you want to build a ship, don't drum up people together to collect wood and don't assign them tasks and work, but rather teach them to long for the endless immensity of the sea.

*Antoine de Saint-Exupéry*

## Absences

First things first: We can't build our amazing Kairos Community without *you* here. That's the only way we can help you grow into a self-directed learner, leader, and citizen. Plus, we just love to see you!

### What Counts As An Absence?

Sometimes, you will miss part or all of a school day (happens to the best of us). A partial absence is when you come in after 8:00 a.m. (9 a.m. during our blended learning model) or leave before 3:40 p.m. A full absence is when you don't come in at all.

Kairos excuses absences for:

- Illness
- Death in the family or other family crisis
- Religious holiday
- Doctor's appointment

### Do You Know Your Child Will Be Absent?

Please call or text Kairos HQ at 314-252-0602 and let us know the reason for the absence. (Save the number in your phone!)

If it's an early dismissal, we'll send them down at the time you request. Students exit the building on Miami St, barring medical exceptions. Please plan for students to take about 10 minutes to exit. (In their defense, there are a lot of stairs.)

**Barring emergencies, Kairos does not dismiss students between 3:00 and 3:40 p.m. Repeated early pick-ups will trigger a family meeting.**





## What Happens If You're Absent?

### EMAIL YOUR COACH AND TEACHERS

As soon as you know you're going to miss school, send an email to your coach and teachers. They'll help you plan so that you stay on track in your coursework.

### POWER THROUGH YOUR GOALS

#### If you are late to school:

1. Check-in with HQ (5th Floor for 7th graders; 2nd Floor for 6th graders)
2. Head to class, tell your teacher, and get down to business.

Nothing is more important to us than your success, which is why it's so important to us for you to show up. Here's what we'll do to help you.

### EVERY ABSENCE

**Text Message:** Your coach will send a text to your parents to let them know that you've been marked as absent. Please note that they will receive this text as soon as you're late (either to school in-person or to a virtual class via Google Meet). Please be on time so we don't have to annoy your parents!

### 8TH ABSENCE<sup>1</sup>

**Risk for Truancy Letter:** Kairos' Head of School will send a letter home detailing the number of absences and next steps that we will take.

### 10TH ABSENCE

**Truancy Reported:** Pursuant to law (201.115 RSMo), Kairos will report suspected truancy to the Missouri Children's division and/or the St. Louis City Truancy Court.

## A Couple Things To Keep In Mind

- Partial unexcused absences (i.e., tardies and early pick-ups) are summed to accurately reflect the total amount of time a student was absent from school. That means that if you're frequently late or often leave early, we may need to report truancy *even if* you show up every day. All of that missed class time adds up and hurts your learning!
- To be excused for illness, the families **must** provide a doctor's note.

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<sup>1</sup> Or the equivalent number of hours. 8 unexcused absences = 54 hours; 10 unexcused absences = 67 hours.



## Enrollment & Withdrawal

If you're reading this, then most likely, your family has applied to Kairos, been accepted, and filled out the requisite registration forms ([www.kairosacademies.org/accept-spot](http://www.kairosacademies.org/accept-spot)). But maybe you have a sibling or friend who would love Kairos too? This is how they can join our community.

### Who Can Attend Kairos?

There are a few exceptions, but basically, here's what we look for:

- Students entering the requested level
  - If both Kairos and parents consent, students may skip or redo grade level(s)
- Students who live in St. Louis City

### And What's The Process?

1. Apply to Kairos at [www.tinyurl.com/EnrollKairos](http://www.tinyurl.com/EnrollKairos) (free and takes one minute).
2. Kairos will hold a lottery on the second Friday of January.
3. Kids whose names are pulled will be notified. They can accept the spot by beginning the registration packet within two weeks.
4. Kids whose names aren't pulled will be put on a waitlist. Hold tight! If another family passes, they will have 72 hours to accept the spot and begin the registration packet.

### Will My Friends Get In?

Kairos' lottery is random, but we do give priority to kids already affiliated with our community. The order is:

1. Children of Kairos staff
2. Siblings of currently enrolled students
  - Siblings are considered a group. If one is accepted in a lottery, all others will be too.
3. Students who live near the school (i.e., zip codes 63111, 63116, and 63118)

**Later this year, we'll ask your family whether you plan to stay at Kairos for the following year. Of course, you get first dibs.**

### Withdrawal

If you're thinking about withdrawing, please let your coach know. We want to make Kairos work for you and your family. If you do have to leave ☹, here are your exit steps:

- Pay outstanding balances with the school (e.g., a fine for breaking your Chromebook)
- Return all school-owned materials, including your Chromebook, charger, and books
- Email [HQ@kairosacademies.org](mailto:HQ@kairosacademies.org) for a formal withdrawal form, which you will be asked to complete. Upon receipt, your child will be officially withdrawn and their spot offered to the next student on the waitlist.

Students who withdraw may not be prohibited from reënrolling at Kairos in future years.



## Transportation

We want to make sure you're safe, so here are some community ground rules for parents.

### Drop-Off Procedures

Student drop-off is from 7:45-8:00 a.m. **(8:45-9 a.m. for blended learning during the pandemic)**. To expedite the process, please:

- Form a drop-off line along the Miami Street curb as you approach the Kairos Side Entrance. (See picture on the next page.)
- Drop off students at the door with the awning. They will be greeted by a staff member.

Please drop-off any student with physical disabilities or medical exemptions at the Kairos Academies Front Entrance on Jefferson Ave.

Kairos Side Entrance



Most students enter and exit from Miami St.

### Regular Pick-Up Procedures

Pick-up occurs at 3:40 p.m.

To ensure a quick and safe pick-up, please:

- Form a pick-up line along Miami St., curving on Missouri St. (See picture below.)
- Roll down your passenger window and tell a Kairos staff member who you're picking up.

For parents picking up their child to walk home, please wait by the Kairos Student Entrance on Miami St. Your student will meet you at the door.

Kairos Front Entrance



The entrance and exit on Jefferson Ave. is for adults and students with disabilities.





*The pick-up/drop-off line starts at the Kairos Side Entrance on Miami St. and extends down to Missouri St, wrapping onto Missouri St. if necessary.*

Please **do not park** in the drop-off or pick-up line (i.e., on Miami St. outside the school). That makes it harder for students to quickly and safely enter and exit the building. (It's also illegal, and we want to save you the fine.)

Please **also do not park** in the visitor parking lot on Miami St. There are hundreds of cars at pick up, so for safety, we want to avoid students crossing the street. Plus, that parking lot isn't our property.

### **"I'm Late, I'm Late, For a Very Important Date"**

Our teachers get to school very early to prepare the day for your child's learning. (Our Exec Team usually begins working around 5:00 a.m.). That means they also head out when students do. If extenuating circumstances hold you up, please call or text Kairos HQ at 314-252-0602. If we haven't heard from you by 3:50, we will call you directly.

After 5:00 p.m., we cannot promise that there will be an adult on campus to watch your child. If we haven't heard from you by then, we will take your child to the local police station for safe supervision while you're located. We've never had this happen in the past, and we hope we won't this year either!





## Safety First

Adults cannot enter Kairos without either a Kairos-issued photo ID or as a visitor of a Kairos staff member. IDs are needed to enter into the building, as well into the 2nd and 5th floor, where our classrooms are held. Students and visitors are greeted at the entrance into or exit from the building. Kairos keeps records of who is in the building at all times.

## Bussing

Kairos does not offer bussing except to and from field trips. Bussing is not reimbursed by the state and takes money out of the classroom, where it matters most. A number of our parents have volunteered to carpool, and coaches can help identify public transportation options. We ask parents to be generous and help coordinate transportation with others in the Kairos community.

## Inclement Weather Days

If it snows out, we keep learning—just not at Kairos! One positive thing that has come out of the COVID Pandemic is the realization that kids can learn *anywhere*. If the weather makes it too unsafe to come to school, Kairos will:

- Call, text, and email you.
- Report building closure to the local news
- Email your child for information on what school from home will look like that day

## Fees

Kairos is our home, and we want to keep it spick and span. We expect everyone, student and teacher, to help us care for the space. To that end, if you do damage our space, you'll do your part to help repair it. That may include a fee:

- Repair cost for destruction of property, whether intentional or not, as detailed in the "[Damage Fee](#)" section of our [Family Shop](#) on the website ([www.kairosacademies.org/family-shop](http://www.kairosacademies.org/family-shop)).
- Fee to repair your Chromebook for damage, intentional or not, like a cracked screen, spilt water, etc.
  - Either \$30 annual insurance paid upfront or \$45 repair fee per incident. (More information in the Kairos Internet and Device Acceptable Use Policy.)

Repairing harm to our community may also require that you take part in a restorative justice process designed to help you grow from this experience. For example, if you littered at lunch, you may help our cleaning crew wipe down tables the next day.



## Dress Code

At Kairos, we want everyone—you, your classmates, and your teachers—to feel comfortable and focused on learning. At the same time, our community is diverse by design. We never want to inhibit you from sharing your identity, as long as you do so in a way that doesn't impede others' learning.

In 2019, the Kairos Student Council solicited input from students, parents, and staff to update the community dress code with an eye toward equity, inclusion, and comfort.

### Tippity Top

- ▶ Hats or hoods cannot cover the eyes
- ▶ Masks required

### Tops

- ▶ No offensive language or images
- ▶ No holes or rips
- ▶ Must cover midriff and undergarments

### Bottoms

- ▶ Must go to at least mid-thigh
- ▶ No holes or rips
- ▶ Must cover undergarments (no sagging)



**X** Holes or rips (including if there are patches under them)

**X** Exposed midriffs or underclothes

## Distribution of Medicine

### Assistance with Medication

Employee(s) designated by the CEO may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.





2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.
3. The designated employee(s) shall keep a written report of medication taken by the student.

### Refusal to Administer Medication

Kairos Academies reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the Chief Executive Officer or their designee) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

### Self-Administration of Medicine for Life-Threatening, Respiratory Illnesses

Kairos Academies may permit students with asthma or other potentially life-threatening respiratory illnesses to self-administer medicine in alignment with the Safe Schools Act and Missouri Medication Administration procedures.

## Academic Policies and Procedures

At Kairos, we personalize learning to meet *you* where you're at. That means, everyone's day will look a little different (just like in college). That said, everyone takes part in the same components of a high-quality education.

### Courses

Courses include English, History, Science, and Math. Each course is year-long and includes 2-3 components.

	Focus Area	Project	Concept Units
English	✓	✓	X
Social Studies	✓	✓	X
Science	✓	✓	X
Math	✓	✓	✓

### Focus Areas

**Focus Areas** are dedicated to learning **Content Knowledge**, or the facts and information we all need to understand the world around us. This material is learned independently through the **Summit Learning Platform** at the pace that's right for you. That means **Focus Area** time might look a little different for you than for your friends. No matter what, though, you'll always have a teacher around for 1:1 tutoring when you need it.



## Projects

**Projects** require you to apply Content Knowledge to solve real-world problems by working in groups with your peers and by developing and using **Cognitive Skills**. Cognitive Skills are the higher-order thinking skills that we all need to solve complex problems in college and beyond. Projects are facilitated by teachers.

## Concept Units

**Concept Units** are short, rich math tasks where you and your peers work together to discover formulas and how, when and why mathematical concepts work.

## Pod Huddle

**Pod Huddle** is a morning ritual for you and your pod (9 peers + your coach) to center yourself emotionally and tap into your own purpose for learning.

## Coaching Check-in

**Coaching check-ins** are 1-1 conversations with your coach to help you build your executive function. The strategies you work on will set you up for success in a liberal arts college and Information Age career. The strategies revolve around a few fundamental character traits:

- **Self-Direction**—navigating toward goals to take control of your future
- **Curiosity**—a desire to engage in and understand the world around you
- **Civic Identity**—understanding your place in and shaping your communities

During check-ins, your coach will help you set goals, build a plan to achieve them, and reflect on your successes and stumbling blocks. You will also use your check-ins to learn how to manage your time. As you prove that you can plan your time productively, you will get more and more scheduling choice and educational ownership.

## Recess + Restorative Justice Center

Recess is a time every day to get out some energy! Students who have not lived up to their Kairos commitments stay in the Compass Center, where faculty help students reflect on their actions, complete relationship work (frank conversations about the incident), and make plans to repair harm or make amends.

## After School Programming

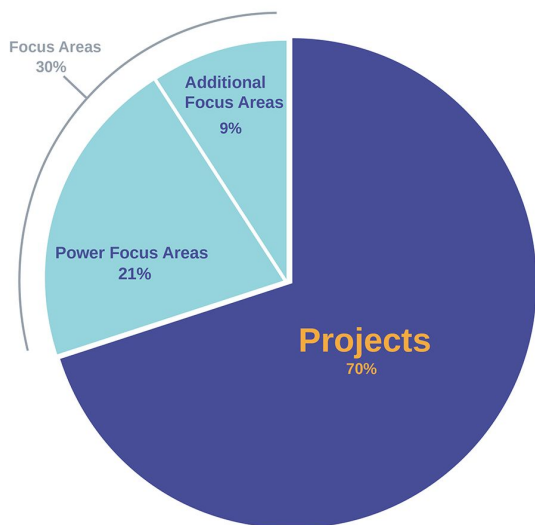
Kairos partners with [Gene Slay Girls and Boys Club](#) to offer supervision until 7:30 p.m. Normally, Gene Slay provides after school supervision, dinner, and programming year-round for \$60. Gene Slay reserves the right to change their program at any time.



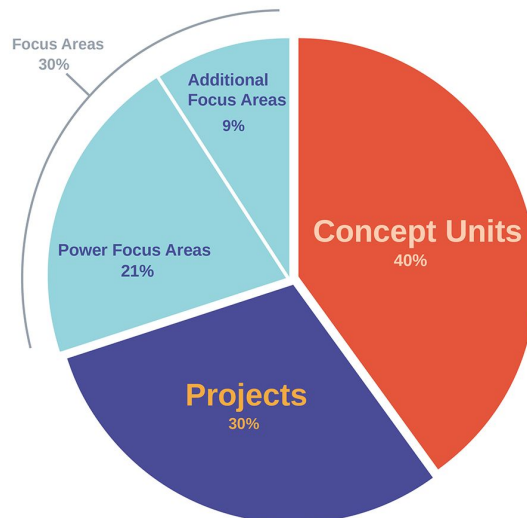
## Grading Policy

Grades are calculated based on components in each course. English, Social Studies, and Science are composed of **Focus Areas** and **Projects**. Math has an additional third component, **Concept Units**. Your course grade comprises your grades on these components.

### English, History, & Science Grades



### Math Grades



## Focus Areas

As you'll recall, **Focus Areas** are dedicated to **Content Knowledge**—the facts and information needed to understand the world. You learn this at your own pace on the Summit Learning Platform.

Content Knowledge is assessed via **Content Assessments** (i.e., quizzes) on the Summit Learning Platform. You take these whenever *you* feel ready.

Because we value mastery most, you receive full credit when you pass an assessment (8/10 questions correct). **Your specific score does not affect your grade.** If you do fail, you will make a plan with your coach and teacher to learn the material and try again. Because we are most concerned with mastering a concept, **the number of attempts does not affect your grade.**

You are assessed on two types of Focus Areas:

- **Power Focus Areas** are the most essential Focus Areas for every course; you must pass them all to pass the course. If you do, 21% is automatically added to your grade.
- **Additional Focus Areas** contribute to developing the richest content understanding, but are not essential to the course. By passing an Additional Focus Area, you can add up to 9% to



your final grade, depending upon the number of Additional Focus Areas that you pass. Keep in mind that you can pass a course without completing any Additional Focus Areas; however, the maximum grade you can receive is a 91%.

Additionally, courses have **Challenge Focus Areas** for those who have mastered all Power and Additional Focus Areas. These are for your own enrichment, and while Kairos recognizes and celebrates especially curious students who complete Challenge Focus Areas, they do not affect your grade.

## Projects

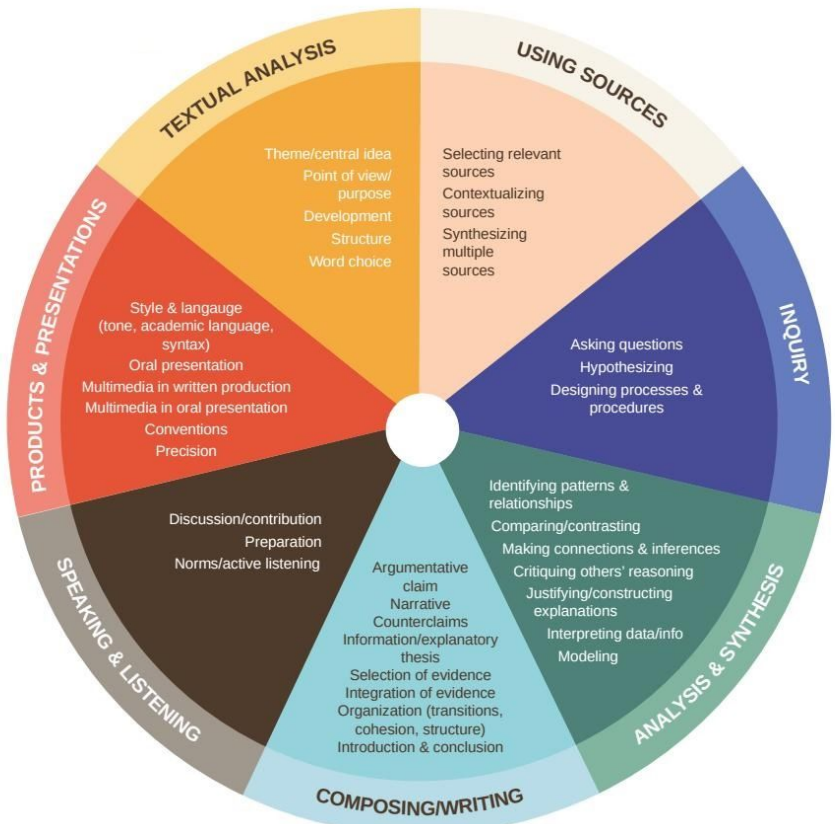
**Projects** assess **Cognitive Skills**—the higher order thinking skills needed to solve complex problems and succeed in college and beyond. As such, they make up 70% of your English, Social Studies, and Science grades. They make up 30% of your Math grade because Math courses have fewer Projects.

Cognitive Skills scores are determined by a three-step process:

1. For a given project, each Cognitive Skill is scored on a scale of 0-8, with 4 indicating high-school readiness and 6 indicating college-readiness.
2. Your overall Cognitive Skills score is based on a weighted average, using *only your highest score* for each Cognitive Skill.<sup>2</sup>
3. Your overall Cognitive Skill score is turned into a percentage.

Cognitive Skills are scored on the same rubric across subjects (interdisciplinary). For example, a student should be practicing “Oral Presentation” in both History and Science classes. The rubric is also the same across grades (longitudinal). An excellent public speaker in 6th grade looks different than an excellent public speaker in 10th grade. Using the [Cognitive Skills Rubric](#) lets us measure growth over time. If you score a “4” on the rubric in 6th grade, you would earn 100%; but if you don’t grow at all by 8th grade, then that same performance would only be an 85%.

<sup>2</sup> The more important the skill, the more times it will be assessed. We use a weighted average calculation that takes into consideration the relative importance of each Cognitive Skill.



	Rubric Score to Grade Equivalency		
	70% (C)	85% (B)	100% (A)
6th	2	3	4
7th	2.5	3.5	4.5
8th	3	4	5

If you work hard during school, you should be able to finish all projects in a timely manner. However, if you do not submit a project on time or if the project is missing at least one essential component, it will be considered overdue. Overdue projects trigger additional support from teachers, required remediation before or after school, homework, and potentially a call home.

**To pass a course, you must complete all of its projects and power focus areas. Otherwise, you'll receive an incomplete and continue working on the course in subsequent years.**

## Concept Units

**Concept Units** are unique to math courses. Through them, you develop conceptual understanding by applying content knowledge to a sequence of short, rich math tasks. At the end of each Concept Unit, you take a performance task to assess your mastery of the concept. Each Concept Unit is graded on a scale of 1-5 and makeup 40% of your grade.

## Grading with IEPs and 504 Plans

In some cases, student neurodiversity and learning patterns (e.g., special educational needs) may require changes to the above grading policy. Any modifications to programming, instruction, or grading will be formally documented in an IEP or 504 Plan.

## Progress Reports and Report Cards

Families receive a **Progress Report** at the end of each cycle. These Progress Reports allow you, your family, and your coach to step back and review the cycle, discuss what went well, and plan to improve in the upcoming cycle.



Final Percentage	Grade	GPA
97-100	A+	4.000
93-96	A	4.000
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.000
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.000
70-72	C-	1.667
0-69	F	0.000

During the school year, students will have an "I" for "Incomplete" instead of an "F" for "Failing." Courses are incomplete if you:

- are missing project
- have too low an average on the course's Cognitive Skills
- are not on track to complete all Power Focus Areas

An "I" is a reminder to you and your family that you need to keep working to receive a passing grade. It is NOT a final grade. You will only receive an "F" if you fail to improve your grade with the support of your coach and teachers by the end of the year or if you transfer out of Kairos.

At the beginning of the year, you may receive an "N/A". This occurs when there hasn't been any projects to grade yet. Don't worry. That will change soon!

### Promotion Policy

As a school designed around progress and mastery, students may advance to the next grade despite incompletes. That's why we print "progress reports," not "report cards." Student grades (measured by completion in courses) when they either graduate from middle school (8th grade) or transfer out of Kairos.





## Tech at Kairos

Like you will as an adult, you will use your laptop every day. This section summarizes key components of the [Kairos Internet and Device Acceptable Use Policy](#). All students and guardians must read and [sign-off on this policy](#) before using technology at Kairos.

### Personal Electronics

Cell phones can be a distraction, and not just for kids. To seize the moment, we need to be present at all times. If a child brings a cellphone to school, Kairos will collect it at the beginning of the day. Your coach will place your phone in a labeled container and lock it in a secure location. Say goodbye to your coach at the end of the day, and he or she will return the phone.<sup>3</sup>

Like everything at Kairos, your freedom to use phones (or other personal electronics) depends on your Choice Level. After all, you'll need to be able to use a phone responsibly in college. To earn more choice, show our community that you don't let anything interfere with your learning.

### Internet and Email Use

Internet access (including email use) is a privilege, not a right. It should only be used only to support your learning and growth. **It is not okay, for example, to use your technology for anything inappropriate or illegal.** If you inadvertently come across inappropriate information or pictures, please tell an adult immediately. This will protect you against an allegation that you have intentionally violated the *Internet and Device Acceptable Use Policy*.

### Take Home Policy

We hope you'll continue to explore your passions at home! While you're always free to use your computer at home, you may have certain website restrictions based on your Choice Level. Remember, the more responsibility you demonstrate at school, the more choice you unlock. Please keep in mind that the *Internet and Device Acceptable Use Policy* applies regardless of location.

**Due to frequent loss and fire hazard, chargers are not allowed at Kairos. Charge your Chromebook at home! If your battery dies midday, you may be required to use a notebook for the remainder of the day.**

### Grown-Up Stuff

Kairos has internet filtering software that blocks inappropriate and harmful digital content. Of course, no filtering technology is perfect, and ours may occasionally fail. In the event that it does, Kairos

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<sup>3</sup> *Kairos is not liable for any damage, loss, or theft of personal electronics. Only bring a phone to school if you are ready to hand it in at the beginning of the day.*



cannot assume liability for your child's actions. We strongly encourage you to discuss acceptable internet use with your child and raise any concerns you may have with your coach.

## Headphones

You may need headphones to access a variety of learning tools (YouTube clips, poetry slams, audiobooks, podcasts, etc.). And if you make productive study decisions (e.g., avoiding music when it's distracting), then you'll earn additional choice to use headphones when you want.

## Chromebooks

Every student at Kairos is issued a Chromebook. The Chromebooks you get at Kairos are *really* nice. They're sleek and lightweight and the screen swivels. We invested in the best technology because it's your primary learning tool. Just like adults rely on their computers to do their jobs, you can't do yours without a high-quality machine.

This is your Chromebook for your three years at Kairos. Please take care of it! The most common ways that students break their laptops is by (1) cracking the screen or (2) spilling water on it. The tips below are what we've learned from years of teaching students how to use computers.

## Technology Insurance

You can purchase laptop insurance during your first month of enrollment. (For most students, that's August). Insurance costs \$30 and covers all accidental damage. Please note that insurance only covers **damage** related to **your laptop**. It does not cover theft or loss or damage to your school-issued charger.

To purchase laptop insurance, please visit our [Family Shop](http://www.kairosacademies.org/family-shop) ([www.kairosacademies.org/family-shop](http://www.kairosacademies.org/family-shop)).

## Computer Breakage

Computers break. If yours does, tell your teacher, and we'll get you a loaner for the day.

**IF** your family bought technology insurance **OR** the damage was not your fault, then you're all set. We'll continue to give you a loaner until your computer is repaired.

**IF** you have no insurance **AND** the damage was your fault, then your parents will receive a text that they owe \$45. You will only continue receiving a loaner once your family pays the repair fee.

(Laptop repairs cost us hundreds of dollars, most of which Kairos covers. Your family pays a small percentage as part of taking responsibility for your actions.)



Repairs take anywhere between two to six weeks, depending on the damage. Repair times have slowed during the COVID pandemic, as well, which is yet another reason to be careful with your laptop.

## CHROMEBOOK CARE PRO TIPS

### COME TO SCHOOL PREPARED

- Bring your Chromebook to school everyday. If you don't, you'll use a notebook for that day.
- Charge your Chromebook every night. It must be 75% charged when your teacher checks it in the morning.
- Never bring your charger to school.
- Bring headphones. Headphones will not be available for purchase.

### KEEP IT THE WAY IT CAME

- Do not take your case off (6th graders only).
- Do not take your name tag off.
- Do not mark up your Chromebook EXCEPT with stickers.

### DON'T FEED THE LAPTOP

- You love water and juice and those last few crumbs on the plate. Chromebooks do not.

### HOLD BY BASE

- Never pick up your Chromebook by the screen. Hold it by the base.
- Don't close your Chromebook with anything in it.

### DON'T CARRY IN HANDS

- Put your Chromebook in your backpack, don't carry it. Be careful with your backpack.



# Restorative Justice

Be kind. Everyone you meet is  
fighting a hard battle.

*Ian Maclaren*

I did then what I knew how to do.  
Now that I know better, I do better.

*Maya Angelou*

True education is holistic. It's not just developing a sharp mind; it's about setting a noble purpose, then pursuing it with a big heart and aligned actions. The compass is a metaphor we use for developing all aspects of our humanity. As travelers in life, we all refer to some sort of compass to guide our path, both inside and outside the classroom.

**The Compass:** Kairos students and staff engage in mindful practices to find our meditative "true north" and calibrate our actions to our values. Every moment presents an opportunity to be our best self, and starting from our metaphorical true north best positions us to seize that "kairos" (opportune moment). Our compass reminds us to navigate the world in a way that's inquisitive, intentional, responsible, and collegial. Doing that's not always easy, but the more we practice, the better we get. Using a compass doesn't restrict you; it empowers you to get where you choose to go. In the same way, learning how to follow our internal compass unlocks real freedom to direct our lives and learning.



## Work the Compass

Everyone at Kairos commits to the lifelong endeavor of honing our inner compass. We do this individually and as a community by "working the compass," intentionally developing and refining ourselves over time. Through this work, we build a culture where all students and faculty feel valued and empowered to drive their own learning.

## Bringing It Full Circle

As we "work the compass," we share our progress, challenges, and growth in circle. Circle is a weekly opportunity to come together and support each other in our individual compass development. Circle lets us mediate problems, heal when we are hurting, and celebrate when friends display a compass habit. Circle is how we hold ourselves accountable to growing into our best selves.



## Culture and Expectations

Working the Compass helps you be your best, not just for yourself, but for those who count on you. When everyone is “**on compass**,” Kairos is a home—safe, playful, equitable, inclusive, and loving. But when someone is “**off compass**,” it affects everyone around them (imagine a time when your sibling or friend wasn’t very nice and you’ll know what we mean).

We all want and have the capacity to do the right thing (be on compass), but sometimes, we struggle to live up to our highest values. When that happens, the only thing to do is admit it, reflect on it, and make a pledge to do better. That doesn’t mean you’re “bad”—it just means you need to think about how you’re going to restore relationships with friends and teachers that you may have damaged.

### Suppose You...

Demonstrate a Compass Habit, like showing:

- determination by finishing a chapter of your novel, even though it’s hard and you may not want to
- courage and kindness by standing up for your classmate, even when it might be unpopular

**YOU  
FOLLOWED  
YOUR  
COMPASS!  
HONORS,  
REWARDS,  
PRIDE!**

Make a small mistake, like:

- Forgetting to turn in your cell phone
- Disrupting other students’ learning
- Accidentally cursing or yelling
- Minor disrespect
- Running in the building
- Not wearing a mask
- Being late to class
- Putting your head down in class
- Wearing inappropriate clothing
- Minor unwanted physical contact (e.g., flicking)
- Impulse theft (e.g., stealing a pencil from the cup or a snack from the table)

**TEACHER WILL  
TOUCH BASE  
WITH YOU. IF  
YOU NEED  
EXTRA  
SUPPORT,  
TEACHER WILL  
LOOP IN  
PARENTS.**



Make a big mistake, like:

- “Play fighting,” harming someone or something (e.g., part of the building), or threatening harm
- Use hurtful or disparaging language with a member of the Kairos community
- Repeated unwanted attention (e.g., bullying, sexual advances, etc.), either in-person or online
- Intentionally leaving an assigned area (e.g., skipping class, exiting the building)
- Premeditated theft (e.g., going through someone’s backpack and taking something)
- Cheating on an assignment or test (using resources that aren’t allowed)
- Bringing a weapon (lighter, knife, gun, explosive) or illegal substance (drug or alcohol) to school
- Repeatedly failing to respond to teacher instructions

**CASE BY CASE:  
MAY INCLUDE  
RELATIONSHIP  
WORK, FAMILY  
MEETING,  
CIRCLE, AND  
“RESETTING”  
BEHAVIOR (IN  
OR OUT OF  
SCHOOL)**

### Then Together, We...

All of the above interventions are opportunities for a student to reset—with various degrees of facilitation, structure, and family involvement—their actions to their own inner compass. Admitting responsibility is one of the hardest but most important parts of a growth journey. When a student goes off compass, we use a restorative technique called **Connect and Correct** to show students that we care about their behavior because we care about *them*.

We always try to connect consequences to actions. If you littered at lunch, what’s a detention going to teach you? Instead, you could help clean up the lunch room to see firsthand how obnoxious it is when other people don’t throw away their trash. Staff use in-class reminders when a student goes a little off compass, but for big mistakes (and who doesn’t make them from time to time?), they call the Restorative Justice Center. Our team will have a family support meeting, assign the student a service project (building their leadership skills), and host a reintegration circle. Like we said, admitting responsibility is hard, but it’s also empowering. Punishment doesn’t happen to students; students find a way to make amends for their actions.

90% of all harm will be repaired through the reflections, relationship work, and circle time sharing built into the above community procedures. In the rare case that students need more intensive support, different levels of school leadership are authorized to take different measures to maintain a safe, productive learning environment.





## Expulsion

Expulsion hurts everyone, so Kairos uses it as an absolute last resort if a student threatens the safety or mission of our community. Threats can be based on a single incident, including but not limited to:

- use of a weapon
- distribution or sale of drugs and alcohol
- threat to general student safety

If a student fails to respond to faculty support, he or she can undermine their peers' learning environment in a way that threatens everyone's success. That's why students can also be expelled due to repeated patterns of Off Compass behaviors. Specifically, if a student receives 2 OSRs in 2 cycles, a student may be referred for a board expulsion hearing. Students who are expelled will not be re-accepted to Kairos in future years.

## Let's Over Communicate

We know that students grow and excel when they have a strong community of support among their friends, teachers, and of course, family. We are committed to working hand-in-hand with you on your child's academic journey.

## Accessing the Summit Learning Platform

At the beginning of the year, all parents will receive a parent login to the Summit Learning Platform.

**This is where you can access all of your child's key academic information, including:**

- Courses and course materials
- Grades and progress
- Goals and tasks
- Reflections

We encourage you to login frequently to keep track of your child's growth. You can also sign up for "Your Student Snapshot," automated weekly text messages that keep you up-to-date on your child's coursework and progress.

We'll also be in contact with regular updates and news, making it easy to stay on top of your child's education. Here's how we'll communicate with you, and in turn, how you can reach us.

## How We'll Ping You

### TEXTS

**Ad Hoc:** Alerts you to an unexcused absence, so that you can communicate with your child's coach accordingly

**Weekly:** Updates you on academic progress, attendance, important deadlines, announcements, and other news



## PHONE CALL

**Cyclically (Every ~7 Weeks):** Allows for sharing Progress Reports, checking-in on developments at home that affect your student's schoolwork, and discussing attendance, behavior or other important matters

## IN-PERSON MEETING

**Quarterly:** Allows for more in-depth conversation about your student's academic and social-emotional growth

## NEWSLETTER

**Weekly (Every ~7 Weeks):** Provides updates on major school-wide updates, events, deadlines, and celebrations

## EMERGENCIES

**Ad Hoc:** Includes text, robocall, and email in case of emergencies or unplanned school closure (e.g., snow day)

## Need to Reach Us?

### EARLY DISMISSAL

**Call Kairos HQ:** If there is an emergency that requires your student to unexpectedly leave school early, call the Kairos HQ (314-252-0602).

### EVERYTHING ELSE

**Email or Text Your Coach:** Your child's coach will get back to you within one business day to confirm the next best step for your child. Your coach's email can be found at [www.kairosacademies.org/team](http://www.kairosacademies.org/team).



## Ps & Qs

If you can't find it anywhere else, look here.

*Scribbled on an envelope in Lincoln's law office*

### SOCIAL MEDIA

#### Like Facebook Page

[facebook.com/KairosAcademies](https://facebook.com/KairosAcademies)

#### Join Facebook Group

[facebook.com/groups/kairosacademies](https://facebook.com/groups/kairosacademies)

#### "Friend" on Facebook

[facebook.com/KairosMessenger](https://facebook.com/KairosMessenger)

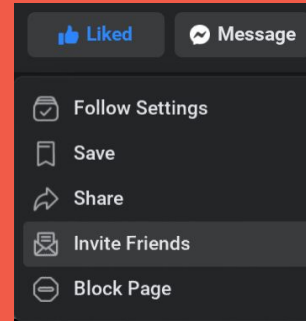
#### Follow on Twitter

[twitter.com/KairosAcademies](https://twitter.com/KairosAcademies)

### SPREAD THE WORD

**FIRST:** Like the Facebook Page

**THEN:** Click "Invite Friends" > "Select All" > "Send Invites"



Thank you for increasing awareness of and access to high-quality school options like Kairos.

### SHARE MATERIALS

#### Website

[kairosacademies.org](https://kairosacademies.org)

#### Presentation

[tinyurl.com/KairosYear1](https://tinyurl.com/KairosYear1)

#### Primer

[tinyurl.com/KairosPrimer2020](https://tinyurl.com/KairosPrimer2020)

### GET A FAMILY IN

#### Help Schedule a Call or Tour

[www.calendly.com/kairos-academies](https://www.calendly.com/kairos-academies)

#### Connect Us

Email [enroll@kairosacademies.org](mailto:enroll@kairosacademies.org) to Introduce them to us.

## Annual Calendar

For the most up-to-date school calendar and events, visit [www.kairosacademies.org/calendar](https://www.kairosacademies.org/calendar). For a multi-month visual suitable for printing, check out our [2020-2021 Kairos Calendar Visual](#).

### School Day

Kairos' school day runs from 8:00 a.m.-3:40 p.m. (9 a.m.-3:40 p.m. during our COVID-19 blended learning program). Kairos can help connect you to after school supervision and programming at Gene Slay Girls and Boys Club until 7:30 p.m.



## Inclement Weather

If Kairos loses too many school days due to inclement weather (e.g., snow days), student breaks (e.g., March 15-19 and May 17-21) may become compulsory makeup days.

## Team

Our team is the single largest determinant for your child's academic and social-emotional success. We're committed to ensuring every single staff member at Kairos is an all star. To read the bios for your child's teachers and coach, please go to [www.kairosacademies.org/team](http://www.kairosacademies.org/team).

## Teacher Certification

Please assume that your child's teachers are not certified to teach in their assigned grade level or subject. Although most are, Kairos takes cues from the best private schools around the country and recruits talent with diverse, real-world experience. Our standards for excellence are much, much higher than the state's, and we weren't going to let bureaucratic hurdles stand in the way of bringing the absolute best educators to Kairos.

## Registration Forms

You've applied for and been accepted to Kairos. Congratulations! There are still a few enrollment forms you need to submit. The below information is always available at [www.kairosacademies.org/accept-spot](http://www.kairosacademies.org/accept-spot).

**These forms require a Google account. If you do not have one, you can login with this information.**

*Username: 2019enrollment [at] gmail.com*

*Password: kairoskid*

## Residency & Student Identity

[Form to Submit Proof of Residency & Student Identity](#)

To register your student, Missouri mandates that we collect evidence (i) of your student's identity and (ii) that you live within St. Louis City. Types of accepted documentation are listed in the form. Cell phone photos of the documentation are acceptable as long as the document's information is legible. You can also mail copies of the documents to:

Kairos Academies  
2315 Miami St.,  
St. Louis, MO 63118



If mailing, please include a piece of paper that identifies your first and last name, phone number, email address, and your student's first and last name.

## Immunization

### [Form to Submit Proof of Immunization](#)

To learn in a general student population, [Missouri law](#) requires that you provide "documentation of up-to-date immunization status, including month, day, and year of each immunization." If you are underinsured, you can get your student vaccinated for free (more information in [English](#) and [Spanish](#)).

You can claim certain exemptions, but Missouri law may require that your child be excluded from our mainstream educational program (i.e., it can prohibit non-vaccinated students from interacting with vaccinated students).

[Religious Exemption](#): "Actively choosing not to immunize a child by claiming a religious exemption is a parent's right; however, it carries significant responsibility. To protect inadequately vaccinated individuals and the entire community, unimmunized children could be excluded from school during disease outbreaks. This can cause hardship for the child and parent. No exceptions are made, regardless of the circumstances."

[Medical Exemption](#): "These individuals are at greater risk of exposure to any vaccine-preventable disease that can be life-threatening. To protect those who cannot be vaccinated and the entire community, unimmunized children could be excluded from school and child care during disease outbreaks. This can cause hardship for the child and parent."

[Children in Progress](#): "According to Missouri regulation, children who have not received immunizations required for child care and school attendance cannot attend until their immunizations are up-to-date. However, a child is allowed to attend if the required immunization series has begun and an appointment for the next dose is scheduled. This immunization appointment must be documented on an in progress card and filed with the child care facility or school."

Students attending Kairos Academies must comply with state laws surrounding immunization against specific diseases. Students without appropriate immunizations may be excluded from Kairos as required by law or at the discretion of the CEO or their designee.

The CEO oversees procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending Kairos Academies, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.



## Student Recording

Parents are asked to sign a media release form when enrolling. This means that if we take a picture on a field trip, and your child is somewhere in the photo, we can still use that photo in a yearbook or on our Facebook Page. Kairos reserves the right to record students for internal instructional purposes (e.g., filming a student performance for later grading, reviewing teacher performance, and sharing examples of positive or negative behavior with guardians).

## Grievance Procedure

Kairos zealously protects student and family rights, including the right for parents to file a grievance. Here's how to do it (without all the legalese):

- Raise your concern with your student's coach. They'll do anything within their power to address the situation.
- If for some reason, they don't, [submit a concern here](#). Our Director of Community will be in contact.
- If THAT fails, please let our Middle School Leader know by emailing [middle.school.leader@kairosacademies.org](mailto:middle.school.leader@kairosacademies.org).
- Still frustrated? Tell our Chief Executive Officer by emailing [ceo@kairosacademies.org](mailto:ceo@kairosacademies.org).

Is the problem unresolved? You can appeal any decision to the Kairos Board, our governing body, by sending us a written complaint—either digitally to [board.president@kairosacademies.org](mailto:board.president@kairosacademies.org) or physically to 2315 Miami St., St. Louis, MO 63118. The Kairos Board is the final appellate body to settle disputes.

Unsure how to do any of the above? Don't hesitate to call our front office (314-252-0602) to get help or schedule an appointment.

## Sundry Parental Rights

As a parent at Kairos, you have lots of rights we want you to know about, and we've listed below:

- Attend and speak at school board meetings (upcoming ones listed at [www.kairosacademies.org/board](http://www.kairosacademies.org/board))
- Review information about your child's teacher (e.g., license, qualifications, whether they are teaching under emergency or provisional status, etc.)
- Review academic achievement and growth data for your student (on both internal and state assessments)
- Review your child's educational records (within 45 days of a written request) and ask for amendments due to error or omission (which you can appeal if overruled)
- Request that personal information not be shared with military recruiters absent your case-by-case consent; (note: Kairos cannot withhold disclosure to professionals with a legitimate need to review, such as law enforcement personnel)





- Review the school's charter, most recent annual report card, most recent annual audit, and board member background checks
- File a grievance (written statement with facts regarding the complaint) about a school-related concern (first to the coach, then feel free to escalate to the School Leader, CEO, and school board)
- File a complaint (written statement with the facts of the alleged violation) with the Missouri Department of Elementary & Secondary Education or the U.S. Department of Education if you believe Kairos or another public agency has violated FERPA<sup>4</sup> or ESSA<sup>5</sup>

## Missouri Course Access and Virtual School Program

We're required by law to share that Missouri has a statewide virtual school program called MOCAP ([mocap.mo.gov](http://mocap.mo.gov)). The quality is murky at best. We're pretty sure students would prefer to learn with our amazing teachers and world-class curriculum...but if for some reason you want to enroll in MOCAP instead, Kairos will pay for that.

### Eligibility

As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

### Payment for Course by School

The school shall pay the costs associated with the course or courses if:

- The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and
- The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves the student's enrollment:
  - The school shall provide the reason in writing and it shall be for "good cause," hereby defined as "a determination that doing so is not in the best educational interest of the student."
  - The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting; and shall be given an opportunity to

<sup>4</sup> Federal law on information privacy

<sup>5</sup> Federal law that funds public schools



present their reasons for their child or children to enroll in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial.

- The family and the charter school shall also provide their reasons in writing, and these documents shall be entered into the official minutes of the meeting of the governing body.
- The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the Department of Elementary and Secondary Education.

### **Payment Schedule and Amount**

The school shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. The school shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011, as calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

### **Transfer Students Participating in MO Course Access and Virtual School Program**

Pursuant to rules to be promulgated by the Department of Elementary and Secondary Education, the school shall allow the following:

- If a student transfers into the school while enrolled in a Missouri course access and virtual school program course or full time virtual school, the student shall continue to be enrolled in such course or school.
- When a student transfers into the school, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by the school.

## **Engagement Plan**

Your child deserves a school that partners hand-in-hand with you for their success. That's why Kairos takes our family engagement policy so seriously.<sup>6</sup> We believe parents and guardians deserve a variety of ways to become involved in school functions, procedures, and policies (including this one).

Every year, we reach out to you to see how we can improve the Kairos experience for families and, in particular, we can better include you. Together, we know we can build a community where everyone has a voice and none are left behind.

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<sup>6</sup> Kairos' Title I Parental Involvement Policy follows best practices and was adopted in compliance with Section 1118 of the Elementary and Secondary Education Act (20 USC §6318(a) – (f)).



## How To Get Involved

On a day-to-day basis, here are a few ways you can stay involved!

- Respond to your student's coach's communications (weekly emails, cyclical calls, quarterly meetings).
- Track progress through the parent portals or iPhone apps for the Summit Learning Platform (academics), School Insight (attendance), or Kickboard (behavior).

If you want to do more (and we hope you do!), here are few more options:

- Join the **Kairos Family Council**, a parent-led volunteer organization where you can support and direct Kairos through collective parent power.
- Attend **Community Nights**, bi-annual community celebrations of student work.
- Volunteer to chaperone **Experiential Learning Trips**, field trips where students apply their learning and curiosity to St. Louis' cultural treasures.

## Visitor Policy

Your child's learning time is sacrosanct. That's why we strive to keep our learning space distraction free. If you would like to come observe the school or meet with a staff member, please let a Kairos staff member know at least 12 hours in advance. Chances are, your visit will be approved, but special circumstances (e.g., mandatory standardized testing) may require rescheduling. Unfortunately, to protect learning time for *everyone's* children, we turn away anyone who shows up at Kairos without a scheduled and approved meeting (even an amazing parent like you).

To drop something off mid-day or to pick-up your child in case of emergency, please come to or contact the Kairos HQ. That means either calling 314-252-0602 (the Kairos HQ number) or entering at 3558 S. Jefferson (parent entrance at the front of the building) and taking the elevator to Floor 5.

## Network (LEA) & School Family Engagement Plan

Below, we talk about one of the ways we're going to listen to and work with you to build a better Kairos. This is a summary combination of our Network (LEA) and School Family Engagement Plans because, as a wee one-site school, they're the same for us at this point.

### Step 1: Pulse Check

Kairos will survey parent opinions on a whole range of topics (satisfaction with coach communication, questions for school leadership, favorite American hero for Kairos to celebrate, etc.). Some of those questions will focus on the following:

- Feeling of involvement and feedback on strategies for involvement
- Content and effectiveness of Kairos' family engagement policy in improving our school's academic quality



- Barriers to participation for parents that we may not be aware of, especially for parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- Needs of parents to assist with the learning of their children, including engaging with school personnel and teachers

## **Step 2: Brainstorm**

Kairos will meet with the Family Council to review parent survey data. The meetings will be at convenient times and places, and efforts will be made to ensure all parents may attend. In the meeting, school and network leadership will use the survey findings as a jumping off point to solicit feedback to improve parental involvement and revise, if necessary, the Family Engagement Policy.

Kairos leadership will also explain, review, and solicit feedback on our Title I Plan and program. Kairos may use Title I funds to encourage parental involvement in this decision-making process by paying for transportation, child care, or home visits.

## **Step 3: Follow Through**

We will share up-to-date information with you about our Title I programs and Family Engagement Policy. Coaches also share information on attendance, curriculum, academic assessments (including the state MAP assessment), social-emotional growth, and opportunities for involvement with the school. If you have an idea on how we could use Title I funds, please share that with your child's coach! We want to partner with you to build the school of your dreams.



# Blended Learning During COVID-19

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It matters not how strait the gate,  
How charged with punishments the scroll,  
I am the master of my fate,  
I am the captain of my soul.

*William Ernest Henley*

There is a tide  
in the affairs of men,  
Which, taken at the flood,  
leads on to fortune

*Shakespeare*

Fill out [this survey](#) each cycle to indicate which learning option is best for your family!

Some schools are model obsessed. They believe in doing things a certain way, no matter what. Some are peer obsessed. They see what other schools are doing, then copy. Kairos is family obsessed. We try to deeply understand our parents and students, then look around corners to better serve our community—aware of our model and how others are approaching a problem, but led above all by what will deliver the best service and education to our families.

Overwhelmingly, Kairos families want their children to learn alongside classmates and teachers again. Our community is also rightfully cautious of COVID-19 transmission. So we asked: What would it take to offer some in-person learning while maintaining a statistically insignificant chance of transmitting COVID-19? And, as is our wont, we went full nerd, diving into scientific studies and talking to experts. COVID-19 is widely misunderstood, and between the panic and politics, there's a lot of misinformation. Our plan cuts through that to ensure maximum safety while providing a new, but we believe still high-quality, learning experience.

## Learning Plan

Our primary learning plan blends rigorous project-based coursework, executive function coaching, targeted tutoring/enrichment, and self-directed personalized learning. Projects and clubs happen in-person (M + Th for 50% of students, T + F for the other 50%). Targeted tutoring and enrichment happens virtually on Wednesdays. And self-directed personalized learning happens virtually on the other two days (again, either M + Th or T + F, depending on your group). Coaches check-in, set accountability goals, and advise strategies 2-3 times per week virtually. 70% of our families have opted into this program.

## Alternate Learning Programs

We believe a blended option maximizes student learning without sacrificing student safety. That said, we understand that it may not be right for your family. You may need support with childcare due to your job, or perhaps someone in your household is immunocompromised. To meet our families' needs, we're offering 100% in-person and 100% remote programs alongside our default blended option.



### **100% Remote**

Students will video conference into the two days of in-person classes through a “buddy,” who will help include them in the class learning activities.

### **100% Supervised**

Students will attend Kairos during their two scheduled days. Kairos is working with Gene Slay Girls and Boys Club to hopefully offer supervision for students who need to complete their three virtual days outside their home.

## **Safety Plan**

The science is clear on two main points:

- COVID-19 is transmitted when a significant buildup of COVID virus particles (virions) leave one person’s nose or mouth (through either visible droplets or invisible “aerosols”) and accumulate in another person’s nose or mouth.
- There is no reliable way, besides a quick turnaround daily test, to know who has contracted or may be spreading COVID.

Of course, we don’t let anyone into our building if there’s reason to believe they may be infectious. But since we can’t know for sure, there’s only one safe way to re-open: Create an environment where COVID cannot build up in the air. Fortunately, scientists have figured out how to do this.

### **Circulate Air**

Every room a student will enter has an industrial strength HVAC system that constantly sucks in and pumps out air. Each circulation filters out 85%+ virions.

### **Physical Distance**

Students rotate attendance so that we can cut class sizes by 50%. Students will always be spaced 6 ft. apart indoors and, during limited indoor travel, will stay similarly distanced from peers.

### **Batch**

To minimize exposure, students will be batched with ~10 peers in a single classroom all day. Teachers will rotate between rooms.

### **Masks**

Masks dramatically reduce both how many virions someone exhales into a space. It also dramatically reduces how many virions other people breathe in. Our very simple rule for all staff and students: always wear a mask indoors.

### **Lunch & Breakfast**





Eating and drinking with masks off is the riskiest part of the day. When possible, lunch, breakfast, and (of course) recess will be outdoors in a shaded gazebo. Due to the large volume of air outdoors, and the fact that sunlight quickly kills COVID, it's very hard for COVID to be transmitted outdoors. Of all documented transmissions, .0001% have occurred outdoors.

**Wash Hands**

Students and staff wash hands frequently, in lunch transitions (when they're most likely to touch their face).

**Disinfect**

Custodians wipe down tables, light switches, markers, door knobs, etc. between days. Doors are kept open to avoid touching handles to enter/exit. (An aside for peace of mind: COVID dies exponentially on surfaces, meaning only trace amounts survive day to day.)

**Morning Checks**

Temperatures are scanned at the door. Students complete a morning wellness survey, which includes social-emotional questions that measure psychological safety and needs for support.

These are obviously just the cliffnotes. Without a doubt, these are the most important steps any group of people can take in order to prevent viral transmission. They protect not just our students, but also our staff, and all our loved ones.



# A Review of What's Generally Acceptable

The truest form of love is how you behave toward someone,  
not how you feel about them.

Steve Hall

## Internet and Device Acceptable Use Policy

Access to Kairos' academic platform, the Summit Learning Platform and use of Kairos' equipment, including Kairos Chromebooks, requires written acceptance of the *Kairos Internet and Device Acceptable Use Policy* (what you're reading right now). Thank you for taking the time to understand this important document.

Kairos reserves the right to revise the policy when deemed necessary. The current policy, as well as notes of any revisions, will be available on the Families Page ([www.kairosacademies.org/families](http://www.kairosacademies.org/families)) of Kairos' website.

### Part I: For Parents and Guardians

#### Limitation of Liability

Kairos makes no guarantees of any kind, either express or implied, that the functions or services provided by or through the Kairos system will be error-free or without defect. Kairos is not responsible for any damage students may suffer, including but not limited to loss of data or interruptions of service. Kairos is not responsible for the accuracy or quality of the information obtained through or stored on its system. Kairos is not responsible for financial obligations arising from a user's unauthorized use of the system.

Users of Kairos' technology, physical or digital, indemnify and hold Kairos harmless from any losses sustained by Kairos due to the misuse of the system by the user.

#### Content Filtering

Kairos adheres to [Children's Internet Protection Act \(CIPA\) guidelines](#), enacted by the U.S. Congress and updated in 2011. We use the Internet-filtering technology [Securly](#) and [GoGuardian](#) to protect against and monitor and analyze data about inappropriate computer usage (which websites students access). GoGuardian will attempt to filter the following information and images:

- Sex acts
- Sex attire
- Sex/nudity
- Sex/personal
- Sexuality
- Gambling
- Pornography
- Hacking
- Proxy avoidance
- Addictions
- Forums
- Social networks
- Violence
- Streaming music
- Illegal drugs
- Weapons
- Criminal activity
- Torrenting
- Hate and intolerance



No filtering technology is perfect, and ours may occasionally fail. Kairos cannot be liable in the event that the filtering software is unsuccessful and students gain access to inappropriate or harmful materials.

## Privacy

Users of the Kairos system should understand that **there is no expectation of privacy**, as detailed below:

- Kairos reserves the right to monitor the use of the Internet through its system, at all times for *all* users. Kairos will collect and store information about usage which includes, but may not be limited to, the date and time a user visits the site and information about the user's activities while online.
  - Note: Except as otherwise specified in here, Kairos does not use cookies to gather students' identifying information, including but not limited to names, home addresses, email addresses, and telephone numbers.<sup>7</sup>
- As required by the Children's Internet Protection Act (CIPA), Kairos will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating the Kairos Internet and Device Acceptable Use Policy, the Community Handbook, or the law. Kairos also reserves the right to monitor the online activity of non-students using Kairos' technology.
- Kairos reserves the right to utilize and review the results of software that searches, monitors, and/or identifies potential violations of the *Kairos Internet and Device Acceptable Use Policy*.
- Kairos reserves the right to examine e-mail or Internet correspondence for security or network management purposes.
- Students and families should be aware that, in accordance with public records laws, personal files on the Kairos system may be discoverable in court and administrative proceedings.
- Students should not store personal data on the Kairos system. Students should have no privacy expectation regarding either personal files or records of online activity during their use of the Kairos system. Kairos is not responsible for the loss or damage of such data.

## Parental Notification and Responsibility

This *Internet and Device Acceptable Use Policy* contains restrictions on accessing inappropriate material. Furthermore, student use will be supervised and logged. That said, parents should know that it is impossible for Kairos to monitor and enforce a wide range of social values regarding student use of the Internet. Kairos strongly encourages parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the Kairos system.

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<sup>7</sup> Cookies are computer programs that store information about a user on a computer hard drive or disk and allow Kairos to verify whether a visitor is an authorized user of the Kairos system, among other things.



## Part II: Internet Safety Restrictions

### Personal Safety Restrictions

Kairos expects that all students follow the following two personal safety guidelines:

- **Do not post or transmit photographs or personal contact information about yourself or others.**
- **Do not agree to meet with someone you have met online.**

Kairos requires students to promptly disclose to their coach or other school employee any electronic message they receive that is inappropriate or makes them feel uncomfortable.

### System Security and Safety Restrictions

- **Never provide your password to another person**, except for teachers who may require you to provide your password to support you in your learning. **This includes your friends!**
- Notify a teacher if you identify a possible security problem (such as disclosure of your password to another person). Do not attempt to uncover security problems because this may be construed as an illegal attempt to gain access.

### Restrictions Against Illegal Activities

Engaging in any of the illegal activities below will result in **disciplinary action**. It can also lead to **involvement of legal authorities** when necessary for your and your peers' safety.

Illegal activities include:

- Attempts to gain unauthorized access to the Kairos system or any other computer system through the Kairos system, or go beyond their authorized access. This includes:
  - Seeking information about or modifying others' passwords, illegally obtaining wireless passkeys, or attempting to login through another person's account
  - Attempting to access, copy, or modify another user's files
- Attempts to subvert network security, impair the functionality of the network, or bypass restrictions set by network administrators
- Destruction of data by spreading computer viruses or vandalizing data, software, or equipment
- Engagement in illegal activities (e.g., related to drug sale, gang activity, threatening others' safety, etc.)
- Illegal download of music, books, video, software without payment to the originator or obtaining by other means

### Restriction Against Inappropriate Language

Inappropriate electronic language can be damaging to others and may lead to disciplinary action. As such, all students may NOT do the following:

- Post information that they could reasonably infer would interfere with the educational process or disrupt the educational environment
- Engage in personal attacks, including prejudicial or discriminatory attacks



- Harass another person by persistently acting in a manner that distresses or annoys another person. **If you are told by a person to stop sending them messages, you must stop**
- Knowingly or recklessly post false or defamatory information about a person or organization
- Repost a message that was sent privately without permission of the person who sent the message
- Post private information about another person

Note: These restrictions apply to public messages, private messages, and material posted on web pages.

### **Plagiarism and Copyright Infringement Restrictions**

Students are prohibited from the following behaviors:

- Plagiarizing other's works—or taking the ideas or writing of others and presenting them as you own—including those found on the internet
- Reproducing a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, then you should follow the expressed requirements

### **Restrictions Against Access to Inappropriate Material**

Students may not use the Kairos system to access material that is profane or obscene (e.g., pornography) or that advocates illegal, dangerous, or discriminatory acts (e.g., hate literature). The only special exception is for conducting research that is pre-approved by a teacher.

If you inadvertently access such information, immediately let a teacher, coach, or other faculty member know. This disclosure will protect you against an allegation that you intentionally violated the *Kairos Internet and Device Acceptable Use Policy*.

### **Other Restricted Use**

Students should not use the Internet for the following reasons:

- Advertising, promotion, commercial purposes, or similar objectives
- Conducting for-profit business activities
- Engaging in religious activities
- Carrying out non-governmental-related fundraising or public-relations activities such as religious solicitations, political lobbying, or soliciting votes
- Rebroadcasting or piggybacking on existing systems to create a personal micro Wi-Fi hotspots

If a student does engage in any of these activities, Kairos is not responsible.

### **Cyberbullying**

We work hard to ensure that you, your peers, and all faculty are safe online. Reported incidents are thoroughly investigated, and disciplinary action or other consequences are meted as appropriate.



To that end, we expect students to:

- Be kind, considerate cyber citizens when posting online.
- Never use technology or any communication transmitted by the use of any electronic device—including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant—for the purposes of bullying.<sup>8</sup>

All cyberbullying is prohibited, including:

- Flaming<sup>9</sup>
- Denigration (i.e., "dissing")
- Bash boards
- Impersonation
- Outing
- Trickery
- Exclusion
- Harassment
- Happy slapping<sup>10</sup>
- Text wars or attacks
- Negative online polls
- Sending malicious codes
- Griefing<sup>11</sup>

### Email Policy

The following email-related actions are prohibited on Kairos' system and may result in disciplinary action:

- Opening unknown email attachments or introducing computer worms or viruses
- Doing anything that could cause either of the following:
  - Loss or corruption of data; or
  - Abnormal use of computing resources (degradation of system/network performance)
- Using email for:
  - Business transactions and/or personal gain
  - Non-Kairos fundraising or public relations activities, including for religious, political causes or nonprofits
  - Sending threatening or offensive messages or images<sup>12</sup>
  - Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators
  - Sending "junk" mail (e.g. chain letters, advertisements, or unauthorized solicitations)
  - Assisting others in violating these rules by sharing information or passwords

### Leaving Kairos

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<sup>8</sup> This includes, but is not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.

<sup>9</sup> Engagement in an online argument that typically involves unfounded personal attacks.

<sup>10</sup> Attacking a person for the purposes of recording, most often on a cell phone.

<sup>11</sup> Harassing or creating grief, especially through cheap or repeated attacks

<sup>12</sup> This includes defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.





If a student withdraws from Kairos, all student accounts will be deactivated and data will be retained by Kairos. Alumni (graduates) of Kairos Academies retain access to their Kairos email accounts.

Kairos equipment, including Chromebooks, are available to authorized students and parents for educational, research, and administrative purposes.

When using Kairos equipment, the following actions are prohibited:

- Attempts to modify or damage devices, the network, or software
- Attempts to modify the original system configurations
- Improper use of equipment
- Installation or use of non-academic games
- Unauthorized use of a Kairos account belonging to another user
- Unauthorized reading, use of, or deletion of private files or email belonging to another user
- Sharing username and passwords with other students or any other person
- Knowingly using any system to produce system failure or degrade performance
- Engaging in unauthorized duplication, alteration or destruction of data, programs or software
- Transmitting or disclosing data, programs or software belonging to others or duplicating copyrighted materials
- Use of device resources for private purposes, including, but not limited to, the use of device resources for profit making or illegal purposes

**These rules apply *whenever and wherever* you use your Kairos Chromebook, not just at school.**

## Part IV. Consequences for Failure to Comply

Internet access and technology use is a privilege, not a right. Internet access can be denied for any reason.

Failure to comply with this *Internet and Device Acceptable Use Policy* may result in disciplinary action. Externally, Kairos will cooperate fully with local, state, or federal officials in any lawful investigation concerning or relating to your illegal activities conducted through the Kairos system. Internally, consequences will always include restorative work on behalf of the student and may include payment for the cost of repairs or replacement.

## Anti-Discrimination and Harassment Policy

Kairos will live out our ideals of justice by providing equal educational opportunity to all students regardless of **race, creed, color, sex, sexual orientation, gender, cultural or socioeconomic status, or**



**disabling condition.** Not only is unlawful harassment forbidden in our learning environment, but difference is celebrated by both staff and students. To this end, no Kairos employee will engage in harassment, and all students are expected to refrain from harassment and bullying of any kind, including cyber-bullying. Failure to do so will result in appropriate disciplinary action through Kairos' restorative justice system (Compass).

## Public Notice Regarding Students with Disabilities

Kairos is required to locate, evaluate, and identify children with disabilities who are enrolled at Kairos regardless of the severity of the disability.<sup>13</sup> We commit to providing a free, appropriate public education (FAPE) to all eligible children with disabilities who meet the requirements for enrollment.

Guardians have the right to:

- Inspect and review all personally identifiable documentation that is collected, used, or maintained by Kairos for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities
- 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
- 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)

Kairos has developed a Local Compliance Plan to implement State Regulations for the Individuals with Disabilities Education Act (IDEA), including:

- Procedures for the storage, disclosure to third parties, retention and destruction of personally identifiable information
- Assurance for the provision of services in compliance with the General Education Provision Act (GEPA)

This plan may be reviewed by contacting our Head of Neurodiverse Learning. This notice will be provided in native languages as appropriate or requested.

## Discipline Policy

Kairos Academies' discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. Kairos Academies employs a restorative justice approach to discipline, designed to redress the mistake and any harm it caused by giving students the opportunity to reflect, remedy, and improve.

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<sup>13</sup> Disabilities include autism, deaf/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



Disciplinary actions are determined by our faculty and, when possible, made to fit the offense. Serious transgressions and/or failure to abide a mediation penalty will result in parental involvement.

The Board authorizes the immediate removal of a student upon a finding by the Chief Executive Officer or their designee that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

## **Enforcement**

The Chief Executive Officer or their designee is responsible for the oversight of development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Faculty have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building the Chief Executive Officer or their designee. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All staff are required to enforce policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of Kairos Academies shall annually receive instruction related to the specific contents of the discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## **Definitions of Major Disciplinary Methods**

### **In-School Reset (ISR)**

Defined as the removal of a student from regular classes and assignment to an in-school suspension setting in the local school. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.



A teacher may request that a student who has been assigned to in-school suspension be allowed to attend their class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The Chief Executive Officer has the final decision.

### **Out of School Reset (OSR)**

A short-term suspension is defined as the removal of a student from school (or school bus) for 10 days or fewer.

Long-term suspension is defined as the removal of a student from school (or school bus) for more than ten school days but not beyond a full cycle (7 weeks).

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Chief Executive Officer or the school's governing board. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

In some cases (limited to one per student per academic year), the Chief Executive Officer may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

### **Expulsion**

Defined as the removal of a student from school (or school bus) indefinitely. Only the school's governing board may impose expulsion.

A student who has been expelled may not attend Kairos Academies.

### **Probation**

"Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the Chief Executive Officer, a local formal hearing officer, or the school's governing board. Violation of a local school or school system rule while on probation may result in further disciplinary action.

### **Restrictions on School Activities**

Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, including the prom or graduation exercises, if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the Chief Executive Officer for permission for the student to participate in school-sponsored activities. If denied permission by the Chief Executive Officer, the parent or guardian may appeal to the school's governing board. The Board's decision shall be final.



## Major Offenses

### Reporting to Law Enforcement

It is the policy of Kairos Academies to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the LEA is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.



16. Sexual abuse pursuant to § 566.100, RSMo.

17. Harassment under § 565.090, RSMo.

18. Stalking under § 565.225, RSMo.

The Chief Executive Officer shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of Kairos policy.

In addition, the Chief Executive Officer shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the school is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The Chief Executive Officer, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any of the following offenses are a serious violation of the school's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

### **Prohibition Against Being on or Near School Property During Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of Kairos Academies unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the Chief Executive Officer or their designee.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.



4. The student resides within 1,000 feet of Kairos Academies and is on the property of his or her residence.

If a student violates this prohibition he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct. In addition to consequences determined by Kairos Academies, Kairos Academies will notify law enforcement, when necessary, and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

2. **Assault**

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

3. **Automobile/Vehicle Misuse**

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicles at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

4. **Bullying**

Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, cyber-bullying, and exclusion from a peer group.

5. **Bus or Transportation Misconduct**

Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.





**6. Dishonesty**

Any act of lying, whether verbal or written, including forgery.

**7. Disrespect to Staff**

Willful or continued willful disobedience of a directive or request by a Kairos Academies staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a Kairos Academies staff member and that is rude, vulgar, defiant, in violation of school policy or considered inappropriate in educational settings.

**8. Disruptive Conduct or Speech**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of Kairos Academies' policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

**9. Drugs/Alcohol**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- b. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.
- c. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

**10. Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**11. Failure to Meet Conditions of Suspension**

Coming within 1,000 feet of Kairos Academies while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity. See section of this regulation entitled, "Prohibition Against Being on or Near School Property During Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and



whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

**12. False Alarms (see also "Threats or Verbal Assaults")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

**13. Fighting (see also, "Assault")**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**14. Harassment/Discrimination**

Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

**15. Hazing**

Any activity 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 occur even when all students involved are willing participants.

**16. Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**17. Sexual Harassment/Discrimination**

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.



- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

#### **18. Sexual Misconduct**

Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

#### **19. Technology Misconduct**

- a. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.
- b. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use Kairos Academies technology to connect to other systems in evasion of the physical limitations of the remote system; to copy Kairos Academies files without authorization; to interfere with the ability of others to utilize Kairos Academies technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using Kairos Academies technology; or to evade or disable a filtering/blocking device.
- c. Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or netiquette rules governing student use of Kairos Academies technology.

#### **20. Theft**

Theft, attempted theft or knowing possession of stolen property.

#### **21. Threats or Verbal Assault**

Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitute a "true threat" against the Kairos Academies, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of "true threat" shall be construed in accordance with applicable law and encompasses those



statements that a reasonable recipient would view as a serious threat of violence or death.

**22. Tobacco**

Defined as possession and/or use of any tobacco products on school grounds, school transportation or at any school activity.

**23. Truancy**

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

**24. Unauthorized Entry**

Entering or assisting any other person to enter a LEA facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a LEA facility through an unauthorized entrance; assisting unauthorized persons to enter a LEA facility through any entrance.

**25. Vandalism**

Willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff or students.

**26. Weapons**

- a. Defined as the possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
- b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

