



KC International Academy

Many Different Countries, One
Awesome School

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Introduction

The KCIA Employee Handbook is designed to provide information for KCIA employees regarding our policies, procedures and practices, and your own privileges and responsibilities.

KCIA seeks to create a workplace that reflects the goals that we have for the students in our schools, goals that motivate and inspire each of us to achieve at the highest levels possible.

The contents of this Handbook supersedes any prior policy guidelines or personnel manuals provided to employees. However, where the law of a particular state or an individual written employment contract is inconsistent with this Handbook, the state law or contract shall govern.

Except for the policy of at-will employment, KCIA reserves the right to change, add to or discontinue any of the policies contained in this Handbook from time to time and to interpret and apply them as it deems appropriate. No oral statements or representations can change the provisions of this handbook.

Not all KCIA policies and procedures are set forth in this Handbook and its supplements. We have summarized only some of the more important dates.

Please read this Handbook carefully, including any applicable supplements, familiarize yourself with the contents and follow its provisions where they apply. If you have any questions, ask.

[KCIA Staff List \(24-25SY\)](#)

Organizational Chart (24-25SY)

[Board of Directors \(24-25SY\)](#)

1. EQUAL EMPLOYMENT AND ANTI-HARASSMENT POLICY

1.1 Equal Employment Opportunity Policy

KCIA believes respect for the individual is the foundation for creating equal employment opportunity. All employment actions are made without regard for consideration for an individual's race color, creed, sex, sexual orientation, age, national origin, citizenship status, veteran status, mental or physical disability, marital status, genetic information or an individual's membership in any other class or category protected by applicable federal, state or local law.

Disability Accommodation: KCIA will not discriminate against any individual with a disability who is otherwise qualified for employment. Any qualified employee or applicant with a disability who requires reasonable accommodation in order to perform the essential functions of the job should notify his or her supervisor, contact the Human Resources Division and request such an accommodation. The individual is encouraged to fully cooperate with KCIA in seeking and evaluating alternatives and accommodations. KCIA may require medical verification of both the disability and the need for accommodation. For further information, please contact the Superintendent.

Religious Accommodation: KCIA will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on district operations. If you desire a religious accommodation, you are required to make the request in writing to your supervisor as far in advance as possible.

1.2 Anti-Harassment Policy

KCIA intends to provide a work environment that is free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical or visual – on the basis of a protected characteristic will not be tolerated. These characteristics include, but are not necessarily limited to, race, color, creed, religion, sex, sexual orientation, age, national origin, citizenship status, ancestry, veteran status, physical or mental disability, marital status or any other protected status defined by law. Harassment that violates this policy may take many different forms including, but not limited to:

- Verbal conduct, such as epithets, derogatory comments, slurs or unwelcome comments or jokes;
- Visual conduct, such as derogatory posters, photographs, pictures, emails, screensavers, cartoons, drawings or gestures;

- Physical conduct, touching or physical interference with work; and threats or demands to submit to certain non-work related actions in order to keep or get a job, to avoid some other loss or as a condition of receipt of job benefits, security or promotion.

Any employee who feels that he or she has been the subject of harassment, whether by a coworker, supervisor, officer, agent, contractor, guest, vendor or client of KCIA, must immediately report this action to his or her supervisor, the Principal, or Superintendent.

1.3 Policy Against Sexual Harassment

Sexual harassment, like any other form of harassment, will not be tolerated at KCIA. Sexual harassment includes sexual overtures, either verbal or physical. In addition, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, as well as remarks or actions directed toward an individual on the basis of gender may also constitute sexual harassment.

Specific forms of behavior that are considered to be sexual harassment in violation of our policy include, but are not limited to the following:

1. Verbal

- Explicit or implicit threats of retribution, or promises of benefits in return for sexual favors.
- Abusive language related to an employee's sex, including, but not limited to, sexual innuendos, slurs, suggestive, derogatory, or insulting comments or sounds, whistling, jokes of sexual nature or concerning gender-specific traits, sexual propositions and threats.
- Use of demeaning or offensive words when referring to an individual's gender.
- Demands for sexual favors or sexually-orientated comments about an employee's body or appearance, sexual habits, sexual preference or sexuality desirability.

2. Visual

Abusive written language, including emails, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries or obscene gestures in the workplace.

3. Physical Contact

Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, massaging, coerced sexual intercourse, assault or persistent brushing up against a person's body.

If you feel that you have been the victim of sexual harassment or have witnessed an incident that made you feel uncomfortable, you must immediately call your supervisor, the Principal, or Superintendent.

1.4 Harassment Complaint Procedure

If you believe that you have been the subject of harassment or discrimination on any basis, or if you have observed or become aware of harassment or discrimination, you are required and have a responsibility to report the matter immediately. Any complaints of perceived discrimination and/or harassment should be detailed as possible. Please submit a written complaint to the Principal or Asst. Superintendent. If for any reason you are uncomfortable reporting the incident to your supervisor, the Principal, or the Assistant Superintendent, you should submit the complaint to the Superintendent or Board President. From there the Superintendent or Board President will investigate the complaint and you will remain anonymous to the greatest extent possible.

To access contact information, please see contact information for the KCIA Board [here](#) or Leadership Team [here](#).

Once a complaint is made it will be investigated in a timely manner. If it is determined that prohibited discrimination or harassment has occurred, appropriate action will be taken. This may include counseling, training, transfer or disciplinary action, up to and including termination. Confidentiality will be maintained to the extent possible consistent with KCIA obligation to conduct a thorough investigation. All KCIA employees to become involved in an investigation of discrimination or harassment are to treat the matter confidentially.

KCIA requires and expects its employees to immediately report any incidents of perceived discrimination and/or harassment. All employees are required to cooperate in any investigation of discrimination, harassment or other alleged workplace wrongdoing. Any employee who makes a reasonable, good-faith complaint about a perceived discrimination and/or harassment or who participates in the investigation may do so without fear of retaliation. Retaliation against any employee for filing a complaint of discrimination or harassment for participating in the investigation of such a complaint is strictly prohibited by this policy and is grounds for disciplinary action, up to and including termination of employment.

2. COMMENCEMENT AND SEPARATION OF EMPLOYMENT

2.1 Employment Status

Employees of KCIA are considered at-will or contracted employees. Employees all receive an 'Employment Letter' or 'Contract' demonstrating understanding of the conditions and expectations of employment at KCIA. KCIA follows all requirements of the Fair Dismissal Act (or the terms of the agreed upon contract) should termination be necessary.

2.2 Employee Performance Evaluations

KCIA certified and classified employees will be evaluated on a regular basis. Certified employees will be evaluated based on the Performance Based Teacher Evaluation Instrument. Orientation will be held in August/September and each certified employee will be appraised of the process by the principal.

KCIA provides a copy of the observation rating, notes and any other documentation obtained or used during observation or evaluation. Employees have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary related to the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

All summative evaluations will be completed by the end of May.

2.3 Employment Records/Personnel Files

It is important that your personnel records are kept updated at all times. Employees are responsible for maintaining current, accurate information. The following information should be updated, if necessary:

- Legal name
- Home address
- Telephone numbers (cell, home, work)
- Email addresses
- Emergency contact person
- Dependents/beneficiaries
- Marital status
- Change of insurance beneficiary(s)
- Exemptions on your W-4 tax form
- Direct deposit
- Education level (transcripts) from all universities attended

- Certifications (current)
- Background checks (FBI & FCSR)

2.4 Separation of Employment - Employee Initiated

KCIA employees are requested to provide notice of their resignation in writing to their supervisor, Principal, or Superintendent by the deadline for submitting the Intent to Return form (ITR). All employees are required to return all keys, identification cards, credit cards, tools, security codes, computer equipment, computer passwords, telephones, other office equipment and/or any other property of KCIA to their supervisor, the Principal, or the Superintendent upon their separation from KCIA.

2.5 Separation of Employment - Employer Initiated

KCIA's goal is to support each staff member as they work to support those served - our students and families. Below you will find an outline of what you can expect when your supervisor observes additional support is needed to be successful. Each step along the continuum represents additional communication, and support leading to increased skill and will be associated with the opportunity for growth.

- *Note: See Teacher/Staff Evaluation on page 53 for more information including definition of key terms.*



2.6 Verification of Employment Requests

For all verifications of employment, please contact the Superintendent. As an employee or supervisor of KCIA, do not under any circumstances respond to any request for information regarding another employee. Refer all such inquiries to the KCIA Superintendent.

2.7 Concerns, Complaints, and Grievances

A staff complaint or grievance is a formal expression of dissatisfaction or concern raised by an employee regarding aspects of their employment. This may involve issues related to working conditions, management practices, interpersonal conflicts, discrimination, harassment, policy violations, or other workplace-related problems. The grievance process allows employees to voice their concerns and seek resolution through a structured and transparent procedure.

If a staff member has a complaint or grievance, the first recommended step is to seek informal resolution by having a direct conversation with the person involved. We encourage an employee to

reach out to a manager or manager's manager (which can be discerned by using our Staff Directory [here](#)) to support with the resolution because we aim to use open conversation to resolve conflict. Reaching out to a manager can provide mediation support. A manager can also help an employee in discerning the severity of the complaint and appropriate next steps.

Procedure for Addressing Grievances:

1. **Informal Resolution:** Employees are encouraged to first discuss the grievance directly with the person involved, if appropriate. If the issue is not resolved or the employee feels uncomfortable addressing it directly, they should speak with a supervisor or manager.
2. **Formal Grievance Submission:** If the grievance cannot be resolved informally, the employee should submit a formal written grievance to the Superintendent. The written grievance should include: a detailed description of the issue or concern, the names of individuals involved, any relevant dates and supporting documentation, the desired resolution or outcome
3. **Acknowledgment:** The Superintendent will acknowledge receipt of the grievance in writing.
4. **Investigation:** The Superintendent will conduct a thorough and impartial investigation into the grievance. This may include interviews with the employee, the individual(s) involved, and any witnesses, as well as a review of relevant documents. The employee will be kept informed of the progress.
5. **Resolution:** Once the investigation is complete, the Superintendent will provide a written response to the employee, outlining the findings and any actions to be taken. If the employee is not satisfied with the resolution, they may appeal the decision by submitting a written appeal to the KCIA Board.

3. CONDUCT AND OTHER WORKPLACE RULES

3.1 Appearance/Employee Dress Code Policy

Employees should wear clothing that is professional and practical for work, but not distracting or offensive to others. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable. Clothing that has the KCIA logo is encouraged. Revealing clothing is not appropriate for a place of business.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual work attire, please ask your supervisor, the Principal, or Superintendent. Please refer to [Section 3.9 Employee Dress Code Policy](#) for language associated with the board approved policy.

Below you will find additional guidance related to work appropriate attire:

- Modesty: Clothing should be modest and not revealing. This typically means no short shorts, skirts or dresses, and no low-cut tops.
- No Offensive Images or Language: Clothing with offensive language or images, including those depicting violence, drugs, or alcohol, is usually prohibited.
- Appropriateness for Activities: Clothing, including hats, should be appropriate for the activities of the school day, including physical education, recess, and any special events.
- Safety: Clothing should not pose a safety hazard. This may include restrictions on clothing with long strings or dangling accessories.
- Respect for Others: Please avoid clothing with offensive messages or symbols.

3.2 Attendance and Punctuality

If you expect to be absent or delayed, you must notify the Principal by telephone and advise him or her of your absence or tardiness. You are expected to call and either speak with that person or leave a voicemail or text message no later than one hour prior to your expected reporting time. Your supervisor or Principal may designate someone to receive such calls in his or her absence. Failure to inform this person of your absence or delay will result in the absence being considered unexcused and may subject you to disciplinary action, up to and including termination.

Communicating your absence or tardiness to a co-worker other than your supervisor, Principal, Superintendent, or designee will not be considered adequate notice.

Employees are expected to call their Principal, Superintendent, or designee each day that they are absent unless the employee is on an approved leave of absence.

Employees with excessive absenteeism or tardiness cannot perform their jobs effectively and potentially create disruptions to the operation of KCIA. Therefore, excessive absenteeism or tardiness may be cause for disciplinary action, up to and including termination.

3.3 Drug-Free Workplace

KCIA seeks to maintain a safe workplace and learning environment by eliminating the hazards to health and safety created by alcohol and other drug abuse. All employees and contractors are prohibited from the use, manufacture, distribution, sale and/or possession of any legal drug, controlled substance or alcoholic beverage during work hours (including lunch and break time) on school property or in a school vehicle. Employees are prohibited from being under the influence of, selling, offering to sell, trading, purchasing, using or possessing any illegal drug or alcohol while performing school business or job-related duties, while on school property or while operating school property (including vehicles).

[Note: School-sponsored activities that may include the service of alcoholic beverages are not included in this provision.]

Employees who engage in the above prohibited activities in violation of this policy are subject to disciplinary action, up to and including termination of employment.

3.4 Inclement Weather and Emergency Conditions

All KCIA employees are expected to make a reasonable effort to report to work on inclement weather days. In the event of severe weather conditions or other emergencies, the Superintendent or their designee may decide to close school for the remainder of the day or prior to the beginning of a workday. No loss of pay will occur as a result of early dismissal or closure for this reason. Likewise, if you report to work and find that school is unexpectedly closed due to an emergency, no loss of pay will occur. However, if the school is open and you are unable to report to work, you must use your accrued PDO in order to be paid.

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

3.5 Personal Relationships

KCIA recognizes that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings and potential sexual harassment claims, supervisory employees are discouraged from dating or engaging in sexual relationships with subordinate employees. In the event a dating or sexual relationship does develop between a supervisor and a subordinate, then the supervisor must promptly report the relationship to KCIA Principal or Superintendent. Violation of this policy may result in disciplinary action, up to and including termination. Furthermore, co-workers are strongly discouraged from dating or pursuing romantic or sexual relationships with each other.

3.6 No Smoking/Chewing Policy

Employees, guests and vendors are not permitted to smoke/chew in KCIA facilities at any given time or on school grounds. Smoking/Chewing is prohibited in all KCIA facilities and vehicles; furthermore, use of any vaping devices is also prohibited at all times.

3.7 No Solicitation/Distribution of Literature

KCIA has established rules applicable to all employees to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these rules.

- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the solicitation is directed; and
- No employee shall distribute or circulate any written or printed material in work areas at any time during his or her working time during the working time of the employee or employees at whom the distribution is directed.

As used in this policy, “working time” includes all time for which an employee is paid and/or is scheduled to be performing services for KCIA. This excludes meals or other breaks, rest periods, or other times during a shift when an employee is not engaged in performing services for KCIA. In addition, KCIA electronic resources (including but not limited to computer systems, email, phone systems, voicemail, cell phones, etc.) shall not be used for personal gain or advancement of individual views. Utilization of email or other KCIA electronic resources for purposes of non-business solicitation or for personal gain of the promotion of events and causes is likewise prohibited.

3.8 Open-Door Policy / Problem Solving Process

KCIA promotes a quality work environment for all employees, one that encourages a high level of individual and team contribution in support of business goals. KCIA believes that open

communication and feedback are essential to a successful work environment and that all employees should feel free to seek answers to work-related questions and raise any matter of importance and/or issues of concern without fear of reprisal.

The underlying philosophy of KCIA Open-Door Policy is to provide an effective and timely process for employees to seek solutions to work-related questions, concerns or problems.

If for any reason, you do not feel comfortable discussing a work related concern with your immediate supervisor, you should bring the issue to the attention of the Superintendent. If after taking repeated steps, you continue to feel that your issues have not been resolved, you are encouraged to bring your work-related concern to the attention of the Superintendent. You should attempt to resolve your concerns as soon as possible. Ideally, you should make every attempt to bring your concerns to the attention of your supervisor, Principal or the Superintendent within ten working days of the event.

3.9 Public Relations/Statements to the Media

KCIA and its programs, activities and plans are sometimes of special interest to the general public. In order to ensure a professional relationship with the media, due diligence must be taken to ensure that information originating from KCIA is accurate, complete and reflects the official position of the organization.

In the interest of orderly, consistent management of information released to the media, all inquiries from or statements to the media and other interested parties must be referred to the Principal or Superintendent. Only the Superintendent, the Principal or his or her designee is authorized to make or approve public statements pertaining to KCIA or its operations. No employees, unless specifically designated by the Superintendent or the Principal, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper or other publication on behalf of KCIA must first obtain approval from the Superintendent or Principal before publication.

3.10 Rules of Conduct

As a KCIA employee, you are expected to:

- Conduct yourself in accordance with the established policies and practices of KCIA
- Strive to observe the highest standards of school or business behavior and ethics
- Comply strictly with all applicable laws, rules, and regulations

The foregoing list is not comprehensive. It is not possible to list all of the types of behavior that are desirable or that are considered unacceptable in the workplace.

Noted below is a partial list of the acts of misconduct that may require disciplinary action, up to and including termination. This list is not intended to limit KCIA rights to discipline or discharge employees

for other reasons not listed here, nor does it alter or limit the policy of employment at will, whereby you or KCIA may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice:

- Abuse or mistreatment of students.
- Theft of unauthorized use, possession or removal of company records or property or the property of any employee, client (school or district) or visitor.
- Falsification of or omissions from employment records or other company or school records, including timekeeping records (e.g. time sheets).
- Unauthorized distribution, dispensation, possession or use of intoxicating beverages or controlled substances on school premises or reporting to work or operating school owned vehicles or equipment while under the influence of such substances. Failure to submit to reasonable suspicion testing or conduct that violates KCIA's Drug-Free Workplace Policy.
- Fighting or otherwise engaging in disorderly, threatening or intimidating conduct in the workplace, including horseplay or other actions that endanger others.
- Using abusive or offensive language, making disparaging remarks, being discourteous or otherwise harassing, threatening, coercing or interfering with employees, students or visitors.
- Insubordination and/or failure or refusal to follow the instructions of a department head, manager or supervisor, including refusal to accept a job assignment, direction or reasonable overtime, or behaving in a disrespectful manner toward a department head, manager or supervisor or in a manner which would undermine his or her authority.
- Creating or contributing to unsafe conditions by an act or by a failure to act.
- Excessive personal phone calls, emailing or web browsing or other violations of KCIA Electronic Resources policies.
- Unauthorized possession, use or copying of school records or disclosure of proprietary or confidential information to unauthorized persons.
- Illegal conduct of any kind.
- Dishonesty, including, but not limited to, any fraudulent act or a breach of trust.
- Excessive tardiness or absenteeism or failure to call in as required.
- Refusal to fully cooperate with KCIA in any investigation related to the workplace.
- Improper or illegal discrimination, harassment or retaliation, as set forth in KCIA Equal Employment Opportunity Policy, Anti-Harassment Policy and Policy Against Sexual Harassment.
- Failure to report a workplace injury as soon as possible.
- Inducing or assisting another employee in committing any breach of the foregoing rules and regulations.
- Violation of any KCIA rule, policy of standard, including, for example, but not limited to, policies regarding confidentiality of proprietary information, policies relating to travel and expenses and policies concerning the use of KCIA's electronic resources.

For purposes of these standards of conduct or any other policies and procedures in this Handbook, “school premises” includes any location where school related functions or activities are taking place, other than an employee’s private home.

3.11 Corporal Punishment

Corporal punishment (as well as threats of corporal punishment) is prohibited at KCIA at all times. Corporal punishment is forced pain intended to change a person’s behavior to punish them. Parent permission never exempts KCIA staff from following the no corporal punishment policy. Corporal punishment is never to be used or threatened at any time or with any affiliation to KCIA.

3.12 Second Jobs

The high standards of quality service held by KCIA are only possible when all employees give their very best performance. This level of performance may be difficult to maintain when an employee is working more than one job. Taking a second job, including self-employment, is not permitted if such work may reduce your performance while on the job for KCIA or if such work may create a potential conflict of interest.

3.13 Staffing - Immigration Law Compliance

KCIA is required to comply fully with federal immigration laws. As a condition of employment, we will verify an employee’s identity and legal authorization to work in the United States. The employee is required to present the documents necessary for the verification process no later than three business days after employment commences. Employees who do not produce the required documents will be terminated in accordance with the Federal Immigration Reform and Control Act. Where an employee has provided documentation that in any way limits the time that the employee is permitted to work, the employee will be required by KCIA to re-verify his or her work authorization at the appropriate time and interval. If at any time during employment, an employee’s immigration status changes so that he or she is no longer authorized to work in the United States, that employee must notify the Superintendent immediately.

Although an applicant or employee need not provide a Social Security number to verify his or her legal authorization to work in the United States, in conformity with federal tax laws, KCIA requires all employees to provide a valid Social Security number. In conformity with its policies regarding falsification of applications or records, KCIA reserves the right to discipline or terminate any employee who provides false or misleading documentation of work authorization or who provides a false Social Security number.

3.14 Work Hours Policy

It is the policy of KCIA to establish the time and duration of working hours as required by workload, school needs, the efficient management of human resources and all applicable laws.

- Elementary School Norms:
 - All staff members are expected to arrive no later than **7:40 AM** daily, unless due to the scope of your job responsibilities, you have been given different work hours **approved by your building principal and superintendent**.
 - Classroom teachers should be outside their classrooms ready to greet students by **8:10 AM**. If you have other tasks to complete you should arrive early enough to complete them and be ready to greet students at **8:10 AM**.
 - All staff members are expected to remain at work until **3:40 PM** daily, unless due to the scope of your job responsibilities you have been given different hours. All teachers are expected to escort their students to the buses at the end of the day. If you have an emergency or situation requiring a change to these times, prior approval from the Principal or Superintendent is needed.
- Middle School Norms:
 - All staff members are expected to arrive no later than **7:00 AM** daily, unless due to the scope of your job responsibilities, you have been given different work hours **approved by your building principal and superintendent**.
 - Classroom teachers should be outside their classrooms ready to greet students by **7:25 AM**. If you have other tasks to complete you should arrive early enough to complete them and be ready to greet students at **7:30 AM**.
 - All staff members are expected to remain at work until **3:00 PM** daily, unless due to the scope of your job responsibilities you have been given different hours. All teachers are expected to escort their students to the buses at the end of the day. If you have an emergency or situation requiring a change to these times, prior approval from the Principal or Superintendent is needed.

Personnel employed in executive, administrative, professional, outside sales or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records, but must account for daily attendance. KCIA policy regarding salary payments to exempt employees is set forth below.

Superintendent will assign overtime (if any) to employees as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. If KCIA finds that an employee has worked overtime hours that were not approved in advance, appropriate disciplinary action will be taken.

3.15 Punctuality

Staff members are expected to be on time for all meetings/appointments. Staff members have many important responsibilities associated with their work assignments and being on time to meetings and

appointments shows respect to the others involved in the appointment. If an emergency arises, please call ahead to alert others that you are on your way.

3.16 Visitors

To minimize interruptions to the instructional environment and ensure safety, no parents/guardians will be allowed to come to classrooms after morning arrival or during the day. If there is a circumstance in which a parent/guardian needs to be observing in a student's classroom, the teacher should communicate with the Principal in advance of the parent visitor in their classroom. If a parent/visitor needs to give something to a staff member or student, they will be required to leave the item in the front office. You will be notified of the item by the front office or the item will be delivered to the classroom. If parents are scheduled to volunteer or for some other purpose, they must sign in at the office and obtain a visitor's badge. School Staff who observe parents/visitors without proper identification are to report that information immediately to the school office and/or security.

KCIA employees are not allowed to have their children at work with them during contracted work hours. If an emergency arises, please contact the Principal for approval.

Staff must have administrative pre-approval of family, friends, or work related visitors during school or office hours.

3.17 Communication Expectations - Email / Cell Phones / Google Chat

Email should be checked on a daily basis. Staff Members are expected to respond to emails in a timely manner. Emails containing sensitive information or troubling tone should be replied to by phone or with a face-to-face follow up.

Please pick appropriate times to check your email/texts so this does not interfere with your direct instruction and your monitoring of student learning. This should never be while students are under your supervision. In case of an emergency, please let your families know to call the office if there is an emergency. In an effort to fully engage, please silence cell phones during meetings and other professional obligations.

Emails/text written tied to your work at KCIA should remain factual and professional. All written communication can be subpoenaed, so please make sure you should never put anything in an email/text that you wouldn't want someone else to read.

3.18 Communication Expectations - Social Media Usage

KCIA is committed to safeguarding the personal information and images of our students. By ensuring privacy settings are secure and limiting access to authorized personnel, the school aims to prevent

unauthorized use of student images, which could lead to embarrassment or harm. Therefore, posting pictures or videos of students on staff members' personal social media pages is strictly prohibited.

KCIA aims to ensure we have explicit written consent from the student's parent or guardian before an image of a student is used in marketing/advertising materials or on social media; the KCIA social media manager has access to the complete and updated list of media consent. We encourage all KCIA staff to share joyful and celebratory pictures or images with the social media manager so that we can highlight our students, while also ensuring we are doing so with respect to a parent's approval of that media usage.

3.19 Communications Expectations - External Fundraising

KCIA understands the importance of resources in the classroom. We are committed to helping teachers obtain needed resources. If a staff member would like resources beyond the realm that KCIA can provide, staff members must get pre-approval for fundraising platforms including Donors Choice, Amazon Wish lists, etc. Before sharing a public link or post about your fundraising goals, KCIA staff member's must email your Principal/Supervisor the text and photos to be used as well as the fundraising goal/items you would like. This will allow a Principal/Supervisor to ensure the language we are using to talk about the donation is respectful of our students and their families. Additionally, this step will ensure we are confirming media consent as provided by our families. All gifts accepted become property of KCIA. Click [here](#) for the Fundraising Authorization form.

4. POLICY ON USE OF SCHOOL PROPERTY

4.1 Electronic Resources Policy

KCIA relies on its computer network, phone system and related software and hardware to conduct business. To ensure that its Electronic Resources are used properly by its employees, independent contractors, agents and other users, KCIA has created this Electronic Resources Policy (the "Policy"). "Electronic Resources" refers to KCIA's computer network, telephone network and related software and hardware. Specifically, Electronic Resources, whether owned or leased, including, but not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, hand-held devices, data files and all internal and external computer and communications networks (i.e., internet commercial online services, value-added networks, email systems and smartphones) that may be accessed directly or indirectly from KCIAs' computer network. It also includes all phone systems, telephone units, servers, voicemail systems and cell phones, whether owned or leased.

The Electronic Resources are the property of KCIA. Employees are permitted access to the Electronic Resource to assist them in the performance of their jobs, subject to their compliance with their Policy. At all times, Users have the responsibility to use KCIAs' Electronic Resources in a professional, ethical, and lawful manner. Use of KCIAs' Electronic Resources is a privilege that may be revoked at any time. In addition, violations of this policy will be taken very seriously and may result in disciplinary action, up to and including termination of employment as well as civil and criminal liability.

4.2 No Expectation of Privacy

The Electronic Resources made available to employees are to assist them in the performance of their jobs. Users should not and do not have an expectation of privacy in anything they create, store and/or receive on or with KCIAs' Electronic Resources. By using KCIAs' Electronic Resources, Users expressly waive any right of privacy. Users consent to allowing personnel of KCIA to access and review, for legitimate work-related purposes, all files, attachments, websites, emails, voicemails or any other transmissions or materials that they or others create, store, send or receive on the computer, hand-held device or over the Internet or any other computer network or Company phone network or equipment. Users understand and agree that KCIA may use human or automated means to monitor the use of its Electronic Resources.

4.3 Prohibited Activities

Prohibited Uses: Electronic Resources must be used in a manner that does not violate the Family Education Rights and Privacy Act that KCIA is bound to follow. KCIA Electronic Resources may not

be used for dissemination or storage of commercial or personal advertisements, solicitations, gambling, internet shopping, video or music streaming, online dating, promotions, destructive programs (i.e. viruses or self-replicating code), political material or any other unauthorized use. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by email or other forms of electronic communication (such as IM, Skype, Web 2.0 sites, chat groups, web browsers or blogs) or accessed, displayed or stored on KCIA computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor, Principal or to the Superintendent.

Misuse of Software: All software must be loaded by the KCIA and must be for business purposes only. Without prior written authorization from the Director of Operations and Finance, Users may not do any of the following; (1) copy KCIA or third-party software; (2) modify, revise, transform, recast or adapt any software; or (3) download from the Internet or otherwise install software on their KCIA workstation, desktop or laptop computer, school provided cell phone or other device. Employees who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisor.

4.4 Passwords

Users are responsible for safeguarding their passwords for access to any Electronic Resources. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No user is permitted to access any Electronic Resources using another User's password or account. Use of passwords to gain access to Electronic Resources or to encode particular files or messages does not imply that Users have an expectation of privacy.

4.5 Security

Portable Storage Devices: Portable storage devices (i.e., flash drives, zip drives, iPods, smart phones, handhelds or other storage devices) can be used for business purposes only and under the following conditions. Documents stored on a portable storage device should be copies of documents that exist in other locations on the network. Nothing should be stored solely on a portable storage device. Social Security numbers, pay data or other confidential personnel information, health records (or anything that would violate HIPPA), student records, product specifications, pricing documentation and trade secrets or other confidential corporate information must never be transported or saved on a portable storage device.

Vendors and visitors cannot use a flash drive or other portable storage device on a KCIA network computer. If you lose a portable storage device containing KCIA information you should notify your supervisor immediately.

4.6 Viruses

Virus Detection: Each user is responsible for taking reasonable precautions to ensure that he or she does not introduce viruses to the KCIA network. To that end, all material received on flash drives or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to KCIA must be scanned for viruses and other destructive programs before being placed onto the computer system.

4.7 Email

E-mail Usage: KCIA considers email to be any technology used to transfer business messages. Thus for purposes of this policy email may include text messages, instant messages and email transmitted from computers, laptops, BlackBerries or similar devices. Users are responsible for conducting themselves in an ethical and lawful manner when using email. When creating email messages KCIA expects you to follow the same standards required in all written business communications for this company.

KCIA retains the right to access, monitor, intercept, review and copy, for legitimate work related purposes, any and all email messages composed, transmitted, received or stored with or on its Electronic Resources and a User's use of KCIA Electronic Resources constitutes consent to such.

KCIA expects everyone to use email accounts primarily for business related purposes i.e., to communicate with coworkers, clients and vendors, to research relevant topics and to obtain useful business information.

Prohibited Uses: Below are a few examples of uses that are prohibited under the email usage policy. This is not intended to be an exhaustive list and employees are asked to use their best judgment when using KCIA's email.

- Users may not, under any circumstances, use "spoofing" or other means to disguise their web identities in sending email or other electronic communication via bulletin boards, Web 2.0 sites or chat groups. Without express permission of their supervisors, Users may not send unsolicited ("spamming") emails to persons with whom they do not have a prior relationship or bona fide business purpose.
- Altering a message from another User without their permission.
- Improperly using someone else's email account as your own.
- Forwarding your KCIA email to your personal internet account (e.g., Yahoo, Hotmail, or Gmail) for usage out of the office. Email can be accessed via the KCIA webmail account and can be forwarded to authorized Users.

4.8 Use of Equipment

No Right to Privacy: All KCIA property – including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines and vehicles – are provided by KCIA for business use. KCIA reserves the right, at all times and without prior notice, to inspect and search any and all of its property. By using KCIA's property, Users expressly waive any right of privacy in anything they create, store, send, receive or maintain in KCIA property.

Employees are expected to properly use and maintain in good working order all KCIA School property and equipment made available to them to perform their jobs. Employees who lose, steal or misuse KCIA property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including termination of employment.

Employees must strictly limit the use of KCIA equipment for non-work purposes and such use may not interfere with an employee's duties and responsibilities or violate KCIA policies.

Employees may access only files or documents that they have permission to access. Unauthorized review, duplication, dissemination, removal, damage or alteration of files or other property of KCIA or improper use of information obtained by unauthorized means may be grounds for disciplinary action, up to and including termination.

5. SAFETY, SECURITY AND COMPLIANCE ISSUES

5.1 Health and Safety

The health and safety of employees in others on KCIA property are of critical concern to KCIA. We strive to attain the highest possible level of safety in all activities and operations. KCIA intends to comply with all health and safety laws applicable to our business.

To this end, KCIA must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods in known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to your supervisor immediately even if you believe you have corrected the problem. If you suspect a concealed danger is present at KCIA premises or in a product, facility, piece of equipment, process or business practice for which KCIA is responsible, you should immediately bring it to the attention of your Principal or Superintendent.

Periodically, KCIA may issue rules and guidelines governing workplace safety and health. Failure to comply strictly with the rules and guidelines regarding health and safety or negligent work performance that endangers the health and safety will not be tolerated and may result in disciplinary action, up to and including termination.

Any workplace injury, accident or illness *must* be reported to your supervisor as soon as possible regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

In the event of a workplace injury, always call 9-1-1 if you or a colleague is experiencing a life-threatening injury.

In the event of a workplace injury, a KCIA employee should:

- Share in writing (email) the date, time, location, general summary of the injury using the Staff Member Accident Report form linked [here](#) and located in the School Nurse office
- Document any students or staff members that could confirm the incident/injury
- Reach out to a Principal or Manager ASAP for additional support

The employer will:

- Assure that first aid is administered for minor injuries or arrange medical treatment by an employer selected physician or the employee's pre-designated physician when necessary
- For extreme emergencies, get the injured to any available doctor, hospital, or public medical service.

An employee must also report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. The District expects incident forms to be completed within 72 hours. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to promptly report an injury or illness arising out of and in the course of employment may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

An employee of KCIA who is in any way harmed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law. The District will not retaliate against an employee who exercises his or her rights under the Workers' Compensation Law. Click [here](#) for general guidelines.

5.2 Policy Against Workplace Violence

1. Statement of Policy

Acts of threats of physical violence, including intimidation, harassment and/or coercion that involve or affect KCIA or that occur on KCIA property or in the conduct KCIA business off KCIA property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in KCIA operations, including, but not limited to, KCIA personnel, contract workers, temporary employees, clients, vendors and anyone else on KCIA property or conducting KCIA business off KCIA. Violations of this policy may by any individual will lead to disciplinary action, up to and including termination of employment, and or legal action as appropriate.

This policy is intended to bring KCIA into compliance with existing legal provisions requiring employers to provide a safe workplace. It is not intended to create any obligations beyond those required by existing law.

2. Definitions

Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
- The intentional destruction or threat of destruction of KCIA property or an employee's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and

- Any conduct resulting in the conviction under any criminal code relating to violence or threats of violence that adversely affect the legitimate business interests of KCIA.

3. Enforcement

Any person who engages or is accused of engaging in a threat or violent action on KCIA property may be removed from the premises as quickly as safety permits it may be required, at KCIA discretion, to remain off KCIA premises pending the outcome of an investigation of the incident.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing policy or procedure of KCIA should be interpreted in a manner that prevents the making of these necessary decisions.

KCIA will make the sole determination of whether and to what extent threats or acts of violence will be acted upon by KCIA. In making this determination, KCIA may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at KCIA.

5.3 Mandatory Abuse Incident Reporting Policy

This Mandatory Abuse Incident Reporting Policy is designed to ensure that all members of the KCIA community report any allegations or reasonable suspicion of any incidents of sexual or physical abuse against students or neglect of students, including abuse and neglect that may take place within students' homes. Members of the KCIA community who come in direct contact with the children to whom KCIA provide services are legally mandated reporters for child abuse and neglect. *Mandated reporters are not required to be certain that abuse or neglect has occurred in order to make a report.*

Mandated reporters should notify their supervisor and Superintendent via verbal/email communication. Additionally, click [here](#) to download, and complete the Child Abuse/Neglect Hotline Form for documentation purposes. This document should be forwarded to the supervisor, Director of Student Services, Director of Special Services, and the Superintendent.

Other school employees who are not a mandatory reporter (e.g., custodian) shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

The report should be made within 24 hours of the concern being raised.

Non-retaliation

KCIA prohibits any manager or other employee from retaliating or taking any adverse action against any employee for reporting reasonable suspicion of sexual and physical abuse or neglect.

Penalties for Violations

In addition to applicable criminal or civil penalties, any employee of KCIA who fails to comply with this policy shall be subject to disciplinary action, up to and including termination of employment. Such discipline may also apply to such actions as requesting others to violate this policy, failing to cooperate with any child abuse investigation or retaliating against an employee for making a report of child abuse.

5.4 Building Security

All exterior doors at KCIA will be locked at all times. Visitors will be required to come directly to the office upon entering the building. Parents or visitors **MUST** first sign in at the office before coming to a teacher's classroom or school event/space; this allows all visitors to receive a visitor sticker/badge that indicates they have checked in. It is advisable to teach students that any individual without a visitor's badge should be reported to the nearest staff member.

All staff are required to wear a KCIA identification badge while on site. Staff members who misplace or damage the badge will need to contact the Director of Security to secure a replacement.

You should be alert at all times and should report the presence of any suspicious persons to your supervisor, or the Director of Security, immediately. You should also maintain in your possession at all times your keys, security passes and identification badge. Do not lend these items to anyone who is not authorized to possess them. Similarly, computer passwords, electronic door codes and other security access information must not be disclosed to anyone who is not authorized to have that information.

5.5 Weapons

KCIA prohibits all persons who enter school property from carrying a handgun, fire arm, knife, chemical, explosive or detonating device or other weapon of any kind regardless of whether the person is licensed to carry the weapon.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by KCIA to carry a weapon on the property. Any employee who violates this policy will be subject to discipline up to and including termination.

5.6 Bullying

Staff members are required to report:

- All firsthand knowledge of bullying
- Any reasonable cause to suspect that a student has been subject to bullying
- Reports of bullying from students

Staff members who witness bullying or receive reliable information that an incident of bullying has occurred must report the incident to the school administration within two days of witnessing the incident or receiving the report of the incident.

School administration will begin an investigation of all incidents reported within one day of receiving information, and will be concluded within ten days. All incidents or reports of incidents and their resolution will be documented and maintained by the school administration. If investigation finds evidence of bullying, school administration will respond in accordance with the Student Code of Conduct which may include, but not be limited to counseling, school-based restorative justice, in-school suspensions, or expulsion, as deemed appropriate by the school administration.

Any incidents of reprisal or retaliation against any person who reports an act of bullying will not be tolerated and will result in appropriate remedial action in accordance with the Student Code of Conduct.

KCIA's Anti-Bullying Policy is available for all students, families, and staff members in the KCIA student handbook.

5.7 Suicide Prevention

Purpose Statement:

Suicide is a leading cause of death in youth ages 10-24 in Missouri and is a public health concern impacting all Missouri citizens. This school district is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy will outline key protocol and procedures for this district in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo.

Pursuant to Section 170.048, RSMo, the Missouri Department of Elementary and Secondary Education (DESE) developed a model policy regarding youth suicide awareness and prevention. This model policy may be adopted by Missouri school districts to meet the requirements of Section 170.048, RSMo which provides as follows:

- 1. By July 1, 2018, each district shall adopt a policy for youth suicide awareness and prevention, including plans for how the district will provide for the training and education of its district employees.
- 2. Each district's policy shall address, but not be limited to, the following:
 - (1) Strategies that can help identify students who are at possible risk of suicide;
 - (2) Strategies and protocols for helping students at possible risk of suicide; and
 - (3) Protocols for responding to a suicide death. This model policy is intended to serve as a template for districts in developing suicide prevention policy.

Districts are encouraged to adapt and customize the model policy to best address and meet the needs of their school community. Counselors information can be found on KCIA's website [here](#).

5.8 Volunteer Background Checks

As part of our commitment to providing a safe and secure environment for all students and staff, we require that all volunteers undergo a background check before beginning their volunteer activities. This policy applies to any individual who wishes to volunteer in any capacity within our school. The background check will include, but may not be limited to, a criminal history check, verification of identity, and a check against the national sex offender registry. All information obtained from the background check will be kept confidential and used solely for the purpose of determining volunteer eligibility.

5.9 Communicable Diseases

At KCIA, our aim is to protect the health and safety of all employees, students, and visitors by preventing the spread of infectious diseases. Employees and students who exhibit symptoms of a communicable disease are required to stay home and seek medical advice. The policy mandates prompt reporting of diagnosed cases to the school administration, who will then inform relevant health authorities as required. The School Nurse is given the authority to assess symptoms and make decisions regarding the need for exclusion or further medical evaluation. Confidentiality of affected individuals will be maintained at all times, and the school will provide information and resources to educate the community on prevention and management of communicable diseases.

6. EMPLOYEE BENEFITS

6.1 Benefits

All full-time regular employees will receive insurance and other benefits offered by KCIA. Eligibility, coverage, deductibles and carriers of such benefits are subject to modification or termination at any time at the sole discretion of KCIA or respective insurance carriers. Benefits are only available to active full-time regular employees who are regularly scheduled to work a minimum of thirty hours per week.

6.2 Compensation

Payroll Checks

KCIA pays employees semi-monthly. Employees will receive paychecks on the 15th and the last day of the month. If payday falls on a weekend or holiday, you will be paid the work day prior. Direct deposit is required. Your pay will be deposited into an account at your financial institution using the account information you have provided. You must provide banking information showing you are on the account.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made for any reason, including, but not limited to, an over or underpayment, please contact KCIA immediately. KCIA will take the necessary steps to research the problem and to assure that any necessary corrections are made promptly.

W2s

KCIA is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employee's annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year. At KCIA, a W-2 will be emailed. Should an employee choose to receive a paper copy mailed to a physical address, please state and acknowledge that request in the digital Acknowledgment survey received at the end of the annual School Policy review.

6.3 Holidays

KCIA observes various holidays each calendar year. A listing of the holidays for a given year will be distributed to employees prior to the start of the new calendar year. Typically, KCIA observes the following holidays each year:

- Labor Day
- Thanksgiving Day

- Winter Recess
- New Year's Day
- Dr. Martin Luther King Day
- President's Day
- Spring Break
- Memorial Day
- Juneteenth
- 4th of July

6.4 Planned Absences

Planned Absence

When an employee anticipates an absence, leave should be entered in Purely. Detailed plans should be left for the substitute including:

- Up-to-date class roster
- Instruction on how to report attendance – all attendance must be taken in Infinite Campus this year so be sure the sub knows who to contact if a problem arises
- Clear and concise information regarding what the students are expected to do in the teacher's absence
- A class schedule
- Classroom discipline procedures

Each teacher is expected to maintain an emergency sub file with generic work suitable for the class. Your team's team leader is expected to know where your sub file is stored.

For all planned absences: Approval must be obtained from the Principal at least one week in advance. No planned leave will be approved the day before and/or after a holiday, the first and last two weeks of the regular school year, or during summer school.

6.5.a Paid Days Off

Paid Days Off – Paid Days Off (PDO) are available to full-time regular employees to provide greater flexibility in the use of their time off. PDO will be earned according to the number of days worked, as outlined.

All Full-Time Staff:

- 1st Year - 11 Days
- 2nd Year - 12 Days
- 3rd Year - 14 Days
- 4th Year and beyond - 15 Days

Employees must exhaust PDO before unpaid leave can be taken. Employees working their calendar year may carry over a maximum of five (5) PDO. For employees who complete their calendar year, any days accrued beyond five (5) may be sold back to the district (at the district's discretion) at the end of each school year at a rate of \$100 per day (pro-rated for employees working less than 8 hours/day). Buy-backs will occur after June 30 each year and are typically paid out on or around July 15th. If school is closed for more than five (5) scheduled work days and salary/wages are paid for the unscheduled closed days, unused PDO in excess of five (5) days will be forfeited at the rate of one day forfeited PDO for each day closed in excess of five (5) days. Forfeited PDO will not be paid or carried over.

Absences may be charged against PDO for the following reasons:

- Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness of incapacity of the claimant and/or inclusive dates of the employee's incapacitation.
- Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - The employee's spouse/legal partner and the following relatives of the employee or the employee's spouse/legal partner: parents, stepparents, children, stepchildren, children/step children spouses, grandparents, grandchildren, siblings, step siblings and any other family member residing with the employee.
 - Any other person whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: "Family" for FMLA purposes is more limited)
- Pregnancy, childbirth, and adoption leave in accordance with this policy.
- Tax investigation.
- Court appearances, unless applicable by law, require no leave be charged to the employee.
- Wedding or graduation.
- Observance of a religious holiday.
- Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before/after school hours, including parent-teacher conferences. This also includes medical or dental appointments.
- Leave under FMLA.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

6.5.b Extended Unpaid Days Off/Leave

Recognizing KCIA is at its best when hired staff are present to support the instructional and social emotional advancement of those served, extended leaves of absences should be reserved for “once in a lifetime” events, in keeping with board policy [3.10 PERSONAL LEAVE POLICY](#). In addition to specific board policy language focused on extended leave of absence, below you will find the procedure for granting extended leaves of absence. *NOTE: This procedure is tied to extended leave NOT covered under Family Medical Leave Act (FMLA) or other Department of Labor supported reasons for being gone for an extended leave.*

1. In keeping with board policy, all staff have the right to use personal leave that has accrued based on employment status. For purposes of this procedure, extended leave is defined as leave beyond the number of Personal Days Off (PDO)/vacation days an individual has on file with the HR/Finance departments.
2. For leave requests once PDO/vacations days have been used, staff must make the request to their immediate supervisor AND Human Resources including the reason for the leave. Ideally, approval should be sought prior to entering into Purely. The following criteria will be used to approve/deny request for extended leave:
 - a. Continuing Education
 - b. Childcare Reasons
 - c. To run for political office
 - d. “Once in a lifetime event” (e.g., family wedding, religious function)
3. Staff taking extended leave with no date of return will be placed on administrative unpaid leave after two consecutive weeks. Upon return pay will be recalculated based on an August to July pay schedule.
4. Requests for more than thirty days of extended leave will be directed to the Board of Directors for approval.
5. Staff that choose to take leave without the appropriate approval may be subject to termination due to job abandonment.
6. Regardless of approval, unpaid leave that extends beyond thirty days will result in the suspension of medical and other board paid benefits until the staff member returns. Benefits will resume the first of the month, 30-days after return. Staff also have the option to pay the board paid benefits in advance.

Black Out Days

Staff members are strongly encouraged to refrain from using pe-planned PDO for the first and last two weeks of the regular school year, the days preceding and following a holiday break (refer to section 6.3), during summer school, on teacher pre-service days and all scheduled full day in-service days (these days are considered Black Out Days). Any staff that needs to request a PDO on any of the black out days will need to request them through the immediate supervisor.

Vacation Days (12 Month Staff)

The Board of Education shall grant vacation days in addition to PDO to all district employees regularly scheduled to work twelve (12) months (this does not apply to teachers). Vacation days for management personnel shall be based on the recommendation of the Superintendent and approved by the Board. Full-time and non-management employees are eligible for vacation days as follows:

Years of Service:

- 1-5 years: 20 work days per year
- Greater than 5 years: 24 work days per year

Vacations are to be scheduled with their supervisor to the convenience of the school's staffing needs. In all possible cases, employees with longer continuous service shall be given an opportunity to select vacation time first.

Vacation pay cannot be given in lieu of time off: i.e., an employee cannot receive double pay by working during vacation. Up to five (5) days of unused vacation leave may be carried over to the next (fiscal/school) year. A district employee may not use PDO or vacation days during the period the employee receives Workers' Compensation for the time lost to work related incidents.

Other Types of Leave

6.6 Bereavement Leave

Employees shall be granted paid leave not to exceed five working days in the event of a death in the immediate family. The district may require verification of the need for the leave. The Board defines "immediate family" to include:

- The employee's spouse/legal partner.
- The following relatives of the employee or the employee's spouse: parents, stepparents, children, stepchildren, siblings, step siblings, employee's grandparents, grandchildren or other family members who reside in the same household as the employee.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Employees shall be granted paid leave not to exceed two working days in the event of a death in the extended family. Extended family shall include grandparents of the employee's spouse, children's spouse, sibling's spouse.

6.7 Military Leave

The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the US Armed Forces who are engaged in the performance of duty or training will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed. Employees should provide the district an official order verifying that they are required to report to duty.

6.8 Jury Duty Leave

Employees who serve as jurors shall be required to provide proof of attendance at court, such as a check from the Court reflecting time served or a Certificate of Service from the Court. A jury summons alone, without proof attendance, is not enough to satisfy this requirement. The employee will be paid regular pay after submitting documentation showing proof of service. Any employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

6.9 Crime Victim Leave

Anyone who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation or PDO in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding. Paperwork showing the need to use leave is required.

6.10 Family and Medical Leave

Employees at KCIA who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave are eligible to take twelve (12) weeks of unpaid leave under the Family Medical Leave Act (FMLA).

An employee may request leave for one or more of the following reasons:

- Birth of a child and to care for the newborn child
- Adoption or foster placement of a child with the employee
- To care for the employee's spouse/legal partner, son, daughter, or parent, if that person has a serious health condition
- Serious health condition of employee that prevents the employee from performing the job functions
- Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active-duty status in the National Guard or Reserves in support of a contingency operation
- To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

An employee must notify the district of a need for anticipated duration of the leave at least 30 days before the leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she's able to do so and as long as her ability to perform her duties is not impaired, based upon medical opinion.

Employees who are not eligible for FMLA leave may take up to six weeks of leave for the birth, first year care, adoption or foster care of a child and may use any combination of accrued PDO or vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy related incapacity must provide certification of the medical necessity for such leave.

6.11 Extra Duty or Supplemental Pay

Teachers may be eligible to receive extra duty pay for additional responsibilities or activities performed outside of their regular teaching duties. Extra duty assignments may include, but are not limited to, coaching sports teams, supervising extracurricular activities, leading clubs or organizations, participating in professional development workshops, or assisting with special events.

The rate of extra duty pay will be determined based on the nature of the assignment and in accordance with district policies. Eligible teachers will receive compensation for extra duty assignments in addition to their regular salary, and payment will be made according to the district's payroll schedule. Teachers interested in extra duty opportunities should inquire with their school administration for more information.

Extra Duty pay opportunities can be viewed [here](#).

6.12 Sub Teaching Pay

When a teacher has a scheduled or emergency absence, KCIA works to find substitute teacher coverage through an external sub staffing agency. At its best, this allows the collective teaching team to continue with their scheduled day with students and know that the substitute teacher is effectively providing coverage. At times, when a sub staff agency cannot fill the coverage need, we do use internal sub coverage support. When able to, teachers will teach for an absent colleague during their plan period. At other times, a teacher might merge their class with an absent teacher's class and teach a larger group of students. Additionally, teachers might support in non-instructional ways - covering at the front desk, supporting with a lunch duty, or covering bus dismissal. KCIA works to compensate teachers for the coverage support they provide as it helps us continue to run a seamless school day with and for students.

We have developed an Internal Sub Coverage Pay Schedule located [here](#).

Building Principals will share with their teams the specific procedure to record any sub teaching completed in order to be appropriately compensated.

6.13 Professional Development Meetings

Grade-level and content-team meetings will occur as scheduled by the Principal and Curriculum & Instruction Team during staff planning periods. Grade-level teams should expect to meet at least weekly. Staff will receive an agenda in advance of the meeting, and meetings may last between 30 and 50 minutes.

Staff should adhere to these expectations during meetings:

- Each teacher's attention and participation is expected
- Punctuality is a must
- Meetings will be positive and action-oriented
- Always be considerate of your teammates

7. MISCELLANEOUS

This section summarizes expectations and policies as it relates to student and family engagement with KCIA. While these policies are included in our Student & Family Handbook, we have included them in our Staff Handbook as an opportunity to re-acquaint staff with these expectations.

7.1 Student Leaving During The Day

- Any note from home indicating a change in how a child is to be sent home must be sent to the office as soon as the note is discovered.
- Students leaving early from school must be signed out in the main office by their parents or guardian. Teachers will be notified from the office when a child has been signed out.
- Teachers should not release a child to a parent or any other adult who comes to the classroom. The adult should be directed to the office where they will sign out their child. Their identity will be verified, and the office will call the room for the child.
- Transportation changes will be delivered to you from the office in writing or verbal message and should be given to students before dismissal.

7.2 Assemblies

All classroom teachers are to attend school assemblies with their students when programs are held during the school day. Teachers should sit in close proximity to their class maintaining supervision and responsibility for all students. Students are not to miss assemblies for disciplinary reasons unless the Principal has been consulted.

7.3 Student Attendance

All absences and tardiness should be recorded by the teacher in Infinite Campus. Students arriving at the classroom door shortly after 8:20 AM should have a tardy slip from the office. The office will enter ALL attendance after 8:15 AM. It is imperative that a teacher send a student to the office if they arrive late without a pass and if they have been marked as absent. This action will keep parents from worrying when a phone call is placed by the office and the child is actually at school. Please enter your final attendance by 8:30 AM.

- Elementary School Norms:
 - Classroom teachers should be outside their classrooms ready to greet students by **8:10 AM**. If you have other tasks to complete you should arrive early enough to complete them and be ready to greet students at **8:10 AM**.
 - All staff members are expected to remain at work until **3:40 PM** daily, unless due to the scope of your job responsibilities you have been given different hours. All teachers are expected to escort their students to the buses at the end of the day.

- Middle School Norms:
 - Classroom teachers should be outside their classrooms ready to greet students by **7:25 AM**. If you have other tasks to complete you should arrive early enough to complete them and be ready to greet students at **7:30 AM**.
 - All staff members are expected to remain at work until **3:00 PM** daily, unless due to the scope of your job responsibilities you have been given different hours. All teachers are expected to escort their students to the buses at the end of the day.

7.4 Field Trips

Field trip and bus transportation request forms for field trips are available in the office. All requests for field trips must be directly related to specific instructional objectives. The forms must be submitted at least five days prior to the date a bus will be needed. If payment is needed, please connect with the secretary at least three weeks in advance of the trip. Permission slips must be sent home with students four days before the scheduled field trip. Make sure all permission slips are returned before the field trip.

Remember to communicate with the specials/enrichment teachers, literacy coach, special services teachers, and the nurse the dates and times your grade plans to be gone so that they can plan around it. Teams must borrow a first aid kit from the nurse for any trip away from school. A cell phone and class roster should accompany any field trip. Be sure to leave cell phone numbers with the office staff.

The minimum chaperone to student guideline is 1:15.

7.5 Recess

In order for students to experience a safe and supported recess time, staff members should work to do the following:

- There should be at least three adults on the playground at all times.
- Do not leave your kids until you have confirmed a supervisor is in place.
- Recess supervisors should spread out so that all areas of the playground can be seen.
- Staff members on recess duty are to have radio communication with the office.

Students are expected to go outside unless they have been ill and have a note from home. If the temperature reaches 90 degrees F, recess and physical education should be held inside. During the winter, students are expected to play outside and have physical education unless the temperature is 25 degrees F. If the wind chill is between 10-20 degrees, outdoor recess and physical education should be limited. Teachers should monitor student's dress before sending them out in extreme cold. Students are not allowed to play in the rain or snow.

Indoor recess is conducted in the classrooms. Grade level teams will determine how to manage indoor recess. Teams may choose to utilize one classroom for each supervisor on duty. Please contact the building principal with questions or concerns.

7.6 Supervision of Students

Students should be supervised at all times. Do not leave students unattended in the classroom. Individual or small groups of students may be sent to a destination approved by the teacher. Teachers provide supervision during group student restroom breaks. Personal emergencies may warrant an individual being allowed to use the restroom without teacher supervision. If individual students are not responsible enough to use the restroom pass, this privilege should be denied and they should only use the restroom when supervised.

- Non-classroom teachers will be assigned supervision duties to enhance student management throughout the building.
- The classroom teacher should accompany all students as classes move throughout the halls for special classes.
- The classroom teacher is to walk students to and from the appropriate recess entrance/exit.
- The classroom teacher will need to walk his/her class to the cafeteria.
- Notify the office when you and your students are leaving the room for any reason that would be a change from your regular schedule.

7.7 Toys

Students are not to bring toys, trinkets, video games, trading cards, etc. to school. If they do, collect toys and return them to the student at the end of the day with instructions not to bring them back again, or return them to parents in person. KCIA staff will work with students who need learning tools (e.g., fidget spinners) to support focus during instruction.

7.8 Student Accident Reporting

The health and safety of students on KCIA property is of critical concern to KCIA. We strive to attain the highest possible level of safety in all activities and operations.

Any injury, accident or illness that happens on KCIA school grounds *must* be reported to your supervisor as soon as possible regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist students in obtaining medical care, after which the details of the injury or accident must be reported.

In the event of an injury or accident at KCIA, always call 9-1-1 if the student is experiencing a life-threatening injury.

In the event of an on-campus injury or accident, a KCIA employee should:

- Share in writing (email) the date, time, location, general summary of the injury using the [Student Accident Report](#) form linked here and located in the School Nurse office
- Document any students or staff members that could confirm the incident/injury
- Reach out to a Principal or Manager ASAP for additional support

KCIA will:

- Assure that first aid is administered for minor injuries or arrange medical treatment
- For extreme emergencies, get the injured to any available doctor, hospital, or public medical service.

ACKNOWLEDGEMENT

Click [HERE](#) to complete the electronic acknowledgment verifying you have received, read, and understand all aspects of the staff handbook. This acknowledgement also provides information regarding how you will receive your W-2 in January each year and the process for changing the delivery method. This must be completed by the last work day in August each year.

KC International Academy Strategic Plan

Mission Statement

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

Vision Statement

Our school is a shining example of educating diverse cultures and is a model for others to emulate. Teachers aspire to teach here. Our English Learner and literacy programs are exemplary. In our school every student is challenged to excel academically, no matter their background.

Strategic Plan Goals

Revised June 2022

1. Strengthen literacy and language acquisition in all content areas.
 - a. Develop a vision and plan for rigor and academic language development in all content areas.

2. Improve instructional support systems for teachers (e.g., observation and feedback, use of data, classroom management).
 - a. Develop tools and protocols that enable teachers to use student work and data to improve instruction (e.g., data reports, data and student work meeting protocols, menu of supports).
 - b. Set clear and consistent behavioral expectations and provide teachers with a clear set of strategies and supports to help students meet those expectations.

3. Build a positive school culture that engages families and community partners and encompasses many cultures, languages, and diverse perspectives.
 - a. Ensure staff are equipped to create culturally responsive teaching environments.
 - b. Develop a family liaison team with systems to support the physical, emotional, and academic needs of KCIA families, with the goal of increasing family and student access to education.

4. Hire and retain a diverse, high-quality staff.
 - a. Recruit and hire staff members who are certified to teach ELL and otherwise reflect the linguistic and cultural diversity of our students and families.
 - b. Identify strengths through observations and teacher evaluation data to provide individualized growth and leadership development opportunities for staff members.

5. Ensure KCIA is financially and operationally sustainable and has the facilities it needs to thrive.
 - a. Develop adequate classroom space, learning environments, and support spaces.
 - b. Provide a collaborative, transparent budget process that produces positive school growth and reserves of at least 15% at the end of each school year.

Emergency Procedures

Emergency Contacts

Police (Emergency): **9-1-1**

Police (Non-Emergency): **816-234-5000**

Poison Control: **1-800-222-1222**

First Student (Bus): **816-254-5262**

Suicide Prevention: **800-273-8255**

Trevor Crisis Line (LGBT Youth): **1-866-488-7386**

United Way (Community Referral Resources): **816-474-5112**

KCIA Main Office- **816-242-4206**

KCIA Security officer: extension # **107**

KCIA Nurse: extension # **143**

MEDICAL EMERGENCY

- Delegate an individual to notify the building office and/or administration/school health professional.
- Call 911 if warranted.
- Provide for immediate medical attention (CPR, FA, AED, etc.) until trained Emergency Medical Services arrives.
- Assign a point person to wait for medical providers and guide to victim location.
- Do not move the victim unless they are in immediate danger of further injury.
- Comfort the victim.
- After immediate needs have been cared for, remain to assist emergency medical personnel with pertinent information about the incident.
- Minor events- have students taken to the office or school clinic for assistance.
- Complete appropriate documentation.
- Identify a person to contact parents, guardian as appropriate to seek appropriate follow up services if needed

THREAT/ACTIVE SHOOTER/INTRUDER

- Notify Security – extension # 107
- Contact 911
- Contact Building Administrator
- Administrator or designee will Initiate ALICE procedures
- *ALICE (Alert/Lockdown/Inform/Counter/Evacuate)

- Notify all students outside their classrooms (including those outside the building) to report to the nearest safe area.
- Assess the decision to evacuate students from the building based on the safest option.
- Lock/Secures all entry points.
- If the hostage taker or armed person can be contained in one section of the building, students should be moved from an exposed area or classrooms to a safer part of the building.
- As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to warn approaching visitors of the danger.

UTILITY FAILURE

- Notify building administration.
- If there is an element of danger, move students away from the immediate vicinity of danger.
- Assess the situation.
- Contact Main Office: 816-242-4206
- Office will notify the appropriate utility company.
- Determine whether to move to an alternate building location.
- If extended stay outdoors in inclement weather, contact transportation to provide buses to transport students to partner school or shelter students on buses.

FIRE/EXPLOSION

- If possible, take cover from the immediate explosion under a desk.
- If not caused by an explosion, contain the fire as best as possible.
- Pull the alarm.
- If a fire extinguisher can be utilized to put out a small fire, utilize this option.
- The Building Administrator will contact 911 while fire procedures are initiated.
- When safe, immediately leave the building quickly and orderly.
- Use a safe route to exit the building.
- Take a safety kit and a student roster.
- If safe and warranted, move to the designated relocation site.
- The Building Administrator will notify District staff.

MENTAL HEALTH

- There are a variety of events that may cause trauma to an individual.
- If you notice a change in a student's behavior (shutting down or acting out) , communicate this information to a school Social worker or Counselor.
- In the event of a threat to harm self or others contact:
 - School Counselor/School Social Worker
 - Building Administrator

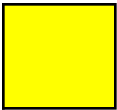
- If one of the above is unavailable contact security.
- In the event of a suicide attempt or death:
 - The mental health crisis and bereavement plan will be utilized.
 - Administrators will communicate with the PR director to disseminate appropriate facts to the school community. Staff should discourage information from spreading that has not been validated by administrators.

RELOCATION PLAN

- Take the nearest and safest building exit.
- Walk east on the sidewalk along Wilson Ave to the Morgan Haus 308 Blue Ridge Blvd.



Everyone is accounted for & safe.



All students are with me & an extra student.



Missing a student

KCIA Compliance With Dyslexia Law

Requirements in Effect starting in the 2022-2023 school year
Section 167.950, RSMo

Missouri's dyslexia law governs the general education curriculum and Tier 1 interventions. Nothing changes the IDEA or Section 504 eligibility determination process should a disability be suspected.

Schools have autonomy to choose screening and diagnostic tools, as well as interventions. This is what is required:

1. Universal Screener: Must administer a screener to all students to determine whether a student has dyslexic tendencies or a related disorder and could be at risk of reading failure. The test should not result in a medical diagnosis but would indicate the student would benefit from additional support (i.e. interventions, small group instruction, test read alouds, etc.).

- Screen 1st, 2nd, and 3rd graders within the first 30 days of the school year. Must follow up in the middle of the school year to check progress.
- Kindergarten screenings to occur by Jan. 31.
- Transfer students should be screened.
- Students in grade 4 or old that are showing areas of weakness in reading, as determined by a classroom teacher or parent/guardian.
- Exemptions:
 - Existing diagnosis of dyslexia
 - Students with a sensory impairment (visual/auditory)
 - Severe intellectual disabilities
 - **English Learners** where tools or staffing related to administration and/or interpretation in native language is unavailable. At KCIA, we will screen all ELL students once they have achieved a 3.0 language proficiency on the WIDA ACCESS test. Students may be screened earlier based on teacher judgment and other data sources.
 - DESE provides sample letters to let parents know students have been screened.
- KCIA will report to DESE whether or not each student was screened and what tools were used to screen.

2. Classroom Support for students identified as having dyslexic tendencies: Provide reasonable classroom support that is low-cost and based in effective best practice, such as oral exams or extended test-taking periods. (List of possible supports provided by DESE is copied at the end of this document).

3. Schools must provide two hours of in-service training for all teachers regarding dyslexia and related disorders. This should include an introduction to dyslexia, key areas of literacy intervention, screening requirements and other related content. Training can occur in increments.

Dyslexia Screener

DESE provides guidance and a list of possible resources a district should use when developing a dyslexia screener. Recommend components include:

Kindergarten

- Phonological awareness (words, syllables, rhyming, onset-rime, blending, and syllable and word segmentation)
- Sound/symbol recognition
- Alphabet knowledge (letter naming fluency)
- Rapid automatic naming (processing/ often uses shapes or colors)
- Reading comprehension

First Grade

- Phonological awareness (segmentation, blending, isolation, manipulation)
- Sound/symbol recognition
- Alphabet knowledge (letter naming fluency)
- Word recognition fluency
- Orthography
- Reading comprehension
- Rapid automatic naming (processing/ often uses shapes or colors)

Second & Third Grades

- Oral reading fluency
- Word recognition
- Reading comprehension
- Orthography

Universal Screening: All KCIA students will be screened using the NWEA Measures of Academic Progress reading assessment. Students scoring in the bottom 25% based on NWEA will then be assessed using more specific measures that screen skills related to phonemic and phonological awareness, phonics and alphabet knowledge, fluency, comprehension, and Rapid Automatic Naming.

Supports for Students With Dyslexic Tendencies (From DESE Guidance Document)

“In the 2018-19 school year and subsequent years, the school board of each district and the governing board of each charter school shall provide reasonable classroom support consistent with the findings and recommendations of the task force created under section 633.420. “Support” is low-cost and effective best practices, such as oral examinations and extended test-taking periods.”

The following is a list of example accommodations that benefit students with dyslexia. Note that not all students at risk for dyslexia will require all the possible supports. It is important to match and scaffold the support with the student's individual needs in mind.

General

- Establish repeated exposure & review
- Check often for understanding
- Balance individual, small group and large group activities
- Provide extended time for oral responses
- Provide extended time for written responses
- Make available teacher-provided study guides
- Offer teacher-provided lecture or movie notes
- Provide taped or recorded lecture
- Reduce copying by providing information on worksheets or handouts to avoid copying notes or outlines from boards or overheads, allowing students to focus on processing information instead of laboring to write it and losing the intent and meaning.
- Avoid far and near-point copying
- Avoid use of worksheets that require "page flipping," e.g. map on one side of page, questions on other side. Provide students with two sheets of paper so that questions and source material can be in the same field of vision.
- Provide chapter/subject outline of curriculum for each semester/course syllabus
- Provide list of relevant curriculum-specific vocabulary in advance
- Present new information in small sequential steps
- Present curriculum using a "top-down" approach -- provide meaning first, then fill in facts
- Present curriculum through a variety of modalities
- Use manipulatives when possible in math & science
- Provide models or examples
- Use graphic organizers
- Use visual aids
- Provide two sets of textbooks -- one for home and one for school
- Use a marker to highlight important textbook sections
- Use peer readers
- Provide interesting reading material at or slightly above the student's comfortable reading level
- Maintain daily routines
- Encourage use of planners & calendars
- Provide accommodations for directions
- Use both oral and printed directions
- Chunk directions into small steps using as few words as possible
- Outline number and sequence steps in a task

- Have students repeat the directions for a task
- Show a model of the end product of directions (e.g., a completed math problem or finished quiz)
- Stand near the student when giving directions or presenting a lesson to provide proximity.
- Provide visual aids
- Consider page layout and font usage when creating classroom material; avoid script, irregular columns, break information into smaller chunks on page. Use 12 to 14-point font in evenly spaced sans serif fonts such as Ariel and Comic Sans; avoid underlining, italics, and text in bold caps. Provide ample space for written responses. Arrange work from easiest to hardest.

Environment

- Provide structured time for organization of materials (set up laptop at beginning of class; allow additional time to update planner)
- Offer preferential seating, e.g. close to positive role model, close to board, close to teacher
- Guide opportunities for student responses in a manner that supports memorization challenges
- Post charts, graphs, number line, etc. in class, including alphabet charts and number charts (assists with letter & number formation & working memory issues)
- Do not use round-robin reading or read out loud unless student volunteers
- Evaluate the classroom structure against the student's needs (flexible structure, firm limits, etc.)
- Keep the classroom quiet during intense learning times
- Provide noise buffers such as headphones, earphones or ear plugs
- Reduce visual distractions in the classroom
- Keep workspaces clear of unrelated materials

Technology

- Consult with Technologist Specialist
- Provide technology tools- laptop, tablet, headphone, microphone, printer, scanner for teachers & students
- Provide training for use of technology for teachers & students
- Provide a computer for written work
- Allow students to type written work
- Provide access to digital text & materials (textbooks, workbooks, chapter books)
- Provide access to audiobooks through services like Learning Ally and Bookshare memberships
- Permit the student to record class lectures/use a Livescribe Smartpen

- Provide access to word prediction software, text-to-speech software, extensions, typewriter to edit fillable forms; PDF worksheets (teacher scans worksheet & worksheet can then be edited by students using tools; document conversion)
- Provide access to word prediction software, text-to-speech & speech-to-text software or extensions for written assignments
- Have an integrated, consistent technology "package" in place when the student begins the school year
- Provide access to assisted listening device

Social / Emotional

- Gauge frustration levels
- Provide a variety of activities in which the student can demonstrate mastery and success
- Allow for frequent breaks and vary activity (when frustrated)
- Provide frequent positive feedback and reinforcement
- Praise effort and process, not just final output
- Allow access to school counselor if needed
- Be sensitive about pull-out services; Does the child always miss gym? Is gym class that helps the child "get through the day?"

Assignments

- Give directions in a variety of ways
- Give oral prompts or cues
- Avoid penalizing for penmanship or spelling errors
- Allow students to record or type assignments
- Offer use of scribe
- Provide extended time for completion
- Reduce pen-to-paper assignments
- Give option to give oral presentations instead of written reports
- Shorten assignments or break large assignments into chunks
- Give advance notice of assignments
- Provide clear expectations for assignments; provide rubrics
- Model or give examples of expected finished output
- Provide opportunities for interest-based projects
- Avoid word searches, crossword puzzles, letter jumbles or "fill in the letter" riddle math sheets

Tests / Exams

- Consider performance-based measures
- Use alternative test formats
 - Fewer selections for multiple choice

- o Chunk matching questions into smaller sections
- o Give word bank for fill in the blank, and short answer
- o Provide word banks for “labeling tests,” such as states & capitals, parts of a microscope, etc.
- o Avoid essay questions
- Allow extended time for completion
- Read test to student
- Provide alternative seating for testing (so test can be read to student away from peers)
- Allow tests to be taken in a room with few distractions (e.g., the library)
- Conduct testing over multiple days
- Avoid penalizing for spelling, punctuation or grammar
- Allow oral responses or scribe
- Allow the student to complete an independent project as an alternative test
- Give advance notice of test and exams, allowing additional time for studying

Math Assignments & Tests / Exams

- Read and explain word problems, or break problems into smaller steps.
- Allow use of times tables chart or math charts / calculator on assignments & exams
- Allow use of graph paper for working math problems or allow students to turn lined paper vertically creating columns for numbers

Teacher/Staff Evaluations

The primary purpose of the summative teaching evaluation of Kansas City International Academy is to facilitate and improve instruction which will enhance student learning. The summative teaching evaluation form provides each professional with the opportunity to develop his or her potential through an atmosphere of mutual trust and respect.

The summative teaching evaluation is implemented through an ongoing, criterion-based, cooperative, supervisory process. This consistent, constructive process includes assessment of teacher performance. The process provides direction and opportunity for professional growth.

An effective summative teaching evaluation system requires an ongoing commitment by district staff, administrators and the Board to provide the essential time, training and resources necessary for successful implementation.

Terminology

Performance Improvement Plan (PIP)

Performance Improvement Plans (PIP) are used to improve professional skills as defined by the criteria. The Performance Improvement Plan includes identifiable, precise objective(s) and appropriate means for achieving the objective(s). A PIP may be developed with a teacher at any time. The plan may be “ongoing” and transitioned through more than one phase of the evaluation process. The plan will represent a need to address a deficiency in performance.

If a supervisor or teacher recognizes a need for growth on a criterion, the criterion will be identified and the two will work together to develop and implement a Performance Improvement Plan. Supervisors are responsible for coordinating all Performance Improvement Plans. The supervisor serves as a resource person to assist the teacher with the PIP, including efforts to facilitate participation in activities that may occur outside of, and/or during the school day.

Formative Observations

The Formative Phase is the ongoing analysis of performance prior to the final summative assessment. The process is designed to promote communication and personal growth.

Summative Observation

The Summative Phase is the review and synthesis of formative data pertaining to the performance of the teacher.

Walk-Through Feedback Form

The form is completed by supervisors based on short walk-through observations. The form may be developed cooperatively or by the supervisor.

Professional Growth Plan

In order to promote and support the continuous professional growth of the staff at Kansas City International Academy, each professional staff member will develop a professional growth plan with the cooperation of the administration. The Professional Growth Plan will address specific sources of new learning, the practice of skills related to new learning and timelines for completion. Strategies and activities chosen to drive professional growth will be research-proven practices. The plan will be evaluated annually.

Summative Teaching Evaluation Process

The following is an explanation of the procedures for performance based teacher evaluation. The process begins with orientation for administrators and professional staff; continues with the formative phase; and, culminates in the summative evaluation.

- 1. ORIENTATION
 - Staff shall receive orientation about the evaluation process.
- 2. FORMATIVE PHASE
 - The formative phase is the ongoing analysis of performance prior to the final summative assessment. This phase includes ongoing data collection and conversation between teachers and supervisors. This phase includes scheduled and unscheduled observations, walk-through data, non-observed data, artifact data, and conferencing.
- 3. SUMMATIVE PHASE
 - The summative phase is the review and synthesis of formative data pertaining to the performance of the teacher.
 - Summative Evaluation Form
 - The summative form is the document used to summarize the evaluator's rating of performance for each criterion. Ratings for the summative evaluation will include:
 - Area of Concern
 - Opportunity for Growth
 - Meets Expectations
 - A comment space is provided to note excellence or concerns for any criterion.
- 4. SUMMATIVE CONFERENCE
 - A conference between the teacher and evaluator will be conducted to review the information on the summative form. The form and the conference will be completed prior to May 15.
 - The teacher and evaluator will sign the summative form, indicating the document has been read and discussed. Either party will have the opportunity to make written comments on the form at that time. Additional written comments by either party must be shared within five working days and appended to the original copy of the summative form. Copies of the summative form will be retained by the teacher, evaluator, and maintained in the teacher's personnel file.

Evaluation Cycle

All teachers are on a 1-year cycle for evaluation.

Suggested Evaluation Timeline

- By August 30: Annual orientation for teachers regarding the evaluation expectations and process
- By September 27: Growth/PD Plan
- By November 15: Completion of one first formal observation
- December and January: Walk-through observations
- By January 17: Growth/PD Plan Mid-Year Check In
- By March 7: Completion of second formal observation
- By March 7: Completion of summative phase of evaluation cycle
- April: Continue Walk-through observations
- Ongoing possible development and monitoring of Performance Improvement Plans

Task	Qty	New Teachers Years 1-2 (NT:1-2)	Qty	New Teachers Years 3-5 (NT:3-5)	Qty	Experienced Teachers Non-Evaluation Years (ET:6-9, 11-14, 16-19, etc.)	Qty	Experienced Teachers Evaluation Year (ET:10, 15, 20, etc.)
Individual Professional Development (PD) Plans	1	September 27	1	September 27	1	September 27	1	September 27
PD Plan Mid-Year Check-in		January 17		January 17		January 17		January 17
PD Plan Final Results		April 18		April 18		April 18		April 18
Observations	2	March 7	1	March 7	0	N/A	2	May 2
Walkthrough Observations (administration and coaches)		Numerous		Numerous		Numerous		Numerous
Summative Evaluation	1	March 7	1	March 7	0	N/A	1	May 7

** Experienced teachers in a non-evaluation year can be evaluated at the discretion of administration*

Notes

New Teachers (NT) Years 1-2: Teachers in the first and second year of teaching in the profession and/or first and second year at KCIA and/or first or second year in the role.

- Two formal observations, numerous walkthrough observations, and a summative evaluation

New Teachers (NT) Years 3-5: Teachers in the third through fifth year of teaching in the profession and/or teachers new to KCIA in their 3-5 year of service.

- One formal observations, numerous walkthrough observations, and a summative evaluation

After five years of teaching in the profession and/or at KCIA:

Experienced Teachers (ET) Non-Evaluation Years: Experienced teachers in years 6-9, 11-14, 16-19, etc.

- No formal observations, numerous walkthrough observations, no summative evaluation

Experienced (ET) Teachers Evaluation Year: Experienced teachers in an evaluation year 10, 15, 20, etc.

- Two formal observations, numerous walkthrough observations, and a summative evaluation

KCIA Formal Observation Form

Professional Employee:
School:
Grade/Subject:
Date of Observation:
Appraiser:
Time/Date of Post Conference:

The focus of this observation:

Reinforcement:

-

Refinement:

-

Additional Items discussed during conference:

Teacher Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

**Kansas City International Academy
Summative Evaluation Form
2024 - 2025 School Year**

Teacher Name:

Subject/Grade Level/Position:

Date:

Evaluator's Name:

School Wide Instructional Commitments

Criteria	Area of Concern	Opportunity for Growth	Meets Expectations	Comments
<p>1. Culture of Learning (Know Your Students): All or almost all students are engaged in teacher's lessons from start to finish.</p> <ul style="list-style-type: none"> • Uses principles/strategies of culturally responsive teaching and Conscious Discipline to value all learners and build a positive classroom environment • Creates strong routines and procedures: Provides specific and sequential directions, uses assertive voice and presence to maintain engagement, and provides logical and appropriate consequences/redirections • Invests time in knowing individual students and in forming relationships to best support learning 				
<p>2. Essential Content (Rigorous Curriculum): All or almost all students are engaged in content aligned to the appropriate standards for their subject and grade.</p> <ul style="list-style-type: none"> • Daily lesson activities are rigorous, well sequenced and move students toward mastery of grade-level standards. • Delivers lesson content clearly, accurately, and with coherence and customizes lessons in ways that uphold high expectations • Identifies the language demands of lessons and provides necessary scaffolds and support to make content accessible and comprehensible to all students 				
<p>3. Academic Ownership (Heavy Lifting): All or almost all students are responsible for doing the thinking in the classroom.</p>				

<ul style="list-style-type: none"> • Students use complete sentences and academic language when speaking and writing • Students use knowledge and evidence to form, articulate, and defend their answers, thinking, and opinions • Lesson activities are structured and delivered so that students do the appropriate amount of the challenging higher order thinking and heavy lifting (productive struggle) 				
<p>4. Demonstration of Learning: All or almost all students demonstrate that they are learning.</p> <ul style="list-style-type: none"> • Uses explanations of content that are clear, coherent and support student understanding of content and learning goals • Uses individual students' language and academic profiles to differentiate instruction, including enrichment and extra support • Utilizes questions, tasks, and frequent informal and formal assessments that yield data on students' progress toward grade-level standards and learning goals 				

Professional Responsibilities

<p>5. Effective Communication:</p> <ul style="list-style-type: none"> • Verbal and non-verbal communication (written/electronic) is effective, correct and appropriate • Reads emails and is aware of deadlines and other important information shared via email or google drive • Communicates effectively and maintains positive relationships with students, staff, parents, patrons, administrators, and supervisors 				
<p>6. Professional Collaboration:</p> <ul style="list-style-type: none"> • Works collaboratively with colleagues by being an active contributor and listener • Participates in instructional coaching and is receptive to feedback • Approaches challenges with a solutions-oriented mindset and is willing to try new strategies and ideas (growth mindset) 				

<p>7. Follows District Procedures and Policies:</p> <ul style="list-style-type: none"> • Shows up prepared and on time to required meetings, duties, and responsibilities • Meets required deadlines and submits administrative paperwork in a timely manner • Follows procedures in case of absence 				
<p><u>INTENT TO RETURN:</u></p> <p><input type="checkbox"/> Teacher is planning to return for the 2023-2024 school year</p> <p><input type="checkbox"/> Teacher is NOT planning to return for the 2023-2024 school year</p> <p><input type="checkbox"/> Other: _____</p>			<p><u>EMPLOYMENT RECOMMENDATION:</u></p> <p><input type="checkbox"/> Recommended for re-employment</p> <p><input type="checkbox"/> Not recommended for re-employment</p>	
<p><u>Evaluator Comments:</u></p>				

Signatures indicate information has been discussed

COPY DISTRIBUTION:

Original to evaluator

Copy to personnel file

Copy to teacher

KANSAS CITY INTERNATIONAL ACADEMY NON-CERTIFICATED EMPLOYEE EVALUATION

DATE: _____

NAME: _____ POSITION: _____

PLEASE PLACE AN "X" OR A CHECKMARK IN THE BOX WHICH BEST DESCRIBES THE EMPLOYEE'S PERFORMANCE LEVEL ON THE COMPETENCIES LISTED BELOW USING THE FOLLOWING KEY:

M.E.= MEETS EXPECTATIONS- employee's performance meets all requirements of position.

B.E. = BELOW EXPECTATION, BUT STILL ACCEPTABLE- employee's performance requires improvement

U.E. = UNACCEPTABLY BELOW EXPECTATION- employee's performance requires immediate improvement

PERFORMANCE COMPETENCY	M.E.	B.E.	U.E.	COMMENTS
QUANTITY OF WORK-how well does the employee's promptness of work and amount of work performed match the "normal" expectation for production in that position				
QUANTITY OF WORK- how well does the employee perform the job(s) assigned in terms of accuracy, neatness, and completeness?				
JOB KNOWLEDGE OR SKILLS(S)-to what extent does the employee have the necessary knowledge or skill(s) required by the position?				

<p>COOPERATION- how well does the employee get along with others; how willing is the employee to accept assignments; how well does the employee react to constructive criticism from supervisors?</p>				
<p>INITIATIVE- to what degree does the employee seek new and better methods to do the job; contribute new ideas to the operation; keep the supervisor informed about appropriate problem areas; act in a resourceful manner with a minimum supervision.</p>				

<p>PERFORMANCE COMPETENCY</p>	<p>M.E.</p>	<p>B.E.</p>	<p>U.E.</p>	<p>COMMENTS</p>
<p>INDEPENDENT JUDGMENT- how well does the employee demonstrate an ability to tackle and solve new problems and situations and to develop proper solutions with a minimum of guidance?</p>				
<p>ATTENDANCE AND PUNCTUALITY – how well does the employee follow procedures governing absence, tardiness, lunch, and break time procedures?</p>				
<p>FOLLOWS LAWS, POLICIES, RULES, REGULATIONS, AND PROCEDURES- how well does the employee comply with federal and state laws and district policies, rules, regulations, and procedures?</p>				

AREAS OF STRENGTH:

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AREAS OF GROWTH

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SUPERVISOR'S SIGNATURE AND DATE _____

EMPLOYEE'S SIGNATURE AND DATE _____

*** The employee's signature indicates that the evaluation form has been discussed with him/her and does not necessarily imply agreement with the rating(s) given.