

1.1.F. Model Conflicts of Interest Questionnaire

This questionnaire has been prepared in accordance with KC International Academy's Policy Statement on Conflicts of Interest and is to be completed by KC International Academy's Board Members and any Key Personnel of KC International Academy as deemed necessary.

It is expected that when a potential for, or an actual conflict of interest exists, the affected individual will disclose it immediately to the board chair and refrain from participating, discussing and/or voting on that issue.

Please read the statements below and provide your response, including explanations, where applicable. Please date, sign, and return this form to the board chair, or his or her designee, within thirty (30) days of receipt.

I have examined my personal situation as directed in the Statement of Policy on Conflicts of Interest and find that I have:

() No area of potential or actual conflicts of interest.

() No area of potential or actual conflicts of interest except as follows:

Signed:

(Print or type title)

Date: -----

1.11 Personal Financial Disclosure

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

Each Board Member shall complete a personal financial disclosure form and submit such form to the Missouri Ethics Commission in compliance with all requirements in Chapter 105 and any Missouri Ethics Commission regulations and guidance.

3.5 Judicial, Military Duty, And Religious Leave Model Policy [revised]

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 3.5.1. Purpose of Policy

SECTION 3.5.1.1. The purpose of the policy of the Board of (insert school) is to outline employee's rights regarding leave for judicial, military, and religious reasons.

SECTION 3.5.2. Types of Leave

SECTION 3.5.2.1. All (Charter School) employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school.

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 of attendance, is not enough to satisfy this requirement.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain juror compensation.

SECTION 3.5.2.2. All KC International Academy employees will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed.

SECTION 3.5.2.3. Leave for religious holidays may be granted to benefits eligible employees. Leave for religious holidays may not exceed three (3) days per work year. The leave should be made up by the employee at a time mutually agreed upon by the employee and the Superintendent or designee, but shall not be deducted from sick or personal leave

SECTION 3.5.3. Notice

SECTION 3.5.3.1. Employees shall provide in writing to the Superintendent or designee with a minimum of two (2) weeks' notice, or in the case of judicial duty, as soon as practicable, the need for leave under this policy. Notification should include the reason for the request for leave, the date(s) if known, and a copy of any supporting documentation such as a jury summons.

3.14 Employee Information Sharing Model Policy

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

Section 3.14.1. The Superintendent or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

Section 3.14.2. Information Sharing

Section 3.14.2.1. The School shall provide information about a former employee to another public school upon request.

Section 3.14.2.2. The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3.14.3. All current and potential employees shall be given notice of this policy upon its adoption.

3.15. Background Checks and Fingerprinting Model Policy

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

1. Any employee, member of the Board, volunteer, or individual otherwise authorized to have contact with students and prior to any individual having contact with students shall complete a criminal background check and a check of the family care safety registry.
2. In order to facilitate the criminal background check and check of the family care safety registry, any employee, member of the Board, volunteer, or individual otherwise authorized to have contact with students and prior to any individual having contact with students shall complete a state and national fingerprint based criminal background check.
3. Prior to fingerprints being captured, the employee or volunteer must be provided a copy of the “Noncriminal Justice Applicant’s Privacy Rights” and the FBI’s “Privacy Act Statement.” When registering for fingerprinting through the MACHS portal, this information is provided and acknowledged during the registration process.
4. The School will ensure the information received is protected from receipt until destruction and will establish appropriate technical and physical precautions to secure such information.
5. If a security violation occurs with information provided by the fingerprint background check, whether malicious in intent or not, the violation will be reported to the School’s Local Agency Security Officer (LASO). The LASO will complete a MSHP SHP-71 Security Incident Report form and forward the completed form to the MSHP Criminal Justice Information Services (CJIS) Security Unit.
6. The School designates the following individuals to act as the LASO: Superintendent or designee.
7. To comply with Appendix J of the FBI CJIS Security Policy, basic security awareness training is required for all personnel who have access to Criminal Justice Information (CJI) within six months of initial assignment, and biennially thereafter. The School completes security awareness training via [hard copy, CJIS Online, etc.] and proof of completed and current security awareness training will be retained indefinitely for all personnel with access to information provided from the fingerprint background checks.
8. Only authorized personnel of the School may access, view, or otherwise use information provided from the fingerprint background check and check of the family care safety registry and shall not share such information from any individual not authorized to access, view, or otherwise use the information. If such information is printed on a hard copy format, authorized personnel will ensure the information is stored in a secured environment and is not accessible by unauthorized personnel.

The security combination and/or keys to the locks shall only be accessible by authorized personnel. If such information is stored in an electronic format, the electronic media will be treated the same as hard copy information and will be stored in a secure environment that is not accessible by unauthorized personnel. If the electronic media cannot be stored in a secure environment, such as being stored on a PC's local HDD or SSD, the electronic information must be password-protected or otherwise encrypted.

9. When hard copy information or information stored on optical media discs is no longer required, it must be destroyed in one of the following manners:
 - a. In-House Cross Shredder
 - b. Incineration
 - c. Contracted Document Destruction Company. If a contracted document destruction company is used, authorized personnel must accompany the CHRI to destruction.
10. When electronic copy information stored on HDDs, SSDs, or flash sticks is no longer required, the electronic media must be degaussed a minimum of three times.
11. The School will disseminate information to the applicant of record for personal review or challenge purposes only. The individual must make a request to view information in writing and the individual must appear in person, with identification, and sign a secondary dissemination log. Secondary dissemination logs will include, at a minimum, the following information: the date of secondary dissemination, the name of the subject of the record, the name of the person or agency requesting the record, a description of the shared record, the purpose of the request, how the dissemination occurred, and the name of the disseminator. The secondary dissemination log will be retained for at least 3 years or until a compliance audit can be conducted by the MSHP.
12. The School will ensure all MACHS portal access is current. Any user that no longer needs access will be removed immediately by the Agency LASO or the MACHS Administrator.
13. The School LASO will contact the Missouri State Highway Patrol, CJIS Division, Trainer/auditor for assistance with Administrator rights to the MACHS portal.
14. The School will ensure that Rap Back subscriptions are kept up-to-date and removed when the individual is no longer working or volunteering for the agency. Rap Back subscriptions and validations will be conducted by the MACHS administrator of the agency

3.16 Missouri Victims' Economic Security and Safety Act Model Policy

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), KC International Academy offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

Section 3.16.1. Definitions

1. "Domestic violence" means abuse or stalking committed by a family or household member.
2. "Family" or "household member" means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
3. "Sexual violence" means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.
4. "Workweek" means an individual employee's standard workweek.

Section 3.16.2. Eligible Employees

Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests that are averse to the employee as it relates to the domestic or sexual violence.

Section 3.16.3. Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
2. To obtain victim services from a victim services organization for the employee or their family or household member.
3. To obtain psychological or other counseling for the employee or their family or household member.

4. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.
5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence.

Section 3.16.4. Leave Time

[For employers with 20-49 employees] Eligible employees may take up to one workweek of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

Section 3.16.5. Notice of Need for Leave and Certification

Eligible employees must provide KC International Academy with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply the Superintendent or designee with a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, KC International Academy may require the following supplemental information:

1. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
2. A police report or court record.
3. Other corroborating evidence.

This information must be provided to the Superintendent or designee within a reasonable time after it is required by KC International Academy. Full cooperation to obtain this supplemental information is required under this policy.

During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

Section 3.16.6. Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Section 3.16.7. Reasonable Safety Accommodations

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence, unless it would impose an undue hardship on KC International Academy. Employees seeking a reasonable safety accommodation may be required by KC International Academy] to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

Section 3.16.8. Non-Retaliation

Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If you believe you have been subject to retaliation or discrimination, you should report it to the Superintendent or designee.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact Superintendent or designee.

4.3 Official School Year And School Day Model Policy

The Board of KC International Academy adopts the following policy effective on the date that the policy is adopted by the Board.

The Board will annually adopt a school calendar that provides for 1,044 hours of pupil attendance and 169 school days. Hours and days, in excess of the state required minimum, may be recommended by the School Leader and approved by the Board.

The length of the school day shall be 6.5 hours per day.

The School shall be required to make up the first 36 hours of school lost or canceled due to inclement weather and half the number of hours lost or cancelled in excess of the 36 make-up hours if the make-up of the hours is necessary to ensure the students attend a minimum of one hundred forty-two days of school and 1,044 hours for the school year.

The School shall be exempt from making up, up to 36 hours of school, lost or cancelled due to exceptional or emergency circumstances¹ if the School has an alternative methods of instruction plan approved by the department of elementary and secondary education.

¹ For purposes of this Policy, exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease.

4.58 Flag of the United States of America and Pledge of Allegiance Model Policy [recommended]

The Governing Board of KC International Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 4.58.1. Display of Flag of the United States of America

The School shall display in a prominent place either upon the outside of the school building or upon a pole erected in the school yard the flag of the United States of America.

Section 4.58.2. Pledge of Allegiance.

Section 4.58.2.1. The school shall ensure that the Pledge of Allegiance to the flag of the United States of America is recited in at least one scheduled class for every student enrolled in the school no less often than once per school day.

Section 4.58.2.2. No student shall be required to recite the Pledge of Allegiance.

4.59 Identification Cards Model Policy [revised]

The Governing Board of KC International Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. Beginning July 1, 2025, the School shall print on either side of the card (1) 988; (2) the nonemergency telephone number of the local police department; (3) 741741; and (4) the telephone number of a local suicide prevention hotline, if such hotline is available. 988 is the three-digit dialing code that directs calls and routes text messages to the Suicide and Crisis Lifeline. 741741 is the six digit dialing code that routes text messages to the Crisis Text Line.
2. If on July 1, 2025, the School has issued student identification cards that do not have the 988 code on them, the School shall issue those cards until the supply is depleted.

4.60 Take Home Device Model Policy [recommended]

The Board of KC International Academy adopts the following policy effective on the date that the policy is adopted by the Board.

1. Introduction

KC International Academy may provide a laptop computer, tablet, hot-spot, or other device ("school provided devices") for a student's educational use at home. The use of this equipment is meant to enrich the learning experience for the student as they work to acquire the necessary skills and knowledge to become successful in school and in life. To that end, only the student may use a school provided device.

When using a school provided device at home, students must adhere to the same standards as if they were using the device at school. Students must continue to follow the technology use policy located in their student handbook. This policy and agreement is meant to supplement that policy.

2. Guidelines and Rules for Use of School Provided Devices

2.1. Internet Safety

- Act responsibly and safely
- School provided devices should be used only for school related purposes.
- Ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
- Do not share your account information or the account information of others.
- Never post or share pictures or video of yourself or others unless you have school permission.
- Tell a trusted adult if you come across something that is dangerous or disturbing.
- All school rules for how you behave and how you treat others apply to all forms of electronic communication.

2.2. Security, Filtering, and Monitoring

- Students are expected to comply with all security and filtering requirements that would be in place if the device were used on school property.
- Parents/guardians are expected to monitor the student's use of the internet at home so that the device is not used to access illegal or inappropriate websites or download any material from those sites.
- School provided devices may not be used for:
 - Commercial or personal gain.

- o Political purposes, such as trying to influence an election.
- o Any illegal or indecent act such as bullying, inappropriate images or text, or passing along information that is harmful or inappropriate.
- o Any activity intended to alter, bypass, or attempt to bypass the school's network, security settings, filters, safety settings, or user roles.
- o Personal software or applications, games, or operating systems.

2.3. Device Use and Care

- When not in use, keep your school provided device in its protective sleeve or bag.
- Leave all school ID tags or stickers in place; notify a teacher or [school administrator] if they appear to be loose.
- Do not apply stickers or permanently mark your device.
- Do not eat or drink near your device.
- Use a soft cloth to clean the screens and device; use only technology-specific cleaning products; do not use water or household cleaners.
- Please let your teacher or [school administrator] know if your device is not working properly, or is lost, damaged, or stolen.

2.4. Loss or Damage of School Provided Device

If a school provided device is lost or damaged, report the situation to your child's teacher and school principal immediately. If a device is stolen, please also notify local law enforcement and submit a copy of the report to school principal.

If a school provided device is damaged, a reasonable effort will be made to repair the equipment. A family may be held responsible for the cost of repair beyond normal wear and tear or for the cost a replacement device if the device cannot be repaired.

Parents/guardians—please review this policy with your child. By signing this policy, you and your child agree to abide by it and any other school policies relating to technology use. Any activity that violates this or any other technology use policy may be subject to disciplinary action. If you have any questions, please contact your child's teacher, or school principal

Student Name (Printed)

Student Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Phone Number

Parent/Guardian Email Address

4.61 Special Education Records Model Policy[required]

The Governing Board of KC International Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. A student special education record is:

a. an individualized education program (IEP), as such term is defined in 20 U.S.C. Section 1401, as amended;

b. an individualized family service plan (IFSP), as such term is defined in 20 U.S.C. Section 1401, as amended; and

c. a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, as amended.

2. A student special education record is a permanent record and KC International Academy will maintain such a record as part of a student's cumulative scholastic record.

3. Notwithstanding any other policy, including a records retention policy, KC International Academy will not destroy a student's most recent student special education record.

4.61 Audio and Visual Recording [recommended]

The Governing Board of KC International Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Definitions

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Recording – For the purposes of this policy, "recording" means audio and visual recording.

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

General Rule

The School may create audio and visual recordings on School property, on School transportation or at School activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the School.

However, because the School predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the School prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

Administrator Authority

The superintendent or designee has the authority to authorize audio and visual recording on School property or at a School activity. Likewise, even if recording is authorized under this policy, the superintendent or designee may prohibit any person or entity from recording:

1. To protect privacy interests;
2. To comply with copyright or other licensing or intellectual property limitations;
3. If the recording creates a disruption to the education or working environment;
4. If the recording is done in a location where a person may be in a state of undress; or
5. For other legitimate reasons as determined by the superintendent or designee.

Board Meetings, Performances and Activities Open to the General Public

The School allows audio and visual recording at performances, events and activities that the general public is invited to attend (such as athletic competitions, concerts and plays,

open board meetings and board committee meetings) as long as School guidelines applicable to those events are followed and unless recording is prohibited by licensing or other intellectual property laws.

Events Sponsored by Individuals or Entities Authorized to Rent or Use School Facilities

The School may allow audio and visual recording of events or activities sponsored by an outside entity authorized to use or rent School facilities if permitted by the event sponsor.

Research and Educator Preparation

With permission from the superintendent or designee, staff and students may be recorded for research purposes or by preservice education professionals for evaluation purposes. Consent from all relevant parties must be secured when required by law.

Recording by the Media

The media may make audio or visual recordings on School property or at School events as authorized by the superintendent or designee.

Recording by Students

In addition to other recording authorized in this policy, students may make audio and visual recordings on School property or at School activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from School activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other School rules regarding recording.

Recordings by Parents/Guardians or Family Members of Students

In addition to other recording authorized in this policy, parents/guardians or family members of students may be allowed to record performances or events to which only parents/guardians or family members are invited, such as family nights and graduation celebrations, at the discretion of the principal, superintendent or designee. However, the recording must respect the privacy of other students and families present.

Recording by School Employees and Agents

School employees and agents may make and use audio or visual recordings for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the School when authorized by the principal, superintendent or designee. Otherwise, recording is prohibited. Recordings obtained while acting as a School employee or agent may not be used for personal purposes or posted on social media unless authorized by a supervisor.

Recording Meetings

In general, the School prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

Recording Meetings under the IDEA or Section 504

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the School at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the School may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

Undisclosed Recording or Transmitting

The School prohibits undisclosed recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for security reasons. The School prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation even if the conversation is not recorded.

Use of Unmanned Aircraft Systems

Anyone seeking to operate unmanned aircraft systems (UAS) on or over School property or at a School event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the School, supports the mission of the School or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of School property or School events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

