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empowering students to direct their own lives and learning

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Civil Rights, Title IX, Section

Kairos Academies assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.
6. Kairos Academies shall appoint the Chief Executive Officer or their designee to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.
7. It is the policy of Kairos Academies to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner.



Official School Year and School Date

The Board will annually adopt a school calendar that will provide for a minimum of 1,044 hours of pupil attendance. The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction.

If Kairos Academies is dismissed due to inclement weather and Kairos Academies has been in session more than 3 hours, that day shall count as a full day. When the total hours lost due to inclement weather exceed the number of days built into the calendar for inclement weather, those days will be made up in half or full day additions at the end of the school term.

Kairos Academies shall be required to make up the first thirty-six hours lost or canceled in excess of the days built in to the calendar due to inclement weather and half the number of hours lost or canceled in excess of the thirty-six hours if the makeup hours are necessary to ensure that the students attend a minimum of one thousand forty-four hours for the school year. Memorial Day will only be used as a makeup day if required (i.e., if Kairos Academies has closed for thirty-six hours). For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding or a tornado.

Kairos Academies is exempt from the requirement to make up school lost or canceled due to inclement weather when the school has made up the required thirty-six hours (see above) and half the number of additional lost or cancelled hours (with a cap of forty-eight), resulting in no more than sixty total make-up hours.



School Annual Report

School officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be available to all School patrons and to each member of the General Assembly representing a legislative LEA that contains a portion of Kairos Academies' attendance area.



Public Inspection

As required by Missouri statutes, Kairos Academies shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the LEA in which the school is located the following information:

- (1) The school's charter;
- (2) The school's most recent annual report card published according to section 160.522; and
- (3) The results of background checks on the charter school's board members
- (4) The school's most recent annual audit

The website of the school shall contain a direct link to the Department of Elementary and Secondary Education's website section containing a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year.



Title I

Parent Involvement

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Reporting Requirements

Pursuant to the provisions of the No Child Left Behind Act of 2001, Kairos Academies will submit its Federal Title I LEA Plan, describing Kairos Academies' Title I services.



Equal Educational Opportunity

It is the policy of the Board to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

Kairos Academies' programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the LEA will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.



Students of Legal Age

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement, and reporting.



Student Education Records

Section 1. Confidentiality

Kairos Academies will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

All information contained in a student's educational record, except information designated as directory information by Kairos Academies, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Section 2. Right to Review

The parents/guardians of students who are attending or have attended Kairos Academies have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. Kairos Academies has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

Section 3. Provision of Information to Military Recruiters and Institutions of Higher Learning

Upon request by military recruiters or an institution of higher learning, Kairos Academies will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.



Health Information Records

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.



School Safety Plan and Emergency Closing Procedures

SECTION 1. School Safety Plan

Kairos Academies will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

SECTION 2. Emergency Suspension of School Operations or Activities

SECTION 2.1. Authorization of School Closure

The Governing Board authorizes the Chief Executive Officer or their designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures they deems necessary to protect students and staff.

SECTION 2.2. Communication of School Closure

The Chief Executive Officer or their designee shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

SECTION 2.3. Cancellation of Extracurricular With School Closure

School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Chief Executive Officer or their designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.4. Cancellation of Extracurricular Events for Other Reasons Not Specified

At the Chief Executive Officer's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. Communication with students and parents regarding the cancellation of these activities shall be completed in a timely manner.



Communicable Diseases

A student shall not attend classes or other school-sponsored activities if the student:

1. has or has been exposed to an acute (short duration) or chronic (long duration) contagious or infectious disease, and
2. is liable to transmit the contagious or infectious disease

unless the Chief Executive Officer or their designee has determined, based upon medical evidence, that the student:

1. no longer has the disease.
2. is not in the contagious or infectious stage of an acute disease.
3. has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with School policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Kairos Academies will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "[Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators.](#)"



Distribution of Medicine

SECTION 1.1. Assistance with Medication

If the charter school employs a school nurse, the nurse (or another employee designated by the Chief Executive Officer or their designee) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.
2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.
3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

SECTION 1.2. Refusal to Administer Medication

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

SECTION 1.3. Self-Administration of Medicine for Life-Threatening, Respiratory Illnesses

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



Immunizations

SECTION 1. Required Immunizations

All students attending Kairos Academies are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with School immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

SECTION 2. Maintenance of Health Records

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



Transportation

SECTION 1. Car Riders

SECTION 1.1. Primary Transportation

Kairos Academies' primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.

SECTION 1.2. Drop-Off and Pick-Up Procedures

To ensure the safety of all students, staff, and visitors, the Chief Executive Officer or their designee shall establish procedures including, but not limited to: drop-off and pick-up times, supervision, and load/unload processes. These procedures shall be published in the community handbook each year and updated periodically as needed for efficiency and safety.

SECTION 1.3. Compliance with Procedures

Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Chief Executive Officer or their designee. The Chief Executive Officer or their designee is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with Kairos Academies' transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

SECTION 2. Busing and School-Provided Transportation

SECTION 2.1. Use of Buses

When available, students may be transported to and from school in approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students (including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency).

SECTION 2.2. Permission for Transportation

For field trips and other off-site events where transportation is provided, Kairos Academies shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 2.3. Types of Transportation for Field Trips

For school-sponsored events, such as field trips, priority of transportation to be used should be in the following order:

1. System or school owned buses



2. Alternate transportation
3. School employee's private vehicles
4. Parent's private vehicles

SECTION 2.4. Safety Regulations

Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

SECTION 2.5. Non-Enrolled Students

Students or children under the age of 18 who are not enrolled at Kairos Academies shall not be permitted to ride in vehicles provided by Kairos Academies.



Student Group Use of Facilities

Pursuant to the Equal Access Act, the Board will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, or philosophical content of the speech at such meetings.



Student and Classroom Observations

SECTION 1.1. Protection of Privacy

While Kairos Academies acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of Kairos Academies to protect the privacy of all students.

SECTION 1.2. Requests for Observations

Requests for observations by an outside educational or clinical professional must be submitted in writing to the Chief Executive Officer or their designee for consideration in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. Data Collection

If the outside professional is approved for the observation, all data collected shall be provided to the Chief Executive Officer or their designee.

SECTION 1.4. External Educational or Therapy Services

Upon request, the Chief Executive Officer or their designee may, at their discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student.



School Attendance

SECTION 1. Full-Time Attendance

The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the Chief Executive Officer. Individual petitions for any deviation from full-time attendance shall be considered by the Chief Executive Office on the merits of the individual student's application and in compliance with state law and regulations.

SECTION 2. Part-Time Attendance

Students may attend Kairos Academies on a part-time basis as provided by state law and regulations of the Board.

SECTION 3. Expectation of Attendance

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 4. Attendance Rules.

SECTION 4.1. Excused Absences

Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

- a. personal illness or attendance in school endangers a student's health or the health of others.
- b. a serious illness or death in a student's immediate family necessitating absence from school.
- c. a court order or an order by a governmental agency mandating absence from school.
- d. observance of religious holidays.
- e. conditions rendering attendance impossible or hazardous to student health or safety.

Additionally, a student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed



from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

SECTION 4.2. Unexcused Absence

Unexcused absences are all failures to attend school other than those specifically listed above.

SECTION 4.3. Explanation for Absence

If a student is absent from school, the student must bring an excuse from home the day the student returns.

SECTION 4.4. School Work During Absence

All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 4.5. Extracurricular Participation in the Event of School Absence

Barring special exception by the Chief Executive Officer, to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 4.6.

For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etc., or court for the absence(s) to be excused.



School Attendance Accounting

An accurate accounting of student attendance, transportation, and food service records shall be kept by Kairos Academies. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

The Chief Executive Officer will be responsible for maintaining student attendance accounting, and for submitting monthly reports of such records to the Board, which will in turn be responsible for preparing reports to be submitted to the appropriate state offices.



Eye Protection

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

1. vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
2. chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.



Course Requirements: Constitution, American History, Missouri Government, Civics

SECTION 1.1. Constitution and American History

If the school offers seventh and eighth grade education the school shall offer regular courses of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions, which shall begin not later than the seventh grade and continue in high school to an extent determined by the state commissioner of education.

SECTION 1.2. Government

If the school offers high school education the school shall offer in grade nine, ten, eleven, or twelve a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. Each pupil who receives a high school diploma or certificate of graduation shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length. The school may waive the requirements of this subsection for any student who transfers from outside the state to a Missouri high school if the student can furnish documentation deemed acceptable by the school of the student's successful completion in any year from the ninth through the twelfth grade of a course of instruction in the institutions, branches, and functions of state government, including local governments, and of the government of the United States, and in the electoral process.

SECTION 1.3. Teachings on the Racial Equality Movement

American history courses at the elementary and secondary levels shall include in their proper timeline sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.

SECTION 1.4. Federal and State Constitution Examination

No pupil shall receive a certificate of high school graduation unless he has satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions, and American civics. The civics portion of the examination shall consist of one hundred questions similar to the one hundred questions used by the United States Citizenship and Immigration Services administered to applicants for United States citizenship. The civics examination requirement may be waived for any student with a disability if recommended by the student's IEP committee.



Reading Instruction

Pursuant to the Missouri Reading Instruction Act (Section 170.014) the school shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas. The program may include "explicit systematic phonics", which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.



Human Sexuality and Sexually Transmitted Diseases Instruction

Pursuant to Missouri law (section 170.015):

SECTION 1. Requirements for Course Materials and Instruction

Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
2. Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papillomavirus, hepatitis and other sexually transmitted diseases;
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure;



6. Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.
7. Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing & Exploited Children's CyberTipline;
8. Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even amount friends;
9. Teach pupils about sexual harassment, sexual violence, and consent:
 - a. "Consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent;
 - b. "Sexual Harassment" means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate;
 - c. "Sexual Violence" means causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent.

SECTION 2. Option to Separate Pupils by Gender for Instruction Purposes
When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SECTION 3. Parent / Legal Guardian Notification

The school shall notify the parent or legal guardian of each student enrolled in the school of:

1. The basic content of the district's or school's human sexuality instruction to be provided to the student; and



2. The parent's right to remove the student from any part of the district's or school's human sexuality instruction.

All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to Chapter 610 prior to the use of such materials in actual instruction.

The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.



Textbooks

SECTION 1. Provision of Textbooks

The term "textbook" means workbooks, manuals, or other books, whether bound, in loose-leaf form intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

SECTION 2. School Procurement of Textbooks

The school shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students.

SECTION 3. Restrictions on Textbook Purchases

Only textbooks filed with the state board of education pursuant to section 170.061 shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.



Grading and Reporting

SECTION 1. Grading

SECTION 1.1.

The Governing Board shall vest responsibility in the Chief Executive Officer or their designee for developing a, or leveraging an existing, grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

SECTION 1.2.

Teachers shall use a variety of methods to assess student progress.

SECTION 2. Reporting

SECTION 2.1.

Parents will have a digital progress report, updated at least every school cycle (~7 weeks).

SECTION 2.2.

The progress report shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

SECTION 2.3.

Cumulative grades shall be transferred to students' individual permanent school record and progress reports and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4.

Teachers and/or coaches are expected to maintain regular communications with parents and/or guardians by providing timely return of graded classwork, keeping them abreast of student performance, and convening informative student conferences.



School Admissions

SECTION 1. Admissions Eligibility

SECTION 1.1 Enrollment Prioritization

For enrollment purposes, Kairos Academies shall prioritize students that reside in the following zip codes: 63111, 63116, and 63118.

SECTION 1.2 Eligibility

Open seats not filled by students in Kairos' priority zip codes can be filled by:

- all students residing in the Saint Louis Public Schools district
- non-resident students who transfer from an unaccredited district
- those eligible under the terms of judicial settlements or through urban voluntary transfer programs as defined by [RSMo 167.131](#)

SECTION 1.3 Non-Discrimination

Kairos will not discriminate—for admission or otherwise—on the basis of race, ethnicity, religion, national origin, sexual orientation, disability, gender, income level, proficiency in the English language, or athletic ability.

Kairos Academies may limit admission to students within a given age group or grade level and will not admit students two years older or younger than majority of students within a grade level.

SECTION 2. Lottery

When more registrants than seats in a class, grade level, or the school have been received, a public lottery shall be held to enroll students randomly, with preference with preference for eligible new students given in the following order:

- 1) children of faculty, staff, and Board members
- 2) siblings of students currently enrolled as of the lottery date
- 3) students from the enrollment zone, and
- 4) other student applicants

SECTION 3. Enrollment Assessments

Students will not be required to complete any test or measure in order to be admitted to Kairos. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.



SECTION 4. Registration

SECTION 4.1. Receipt of Complete Application

To be entered in the lottery, applications must be complete and received prior to Kairos Academies' lottery. Applications can be submitted online, by mail, in-person, or over the phone.

SECTION 4.2.

Kairos Academies' lottery will be held annually on the second Friday of January.

SECTION 4.3.

Lotteries will be randomized by computer and certified by a third-party official to attest to the lottery's fairness.

SECTION 4.4.

Eligible applicants with completed applications received after the lottery date will be offered admission on a first-come, first-served basis.

SECTION 4.5.

Upon receiving a spot at Kairos, families have two weeks to accept it before the spot is opened up to the next available applicant. In order to accept the spot, families must submit parts of the registration packet by dates determined by the Chief Executive Officer. The Kairos registration packet includes release of records, proof of residency, proof of identity, and proof of immunization. Registration forms received on time but incomplete due to circumstances beyond the applicant's control may be enrolled at the discretion of the CEO. Applicants may always appeal the CEO's decision to the Kairos Board of Directors.

SECTION 4.6.

Kairos Academies' admission procedures will be published annually.

SECTION 4.7.

A register of all complete applications, received in a timely manner, will be maintained in Kairos Academies' office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.

SECTION 4.8.

Kairos will request academic, special needs, and discipline records from all schools the student has attended in the last twelve months. To determine the number of at-risk students in each enrolling class, Kairos will download direct certification forms and distribute applications for free-or-reduced-priced lunch.

SECTION 5. Wait List



SECTION 5.1. Response Time to Openings

Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have seventy-two hours to complete the enrollment process before the opening will be offered to the next student on the waiting list.

SECTION 5.2. Up-to-Date Contact Information

It is the responsibility of the waitlisted parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.



Student Fees

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit.

Students may be charged fees for:

- replacements of items that they damaged or lost
- damage to school property
- admission for participation in voluntary activities such as attendance at school athletic, or other co-curricular events
- materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student



Volunteer and Chaperones

SECTION 1. Parent and Community Volunteers

Kairos Academies encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

SECTION 2. Chaperone Duties and Responsibilities

SECTION 2.1. Transportation

All students must ride in school provided transportation both to and from the field trip and during transport during a field trip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing.

SECTION 2.2. List of Chaperones

School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically for the supervision of these students; however, they also retain responsibility for general supervision and safety of all Kairos Academies' students.

SECTION 2.3. Chaperone Oversight and Reporting of Student Behavior

Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times

Chaperones observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a Kairos Academies staff member.

SECTION 2.4. Student Oversight by School Staff

School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

SECTION 2.5. Siblings of Chaperone's Child(ren)

Chaperones may not bring siblings of their child who is attending the trip unless permission has been granted by the Chief Executive Officer or their designee.

SECTION 2.6. Chaperone Involvement Throughout Field Trip

Chaperones may not leave the group or venue at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones and Kairos staff are expected to participate in all activities planned as part of a field trip itinerary.



SECTION 2.7. Use of Alcohol, Tobacco, Illegal Substances, or Profanity

Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a field trip from departure from the school to arrival at the school after the trip.

SECTION 2.8 Escorting Students Into and Out of Public Bathrooms

Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.9. Student Behavior

Students should never be left unattended by an adult and should remain with their specific chaperone unless authorized by a Kairos staff member.

SECTION 2.10. Illness During Field Trips

Students who become ill during the course of a field trip should be brought to a Kairos Academies staff member. Parents of the student should be promptly contacted by the Kairos Academies staff member. Kairos Academies staff member and chaperone will work collaboratively to ensure the child is properly attended.



Parent and Student Complaints and Grievances

SECTION 1. General Policy Provisions Related to Resolution of Concerns

SECTION 1.1. Right to Express Concerns

Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

SECTION 2. Process

SECTION 2.1. Overview of Process

The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

The levels of lowest levels of authority shall be as follows:

1. **Classroom-related concerns** – Coaches
2. **Disciplinary concerns** – Head of Restorative Justice
3. **School-related concerns** (including policies, procedures, administration, unresolved concerns, etc.) – Chief Executive Officer or their designee
4. **Appeals** – Governing Board
 - a. Decisions rendered by the Governing Board shall be considered final

SECTION 2.2 Right to End Meetings

Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3.1. Submission of Grievance

All appeals to the Governing Board must be submitted in writing. The letter or email should include the complainant's and his or her student's name, the complainant's contact information (address and phone number), a description of the complaint, and a description of the school's actions upon initially raising the complaint.



Technology Acceptable Use Policy

SECTION 1. Internet Use and Safety

Kairos Academies recognizes that computers and the Internet have educational purpose when used properly. Further, Kairos Academies' leverages a virtual academic platform and curriculum (Summit Learning Platform) and 1:1 laptops.

When using the internet, specifically, Kairos Academies will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While Kairos Academies will inform students on the appropriate use of email and Internet safety, require written acceptance of the Kairos Internet and Device Acceptable Use Policy, and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, Kairos Academies cannot guarantee the Internet and computer environment for its students. In the event that the filtering software is unsuccessful and students gain access to inappropriate and/or harmful material, Kairos and individual school sites will not be liable.

Kairos Academies will comply with the Children's Internet Protection Act (CIPA) and uses available filtering software ([GoGuardian](#)).

SECTION 1.1. Internet is a Privilege

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision to deny, revoke, or suspend specific user access is final. In the event that this occurs, the student will continue to have equal access to participate in the educational program.

SECTION 2. Staff Responsibilities for Use of Technology

Kairos Academies staff will be held accountable to the following set of responsibilities:

- Help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;
- Supervise and/or monitor students' use technology resources regarding implementation of this policy;
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.



SECTION 3. Student Responsibilities for Use of Technology

SECTION 3.1. Prohibition of Student Behaviors

Access to Kairos' academic platform use of Kairos' equipment, including Kairos Chromebooks, requires written acceptance of the *Kairos Internet and Device Acceptable Use Policy*, which includes the prohibition of the following behaviors:

- Cyber bullying
- Illegal activities
- Use of inappropriate language
- Use for non-educational or non-professional activities
- Installing unauthorized software (e.g. games)
- Physical abuse of resources
- Excessive use of resources (e.g. downloading large files)
- Plagiarism and copyright infringement
- Accessing of inappropriate (e.g., profane, obscene, dangerous, discriminatory, etc.) material
- Advertising, promotion, or commercial purposes
- Knowingly uploading or creating computer viruses.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.

In addition, students are expected to:

- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

SECTION 3.2. Destruction or Loss of Equipment

In the event that Kairos equipment (e.g. Chromebooks) is lost or destroyed, payment for repairs or loss may be required, in line with market rates. If payment is limited or not possible, other consequences determined by Kairos Academies may ensue.

SECTION 4. Network User Responsibilities

Users of Kairos Academies' technology resources must:

- Do so in support of education and research consistent with the educational objectives of Kairos Academies.



- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of the technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the Chief Executive Officer.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Not permit others to use one's account.

SECTION 5. Internet Use Agreement

Before use of the Internet and technology, students must obtain parental permission via written acceptance of the *Kairos Internet and Device Acceptable Use Policy*.

SECTION 6. Transmission of Material in Violation of State or Federal Regulations

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.



Drug Free Schools

SECTION 1. Drug and Alcohol Prevention Programs

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, Kairos Academies shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Kairos Academies conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced

SECTION 2. Drug/Alcohol Counseling and Rehabilitation

Kairos Academies shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.



Truancy, Child Abuse, and Educational Neglect

SECTION 1. Overview

In accordance with 201.115 RsMo educators in Missouri have the duty to report suspected truancy, child abuse and educational neglect to the Missouri Children's Division.

SECTION 2. Mandated Reporting

SECTION 2.1. Truancy

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the Chief Executive Officer, or their designee, who will then become responsible for making a report via the Student Abuse Hotline to the Children's Division. The Chief Executive Officer shall inform the Board that a report has been made and keep the Board apprised of the status of the case.

SECTION 2.2. Abuse

An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Missouri Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.



Discipline

SECTION 1. Overview

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

Disciplinary actions will be determined by the Restorative Justice Committee, a student-faculty judiciary, and are always proportional and, when possible, made to fit the offense. Serious transgressions and/or failure to abide a mediation penalty will result in parental involvement.

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

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

SECTION 2. Enforcement

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

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

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



SECTION 3. Definitions of Major Disciplinary Methods

SECTION 3.1. In-School Suspension

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

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

SECTION 3.2. Out-of-School Suspension

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

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

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

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

SECTION 3.3. Expulsion

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

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

SECTION 3.4. Probation

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



SECTION 3.5. Restrictions on School Activities

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

SECTION 4. Major Offenses

SECTION 4.1. Reporting to Law Enforcement

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

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

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



13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

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

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

SECTION 4.2. Documentation in Student's Discipline Record

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

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

SECTION 4.3. Prohibition Against Being on or Near School Property During Suspension

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

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the Chief Executive Officer or



their designee.

3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.
4. The student resides within 1,000 feet of Kairos Academies and is on the property of his or her residence.

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

SECTION 4.4. Prohibited Conduct

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

1. Arson

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

2. Assault

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

3. Automobile/Vehicle Misuse

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

4. Bullying

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

5. Bus or Transportation Misconduct

Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been



committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

6. Dishonesty

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

7. Disrespect to Staff

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

8. Disruptive Conduct or Speech

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

9. Drugs/Alcohol

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

10. Extortion

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

11. Failure to Meet Conditions of Suspension

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



In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

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

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

13. Fighting (see also, "Assault")

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

14. Harassment/Discrimination

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

15. Hazing

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

16. Public Display of Affection

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

17. Sexual Harassment/Discrimination

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



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

18. Sexual Misconduct

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

19. Technology Misconduct

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

20. Theft

Theft, attempted theft or knowing possession of stolen property.

21. Threats or Verbal Assault

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



22. Tobacco

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

23. Truancy

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

24. Unauthorized Entry

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

25. Vandalism

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

26. Weapons

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



Weapons at School

SECTION 1. Prohibition of Firearms on School Premises

The presence of firearms and weapons poses a substantial risk of serious harm to Kairos Academies' students, staff and community members. and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.

SECTION 2. Exceptions to SECTION 1

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through Kairos Academies' property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.



Student Safety

In addition and pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To ensure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

Kairos Academies will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.



Seclusion, Restraint, and Corporal Punishment

SECTION 1. General Policy Provisions

SECTION 1.1. Chemical, Mechanical, and Prone Restraint

The use of chemical restraint, mechanical restraint, or prone restraint, as defined by Missouri Department of Education Rule 160-5-1-.35, is prohibited in Kairos Academies.

SECTION 1.2. Seclusion

The use of seclusion, as defined by Missouri Department of Education Rule 160-5-1-.35, is prohibited within Kairos Academies.

SECTION 1.2.1.

Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

SECTION 1.2.2.

Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

SECTION 2. Physical Restraint

Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

SECTION 2.1. What Physical Restraint Does Not Include

Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

SECTION 2.2. When to Not Use

Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.

SECTION 2.3 Termination of Physical Restraint

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.



SECTION 2.4. Training

Before any staff member may implement physical restraint, he or she should have completed an approved training program.

SECTION 2.4.1

Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

SECTION 2.4.2

Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each of the provided trainings. Copies of such documentation will be made available to the Missouri Department of Education or any member of the public upon request.

SECTION 2.5. Restraining a Student Without Training

If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

SECTION 2.6. Presence of a Second Staff Person

Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

SECTION 2.7. Parent/Guardian Notification

Whenever physical restraint is used on a student the school or program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.

SECTION 3. Other Classroom Management Approaches Allowed

This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

SECTION 4. Staff Ability to Diffuse Student Fights

This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.



SECTION 5. Discretionary, not Ministerial, Duty

The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

SECTION 6. Seeking Law Enforcement / Emergency Medical Personnel

In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

SECTION 7. Parent/Guardian Notification & Summoning Law Enforcement / Emergency Medical

School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

SECTION 8. Corporal Punishment

SECTION 8.1. Prohibition of Corporal Punishment

For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable.

No person employed by or volunteering on behalf of Kairos Academies shall administer corporal punishment or cause corporal punishment to be administered upon a student.

SECTION 8.2. Use of Reasonable Physical Force

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with Kairos Academies' policy on student seclusion, isolation and restraint is not a violation of this policy.



Services for Students With Disabilities

Kairos Academies does not have a general curriculum for students with disabilities. Instead, it is the policy of Kairos Academies to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, Kairos Academies' IEPs will address the extent to which each student's disability affects their ability to access Kairos Academies' general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each public school student with a disability will be educated to the maximum extent appropriate with children who are non-disabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

Kairos Academies will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a student has had their curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the Chief Executive Officer, Chief Academic Officer, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.



Instruction for Students with Disabilities

It is the policy of Kairos Academies to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

Kairos Academies will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B.



Instruction for At-Risk Students

SECTION 1. Definition

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

SECTION 2. Identification of At-Risk Students

Kairos Academies shall meet all federal and state requirements for identifying and providing services to educationally at-risk students, including, for a school that offers high school education, the implementation of a measurable system for identifying students in their ninth grade year, or students who transfer into the school subsequent to their ninth grade year, who are at risk of not being ready for college-level work or for entry-level career positions.

SECTION 3. Academic and Career Counseling

Academic and career counseling shall take place prior to graduation so that the school may attempt to provide sufficient opportunities to the student to graduate college-ready or career-ready and on time.

SECTION 4. Exceptions

The requirements in this policy may be waived for any student with a disability if recommended by the student's IEP committee.



Active Shooter Training and Drills

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

- (1) Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
- (2) Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission.



Dyslexia Screening

SECTION 1. Screenings for Students in First Through Third Grade

The school shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines (grades 1-3).

SECTION 2. Reasonable Classroom Support

The Governing Board of Kairos Academies shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 3. Teacher Training

Kairos shall offer all of its teachers two hours of training on dyslexia and related disorders. The school may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.



Cardiopulmonary Resuscitation

For a school that offers high school education, the school shall provide enrolled student instruction in cardiopulmonary resuscitation. Upon graduation from high school, pupils shall have received thirty minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking given any time during a pupil's four years of high school. Instruction shall be included in the school's existing health or physical education curriculum.

Students with disabilities may participate to the extent appropriate as determined by the provisions of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.



English Language Learners (ELL) Policy

SECTION 1. Overview of Legal Requirements

English Language Learner (ELL) programs and activities must comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of Federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI's prohibition on national origin discrimination requires DESE and LEAs to take "affirmative steps" to address language barriers so that ELL students may participate meaningfully in schools' educational programs.

SECTION 2. Definitions

1. **Limited English Proficient (LEP)** refers to an individual:
 - a. who is aged 3 through 21;
 - b. who is enrolled or preparing to enroll in an elementary school or secondary school;
 - c. for whom one of the following is true:
 - i. was not born in the United States or whose native language is a language other than English; or
 - ii. is a Native American or Alaska Native, a native resident of the outlying areas; or comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
 - iii. who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
 - d. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual one of the following:
 - i. the ability to meet the State's proficient level of achievement on Missouri State Assessments
 - ii. the ability to successfully achieve in classrooms where the language of instruction is English; or
 - iii. the opportunity to participate fully in society
2. **English for Speakers of Other Languages (ESOL)** are programs that teach language skills to students from non-English-speaking backgrounds.
3. **English Language Learners (ELLs)** are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.



SECTION 3. ELL Programming

SECTION 3.1. Role Responsible

The LEA's coordinator for ELL programs is the Chief Executive Officer.

SECTION 3.2. Requirements of the Language Instruction Program

The ELL Coordinator or their designees will develop and implement language instruction programs that:

1. Identify ELL students through the use of a home language survey OR by including home language questions on the school enrollment form. The same assessment methods must be used on all students. The ELL Coordinator will also develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.
2. Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.
3. Determine the appropriate instructional educational program for ELL students to increase the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students.
5. Provide parents/guardians with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.



Program for Homeless Students Policy

SECTION 1. Definitions

1. A “homeless child” or “homeless youth” is one who:
 - a. lacks a fixed, regular, and adequate nighttime residence; and
 - b. includes:
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
 - iv. is a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions (i) to (iii) above.

The first category may include some individuals who have moved in with others.

Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

1. “Enroll” and “enrollment” include attending classes and participating fully in school activities.
2. “School of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

SECTION 2. Enrollment and Placement

SECTION 2.1. School Placements on the Basis of “Best Interest”



LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, Kairos Academies must allow for:

1. Continuing the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; unless doing so is contrary to the wishes of the child or youth’s parent or guardian; or
2. Enrollment of the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

If Kairos Academies wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, Kairos Academies must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

SECTION 2.2. Waiving of Enrollment Requirements

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. Kairos Academies may, however, require contact information.

SECTION 2.3. Determination of Grade Level

If Kairos Academies is unable to determine the grade level of the student because of missing or incomplete records, Kairos Academies shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.

SECTION 3. Transportation

SECTION 3.1. Transportation Required

Transportation must be provided, at the request of the parent or guardian (or in the case of the unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by Kairos Academies, Kairos Academies must provide or arrange for the child’s or youth’s transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin (Kairos Academies) and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of



origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.

SECTION 3.2 Funding Transportation

In general, LEAs may not use funds under Title I, Part A or Title V, Part A to transport homeless students to or from their school of origin.

SECTION 4. Services

SECTION 4.1. Provision of Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the LEA including, but not limited to:

- transportation services;
- educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students;
- vocational programs;
- school meals programs;
- before-and-after-school care programs;
- and programs for students with limited English proficiency

SECTION 4.2. Non-Segregation

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

SECTION 5. Records

SECTION 5.1. Assistance in Obtaining Records

Once Kairos Academies has determined that an enrolling student is homeless, Kairos Academies must assist the student in obtaining their education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

SECTION 5.2. Requirements of Immunization

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days.

SECTION 5.3. Exemption for Immunization



The homeless student maintains that they are exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, RSMo.

SECTION 5.4. Maintenance of Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA.

Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

SECTION 6. Coordinator

The Board will designate an individual (Chief Operating Officer) to act as the LEA's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The LEA shall inform school personnel, service providers and advocates working with homeless families of the duties of the LEA homeless coordinator.

SECTION 7. Resolving Grievances

Level I

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the LEA's homeless coordinator. If the complaint is not promptly resolved (within five (5) days or as deemed reasonable by all parties), the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the CEO or their designee of the formal complaint and the disposition.

Level II

Within five (5) working days after receiving the decision at Level I, the complainant may appeal the



decision to the CEO or their designee by filing a written appeal package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The CEO or their designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the CEO or their designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III

If the resolution is not reached in Level II, a similar written appeals package shall be directed through the CEO or their designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For LEA purposes, the decision of the Board is final.

Level IV

If the complainant is dissatisfied with the action taken by the LEA's Board, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the LEA and the complainant. If the findings support the action taken by the LEA, such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.



Missouri Course Access and Virtual School Program

SECTION 1. Eligibility

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

SECTION 2. Payment for Course by School

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

- The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and
- The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves the student's enrollment:
 - The school shall provide the reason in writing and it shall be for "good cause," hereby defined as "a determination that doing so is not in the best educational interest of the student."
 - The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting; and shall be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial.
 - The family and the charter school shall also provide their reasons in writing, and these documents shall be entered into the official minutes of the meeting of the governing body.
 - The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the Department of Elementary and Secondary Education.



SECTION 3. Informing Parents

The school shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the community handbook, registration documents, and on the school's website.

SECTION 4. Payment Schedule and Amount

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

SECTION 5. Transfer Students Participating in Missouri Course Access and Virtual School Program

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

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

SECTION 6. Right to Terminate or Alter Course

The school shall monitor student progress and success, and take into account the Department of Elementary and Secondary Education's and provider's recommendations regarding a student's enrollment in the program. The school may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

SECTION 7. Provision of Feedback to the Department of Elementary and Secondary Education

The school shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the Department of Elementary and Secondary Education regarding course quality.



Braille Instruction

SECTION 1

For the purpose of this section, student is defined as: any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

SECTION 2

A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

SECTION 3

Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

SECTION 4

The student's individualized education plan shall specify:

- (a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;
- (b) The date on which braille instruction will commence;
- (c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and the duration of each session.

