

# kairos

COMMUNITY HANDBOOK

2021-2022



**KAIROS ACADEMIES: ST. LOUIS**

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Dear Kairos Families,

Welcome to the 2021-2022 school year at Kairos Academies! Whether you're new to our community or one of our founding families, you're an integral part of cultivating (a microcosm of) American society as it should be—an integrated community of self-directed learners, leaders, and citizens.

Kairos is St. Louis' first personalized learning public school. Our approach is informed by the best schools in the country, designed using world-class resources, and facilitated by an all-star team. But the personalized part of "personalized learning" means that's all just a framework. The real magic happens when we start working with your child to meet their unique needs and strengths. The model is just a theory, and like good scientists, we evolve that theory as we learn. What defines us is our mission—empowering student autonomy—and a family-obsessed process of iterative, incremental improvement to achieve it more and more.

The Kairos Community Handbook (what you're reading right now) is an introductory guide. It'll always be available on our families portal: [families.kairosacademies.org](https://families.kairosacademies.org). But what's most important isn't what's written down; it's what we live out day-to-day in our community. So better than this written resource is your human resource—your child's 1-1 Kairos coach. If you ever have any questions, just reach out to them or, if it's easier, submit a Help Request through our "Get Help" form on the family portal. Someone will be in touch to answer your question or solve your problem.

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

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

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

Nothing impossible (Kairos' motto, [inspired by St. Louis](#)),  
The Kairos Team



# The Kairos Secret Sauce

I am a person through other people.  
My humanity is tied to yours.

*Zulu proverb*

It is not enough to be busy. So are the  
ants. What are we busy about?

*Henry David Thoreau*

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



## We're All Family Here

Joining Kairos—as a teacher, student, or parent—means joining the Kairos family. And that means our values don't end and learning doesn't stop when the school day gets out. We need you to partner with us for your child's success. With an unusually small student-staff ratio (10:1) and an



individualized coach who meets with your child throughout the week, we have the capacity to give you and your child the kind of attention you deserve. You'll hear from us often, by email, phone, and home visits. And we hope you'll be proactive, following your child's academic and character development, sharing concerns, celebrating successes, and joining in your child's learning either at home or on our experiential learning field trips.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **...work the constellation**

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

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

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





## Personalized Learning + Student Choice

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

### Learn at Your Own Pace

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

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

### 1-1 Attention

Just like teachers help nurture academic function, students also have a 1-1 coach to help them develop **executive function** (the ability to manage choice productively). As students strengthen their executive function, you'll gradually earn more ownership over your schedule. Your coach will meet with your student throughout the week to help set goals and make concrete plans to achieve them. They'll also help students reflect on their actions and learn from mistakes.

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

### Own Your Education

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



Jose is reading about Newton's Three Laws of Motion and completing



Kamori and Nina were confused about theme vs



Julia (History teacher) is facilitating discussion and



practice activities on the Summit Learning Platform



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

motif, so they went to Lee (English teacher) for help



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

debate about the Civil Rights Movement



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

## Better Breaks + Continuous Improvement

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

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

At Kairos, school runs year-round, in seven cycles. In each cycle, students work hard for 6 weeks, then recharge for 1-2 weeks. Those breaks give your teachers a chance to step back and reflect on how we can do a better job for students and families. We do our best to align your breaks to those of your friends at other schools in St. Louis. Because we offer consistent breaks throughout the year, Cycle 7 (our summer session) is mandatory for all families.



# Core Curriculum

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

*Agatha Christie*

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

*Antoine de Saint-Exupéry*

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

## Courses

Courses include English, History, Science, and Math. Each course is year-long and includes 2-3 components: Focus Areas, Projects and for math, Concept Units.

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

## Focus Areas

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

## Projects

**Projects** require you to apply Content Knowledge to solve real-world problems by working in groups with your peers and by developing and using **Cognitive Skills**. Cognitive Skills are the higher-order



thinking skills that we all need to solve complex problems in college and beyond. Projects are facilitated by teachers.

## Concept Units

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

## Other Courses, Coaches, and More

In addition to differentiating pace and challenge in our core curriculum, Kairos students follow personalized learning pathways for executive functioning, foundational fluency, and elective interests. This comes in two forms: Fundamentals, and Electives, occurring once or twice a week. In

**Fundamentals**, students are assigned individualized skills each cycle on IXL and Vocabulary.com—two of our online learning platforms—based on skill gaps identified by the NWEA MAP test. In **Electives**—like computer science, visual arts, performing arts, or foreign language—students can explore academic passions with guidance from their teachers.

## Coaching Check-in

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

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

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

## After School Programming

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

We will also partner with [Beyond Schools](#) to offer supervision at Kairos until 6:30 pm. With Beyond Schools, students will partake in personalized reading programs, one-on-one tutoring, a variety of enrichment classes, and academic support after class.

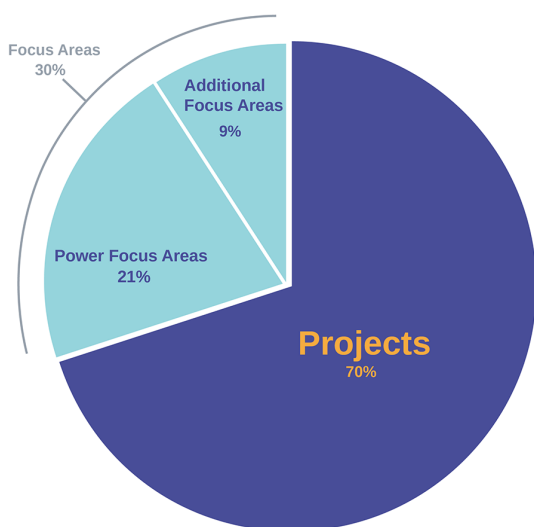




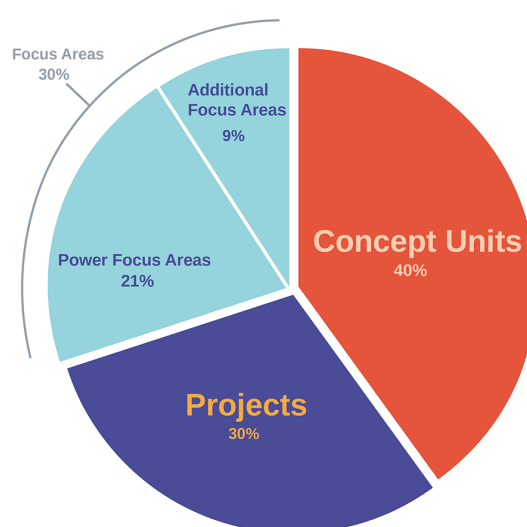
## Grading Policy

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

### English, History, & Science Grades



### Math Grades



## Focus Areas

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

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

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

You are assessed on two types of Focus Areas:

- **Power Focus Areas** are the most essential Focus Areas for every course; you must pass them all to pass the course. If you do, 21% is automatically added to your grade.



- **Additional Focus Areas** contribute to developing the richest content understanding, but are not essential to the course. By passing an Additional Focus Area, you can add up to 9% to your final grade, depending upon the number of Additional Focus Areas that you pass. Keep in mind that you can pass a course without completing any Additional Focus Areas; however, the maximum grade you can receive is a 91%.

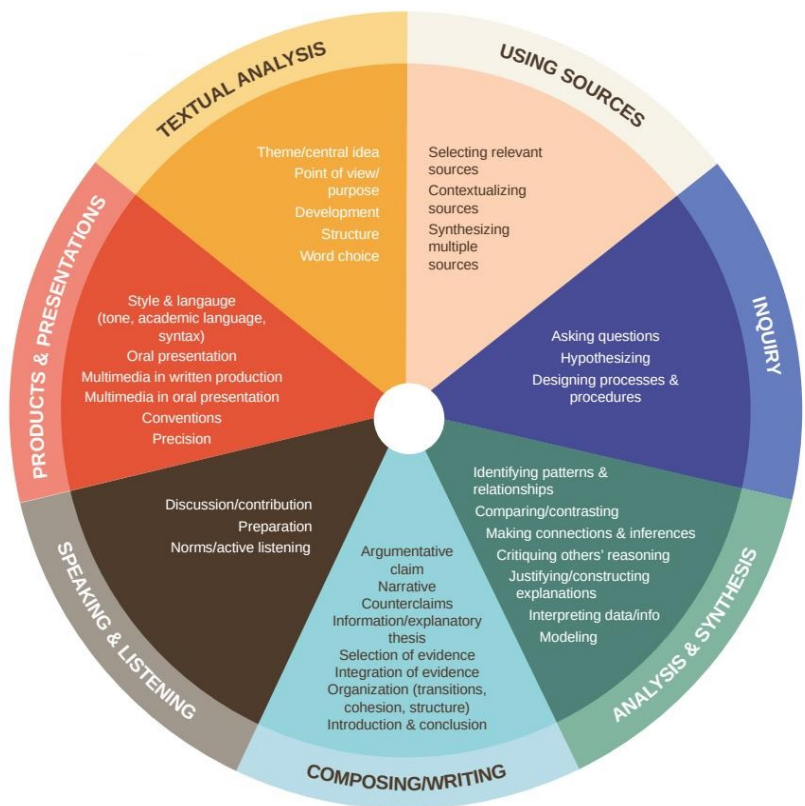
Additionally, courses have **Challenge Focus Areas** for those who have mastered all Power and Additional Focus Areas. These are for your own enrichment, and while Kairos recognizes and celebrates especially curious students who complete Challenge Focus Areas, they do not affect your grade.

## Projects

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

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

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



<sup>1</sup> The more important the skill, the more times it will be assessed. We use a weighted average calculation that takes into consideration the relative importance of each Cognitive Skill.



3. Your overall Cognitive Skill score is turned into a percentage.

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

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

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

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

## Concept Units

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

## Grading with IEPs and 504 Plans

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



## Fundamentals and Electives

Because these types of courses take place outside of the Summit Learning Platform, they are graded differently. Fundamentals grades are drawn from percentages within the Vocabulary.com and IXL platforms, and students are assessed in elective courses across metrics such as participation, growth, skill, behavior and preparedness. Each cycle students will be required to pass 3 math IXL skills, 3 reading IXL skills, and 3 vocabulary lists.

## Progress Reports and Report Cards

Kairos doesn't issue "report cards" because, until graduation in 2026, grades are never finalized. Instead, we issue "progress reports"—updates on a student's progress towards realizing the Kairos mission (becoming a self-directed learner, leader, and citizen).

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

Final Percentage	Grade	GPA
97-100	A+	4.000
93-96	A	4.000
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.000
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.000
70-72	C-	1.667
67-69	D+	1.333
63-66	D	1.000





60-62	D-	.667
0-60	F	0.00

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

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

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

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

## Promotion Policy

As a school designed around progress and mastery, students can always turn in "late work" with no penalty. That's why we print "progress reports," not "report cards." Students who do not pass the majority of their core content coursework (i.e., average at least 60% for the year in English, history, math, and science) by the end of the school year will not be eligible for promotion.



# How Campus Works

Spoon feeding in the long run  
teaches us nothing but  
but the shape of the spoon

*E. M. Forster*

The illiterate of the 21st century will not  
be those who cannot read and write, but  
those who cannot learn, unlearn, and relearn.

*Antoine de Saint-Exupéry*

## Absences

We can't build our Kairos Community without our students! That's the only way we can help you grow into a self-directed learner, leader, and citizen.

### Partial and Full Absences

At Kairos, A partial absence is when a student arrives after 8:20 a.m. or leaves before 4:00 p.m. A full absence is when you don't come in at all.

Kairos excuses absences for:

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

### Late or Absent? How to Notify Kairos

If your child will be late or absent, please let us know through the "Get Help" form on [families.kairosacademies.org](https://families.kairosacademies.org).

### Early Pickup? How to Notify Kairos

If you need to pick your child up early, please notify us when you're on your way through FetchKids ([App Store](#), [Google Play](#)).

**Barring emergencies, Kairos does not dismiss students between 3:15 and 4:00p.m. Repeated early pick-ups will trigger a family meeting.**



## What Should a Student Do if They Miss Class?

### EMAIL YOUR COACH AND TEACHERS

**Students should** email their coach and teachers to request any classwork or assignments they missed. Our team will help students plan so they can stay on track in their coursework.

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

### EVERY ABSENCE

**Text Message:** Coaches will text parents to let them know that their student has been marked as absent. Parents will receive this text as soon as their student is late.

### 8TH ABSENCE<sup>2</sup>

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

### 10TH ABSENCE

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

## A Couple Things To Keep In Mind

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

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<sup>2</sup> Or the equivalent number of hours. 8 unexcused absences = 54 hours; 10 unexcused absences = 67 hours.



## Transportation

### Drop Off

Student drop-off is from 7:45-8:20 a.m. Breakfast is served before 8:20 a.m., and students use that time as a study hall to catch up or get ahead on homework. Students should enter the Kairos Student Entrance on Miami St., unless they have a physical disability or medical exemption, in which case they can take the ramp in the Kairos Visitor Entrance on Jefferson Ave.

#### Kairos Student Entrance (Miami St.)



Most students enter and exit from Miami St.

#### Kairos Visitor Entrance (Jefferson Ave.)



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

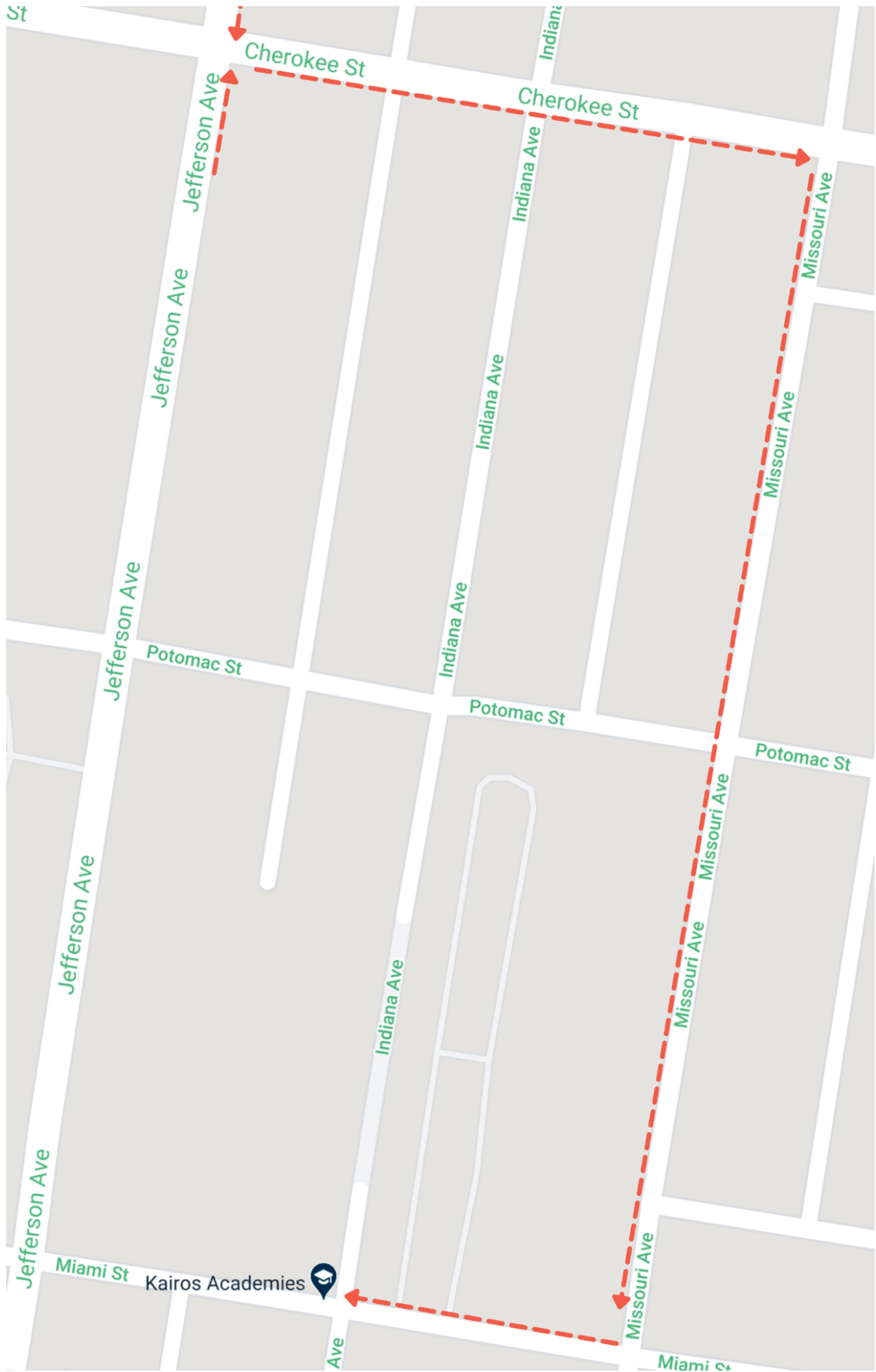
### Pick-Up Procedures + FetchKids

Pick-up occurs from 4:00-4:20 p.m. Kairos uses FetchKids, an app ([App Store](#), [Google Play Store](#)) that helps us streamline dismissal. Kairos only dismisses students when they've been requested on FetchKids. For early pick up, just request your student be dismissed via FetchKids when you're on your way.

**Dismissal Line:** To enter our dismissal line, turn east off Jefferson Ave. onto Cherokee St., south onto Missouri Ave., and west onto Miami St. You must pick students up on the side of the street closest to Kairos. Crossing the street can be dangerous, and Kairos will not dismiss students to cross the street into the Concordia Publishing House visitors lot.







**FetchKids:** Download the FetchKids app from the [App Store](#) (iPhone) or [Google Play](#) (Android). The “Primary Parent” will receive an invitation to download FetchKids on a mobile device and register with an email address and given PIN. Every afternoon, when it’s time for pickup at Kairos, go to the Dashboard, select one or more children to pick up, and then tap “Start Pickup” just before you leave. Using geo-location, the app will tell our dismissal team your estimated arrival time so your student will be ready and waiting when you arrive.

## After Care

Kairos provides free transportation to the [Gene Slay Girls and Boys Club](#), which offers aftercare enrichment, activities, tutoring, and dinner until 7:30 p.m. You can sign up for that, along with robust winter, spring, and summer break programming, by paying a single \$60/year membership fee. Scholarships are available.

## “I’m Late, I’m Late, For a Very Important Date”

Our teachers get to school very early to prepare the day for your child’s learning. (Our Exec Team usually begins working around 5:00 a.m.). That means they also head out when students do. At 4:20 p.m., Kairos will send your child on the bus to the Gene Slay Girls and Boys Club.

If you haven’t paid membership for the Gene Slay Girls and Boys Club (\$60/yr), Kairos will remain with your child after school. Each time we do this, Kairos pays our staff overtime. Starting the second time you are late for pickup, Kairos will pass that overtime fee onto you.

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

## Bussing

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

## Inclement Weather Days

One positive thing that has come out of the COVID Pandemic is the realization that kids can learn *anywhere*. If the weather makes it too unsafe to come to school, Kairos may keep learning virtually. We’ll notify you of the school’s plans by 7 a.m. in the morning via call, text, and email.



## Safety First

Adults cannot enter Kairos without either a Kairos-issued photo ID or as a visitor of a Kairos staff member. Students and visitors are monitored as they enter into or exit from the building. Kairos keeps records of who is in the building at all times.

## Dress Code

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

The Kairos Student Council determines and updates the dress code periodically, with an eye toward equity, inclusion, and comfort and based on community input.

### Tippity Top

- ▶ Hats or hoods cannot cover the eyes
- ▶ Masks required until further notice

### Tops

- ▶ No offensive language or images
- ▶ No holes/rips
- ▶ Must cover midriff and undergarments
- ▶ Straps must be 2 fingers wide

### Bottoms

- ▶ Shorts, skirts and dresses must be fingertip length, or 3 in. inseam
- ▶ Rips or holes cannot be larger than a hand
- ▶ Must cover undergarments (no sagging)

### Others

- ▶ No pajamas or slippers
- ▶ Kairos gear is encouraged



## Distribution of Medicine

### Assistance with Medication

Kairos does not administer over-the-counter medication. Employee(s) designated by the CEO may provide assistance with prescription 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.
2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.
3. The designated employee(s) shall keep a written report of medication taken by the student.

## **Refusal to Administer Medication**

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

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

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

## **Fees**

Kairos charges fees for damages, goods, and additional a la carte services. Fees include:

- Repair costs for damage to our property
- Repair costs for damage to our Chromebook or charger, whether intentional or not
  - You have the option of \$30 in annual insurance paid upfront or \$45 repair fee per incident. (More information in the Kairos Internet and Device Acceptable Use Policy.) You will have the opportunity to buy insurance in the two weeks following your student's enrollment, or August 30th.
- Meal plans for students who do not qualify for free-or-reduced-price breakfasts and lunches.
- Class books or library books which are checked out but not returned.
- Fees for additional programs that Kairos coordinates but does not offer directly, including Mandarin (covering cost of language tutor), sports (covering costs of jerseys, coaches, facilities), and certain clubs that require additional expenses. (Scholarships are available.)
- Overtime Kairos pays staff to watch your kids because you miss our pickup window.

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



## Tech at Kairos

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

### Chromebooks

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

The Chromebook students are issued remains theirs for their time at Kairos, so they should take care of them! The most common ways that students break their laptops is by (1) cracking the screen or (2) spilling water on it.

### Personal Electronics

Cell phones can be a distraction, and not just for kids. To seize the moment, we need to be present at all times. If a student is on their cellphone or it goes off during the day, it will be collected by the teacher and returned directly to their parent by the dismissal team at the end of the day.<sup>3</sup> If a student is repeatedly on their cell phone during the year, they will be required to turn it in to their coach before school in the morning.

### Internet and Email Use

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

### Take Home Policy

We hope students will continue to explore their academic passions at home! While students are always free to use their computers at home, computers may have certain website restrictions. Please keep in mind that the *Internet and Device Acceptable Use Policy* applies regardless of location.

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



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

## Grown-Up Stuff

Kairos has internet filtering software that blocks inappropriate and harmful digital content. Of course, no filtering technology is perfect, and ours may occasionally fail. In the event that it does, Kairos cannot assume liability for your child's actions. We strongly encourage you to discuss acceptable internet use with your child and raise any concerns you may have with your coach.

## Headphones

Students may need headphones to access a variety of learning tools (YouTube clips, poetry slams, audiobooks, podcasts, etc.).

## Technology Insurance

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

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

## Computer Breakage

Computers break. If your student's breaks, they'll receive a loaner for the day. .

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

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

(Laptop repairs cost us hundreds of dollars, most of which Kairos covers. Your family pays a small percentage as part of taking responsibility for your actions.) Repairs take anywhere between two to six weeks, depending on the damage. Repair times have slowed during the COVID pandemic, as well, which is yet another reason to be careful with your laptop.



## CHROMEBOOK CARE PRO TIPS

### COME TO SCHOOL PREPARED

- Students should bring their Chromebook to school everyday.
- Students should charge their Chromebook every night. It must be 75% charged when their teacher checks it in the morning.
- Never bring chargers to school.
- Bring headphones. Headphones will not be available for purchase.

### KEEP IT THE WAY IT CAME

- Students should not take their case off (if one was provided).
- Students should not take their name tag off.
- Students should not mark up your Chromebook EXCEPT with stickers.

### DON'T FEED THE LAPTOP

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

### HOLD BY BASE

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

### DON'T CARRY IN HANDS

- Students should put Chromebooks in their backpack, not carry it. Be careful with your backpack.





# Community & Restorative Justice

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

*Ian Maclaren*

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

*Maya Angelou*

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



At Kairos, we push students to be collegial, inquisitive, responsible, and intentional with their actions in all spaces and during all activities. We recognize that not all students uphold these four values at all times, so we have systems in place to help support them when they need to be guided towards our aligned values and expectations.

## Constellation Characteristics

**Collegiality** is the relationship between colleagues. It can connote respect for another's commitment to the common purpose and ability to work toward it. Students can show collegiality by working together, going out of one's way to help someone else, contributing to conversations with others, supporting/complementing classmates, or building off others' ideas.

**Inquisitiveness** is being curious and asking questions about the world around us. Students can show inquisitiveness by asking questions, answering questions, verbalizing wonderings, diving deeper into topics that interest them, and thinking outside of the box.

**Responsibility** is doing the right thing for the greater good of the community, even when no one is watching! Students can show responsibility by exceeding the expectation, leading by example, admitting to a mistake, standing up for someone else, and many other responsible actions!

**Intentionality** is making specific choices to do certain things. Students can show intentionality by making smart choices, going out of their way to accomplish a specific goal, bringing commitment,



focus, and attention to things that are important to them, or making decisions that they know will benefit them and the good of their community in the long run.

## What is Restorative Justice?

**"Restorative justice can't just be a set of things that we do. It has to be a framework for how we view conflict, teaching, and learning,"**

Restorative Justice (RJ) is an alternative avenue of disciplining students that seeks to educate instead of discipline. Restorative Justice at Kairos centers around resolving conflicts and restoring relationships, serving as a wrap-around service. As [Ed Week](#) (2016) explains, this powerful approach focuses on "repairing harm through inclusive processes that engage all stakeholders." All parties are empowered to voice their opinions and share their perspectives when a situation arises peer to peer, peer to group, peer to staff, or peer to school.

In order for Restorative Justice to be successful, we must...

- 1) Intentionally create a community that is anchored in shared values. Our values at Kairos include: Collegial, Inquisitive, Responsible, Intentional.
- 2) Make participation in the community a requirement, not an option. We have everyone's back, but in return, everyone must show up as a full participant.
- 3) Model and teach community values. We leverage our House time to teach, role play, discuss, and practice.
- 4) Enforce the values and be willing to hold students accountable. There must be real, felt consequences along with the opportunity to make amends and learn from mistakes.

## Bringing It Full Circle

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

## Culture and Expectations

Working with the Kairos Constellation helps students be their best, not just for themselves, but for those who count on them. When everyone is in line with the Kairos constellation, our school is a home—safe, playful, equitable, inclusive, and loving. But when someone is out of line with the Kairos constellation, it affects everyone around them.

We all want and have the capacity to do the right thing, but sometimes, we struggle to live up to our highest values. When that happens, the only thing to do is admit it, reflect on it, and make a pledge to



do better. Kairos' values deep thinking about how students will restore relationships with friends and teachers that they may have damaged.

### Suppose a Student....

Makes a smaller mistake, like:

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

**TEACHER WILL  
TOUCH BASE. IF A  
STUDENT NEEDS  
EXTRA SUPPORT, A  
TEACHER WILL  
LOOP IN THE  
RESTORATIVE  
JUSTICE CENTER.**

Makes a bigger mistake, like:

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

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



## Then Together, We...

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

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

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

The RJC assigns resets to allow students to evaluate behavior and prepare to reenter the classroom more prepared to uphold constellation habits. For certain behaviors like play fighting, continued disruption after three or more misdirections, or minor theft, students will engage in a **5-10 minute reset** in the RJC, which might include a call home and engagement work. For more substantive mistakes, students will engage in an Education Course, a Community Service project, an **In School Reset (ISR)** or **Out of School Reset (OSR)** where they will think deeply about their behavior, the relationship they might have damaged, and reflect upon the reasons they may have acted in a certain way.

## Expulsion

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

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

If a student fails to respond to faculty support, he or she can undermine their peers' learning environment in a way that threatens everyone's success (repeated patterns of "off constellation" behaviors) students can be expelled. Specifically, if a student receives 2 OSRs in 2 cycles, a student



may be referred for a board expulsion hearing. Students who are expelled will not be re-accepted to Kairos in future years.

## Let's Over Communicate

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

### Accessing the Summit Learning Platform

At the beginning of the year, all parents will receive a parent login to the Summit Learning Platform. **This is where you can access all of your child's key academic information, including:**

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

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

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

### How We'll Communicate

#### TEXTS

Kairos uses [Remind](#), a messaging app that connects you with your coach and the school as a whole. Please download the app, and you'll be added to your coach's info.

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

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

#### PHONE CALL

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



### IN-PERSON MEETING

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

### NEWSLETTER

**Weekly:** Provides updates on major school-wide updates, events, deadlines, and celebrations

### EMERGENCIES

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

## Need to Reach Us?

### EARLY DISMISSAL

**Call Kairos HQ:** If there is an emergency that requires your student to unexpectedly leave school early, start the pickup on the Fetch kids app. We will have your student downstairs and ready to go when you arrive.

### EVERYTHING ELSE

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



## Ps & Qs

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

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

### SOCIAL MEDIA

#### Like Facebook Page

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

#### Join Facebook Group

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

#### "Friend" on Facebook

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

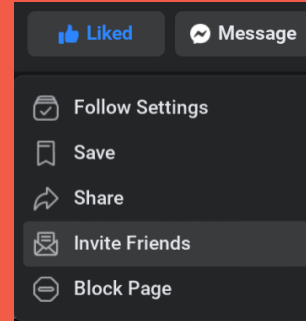
#### Follow on Twitter

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

### SPREAD THE WORD

**FIRST:** Like the Facebook Page

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



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

### SHARE MATERIALS

#### Website

[www.kairosacademies.org](http://www.kairosacademies.org)

#### Presentation

[www.tinyurl.com/KairosYear1](http://www.tinyurl.com/KairosYear1)

#### Primer

[www.tinyurl.com/KairosPrimer2020](http://www.tinyurl.com/KairosPrimer2020)

### GET A FAMILY IN

#### Help Schedule a Call or Tour

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

#### Connect Us

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

## Supply List

Kairos has a super [simple school supply list](#), but since we serve lots of low-income students, we also make sure to have spare supplies on hand to provide materials for kids who didn't get a chance to go shopping. That's not possible on state funding alone, so we have to fundraise to make up the difference. Want to help cover the school supplies for one of our low-income families (~\$50)? You can support our mission by [donating to Kairos through PayPal Giving Fund](#).





## Annual Calendar

Visit [families.kairosacademies.org/calendar](https://www.kairosacademies.org/calendar) for updates on events and a printable version of our school calendar.

## Team

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

## Teacher Certification

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

## Enrollment & Withdrawal

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

## Who Can Attend Kairos?

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

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

## And What's The Process?

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

## Will My Friends Get In?

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

1. Children of Kairos staff



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

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

## Withdrawal

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

- Pay outstanding balances with the school (e.g., a fine for breaking your Chromebook)
- Return all school-owned materials, including your Chromebook, charger, and books
- Email [help@kairosacademies.org](mailto:help@kairosacademies.org) to formally withdraw. You will be asked to return all school materials, and your child's spot will be offered to the next student on the waitlist.

After 10 consecutive unexcused absences or 15 unexcused absences in any 8 week period, students may be assumed to have withdrawn. Students who withdraw for any reason may be prohibited from reënrolling at Kairos in future years.

## Registration Forms

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

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

**USERNAME: kairos63118@gmail.com    PASSWORD: kairospassword**

## Residency & Student Identity

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

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

Kairos Academies



2315 Miami St.,  
St. Louis, MO 63118

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

## Immunization Forms & Health Records

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

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

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

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

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

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

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

The CEO oversees procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending Kairos Academies, and for the completion



of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

## Student Recording

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

## Grievance Procedure

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

1. Raise your concern with your student's coach. They'll do anything within their power to address the situation.
2. If for some reason, they don't, [submit a concern here](#). Depending on the nature of the concern, either the Director of Community, Director of Student Solutions, or Building Director will be in contact.
3. Unhappy with the solution? Let our School Leader know by emailing [middle.school.leader@kairosacademies.org](mailto:middle.school.leader@kairosacademies.org). Either the School Leader or, for operational issues, the Chief Operating Officer will reach out.
4. Still unsatisfied? Tell our Chief Executive Officer by emailing [ceo@kairosacademies.org](mailto:ceo@kairosacademies.org).
5. Is the problem unresolved? You can appeal any decision to the Kairos Board, our governing body, by sending us a written complaint—either digitally to [board.president@kairosacademies.org](mailto:board.president@kairosacademies.org) or physically to 2315 Miami St., St. Louis, MO 63118. The Kairos Board is the final appellate body to settle disputes.

If you have a complaint about Kairos' treatment of a statute or regulation of the Every Student Succeeds Act of 2015, please follow the procedure outlined [here](#).

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

## Sundry Parental Rights

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



- Attend and speak at school board meetings (upcoming ones listed at [www.kairosacademies.org/board](http://www.kairosacademies.org/board))
- Review information about your child's teacher (e.g., license, qualifications, whether they are teaching under emergency or provisional status, etc.)
- Review academic achievement and growth data for your student (on both internal and state assessments)
- Review your child's educational records (within 45 days of a written request) and ask for amendments due to error or omission (which you can appeal if overruled)
- Request that personal information not be shared with military recruiters absent your case-by-case consent; (note: Kairos cannot withhold disclosure to professionals with a legitimate need to review, such as law enforcement personnel)
- Review the school's charter, most recent annual report card, most recent annual audit, and board member background checks
- File a grievance (written statement with facts regarding the complaint) about a school-related concern (first to the coach, then feel free to escalate to the School Leader, CEO, and school board)
- File a complaint (written statement with the facts of the alleged violation) with the Missouri Department of Elementary & Secondary Education or the U.S. Department of Education if you believe Kairos or another public agency has violated FERPA<sup>4</sup> or ESSA<sup>5</sup>

## Missouri Course Access and Virtual School Program

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

### Eligibility

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

### Payment for Course by School

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

- The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that

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

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



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.

## **Payment Schedule and Amount**

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

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

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

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



## Engagement Plan

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

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

### How To Get Involved

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

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

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

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

### Visitor Policy

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

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

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





## Network (LEA) & School Family Engagement Plan

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

### Step 1: Pulse Check

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

- Feeling of involvement and feedback on strategies for involvement
- Content and effectiveness of Kairos' family engagement policy in improving our school's academic quality
- Barriers to participation for parents that we may not be aware of, especially for parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- Needs of parents to assist with the learning of their children, including engaging with school personnel and teachers

### Step 2: Brainstorm

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

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

### Step 3: Follow Through

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



# A Review of What's Generally Acceptable

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

Steve Hall

## Internet and Device Acceptable Use Policy

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

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

### Part I: For Parents and Guardians

#### Limitation of Liability

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

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

#### Content Filtering

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

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



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

## Privacy

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

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

## Parental Notification and Responsibility

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

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



## Part II: Internet Safety Restrictions

### Personal Safety Restrictions

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

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

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

### System Security and Safety Restrictions

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

### Restrictions Against Illegal Activities

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

Illegal activities include:

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

### Restriction Against Inappropriate Language

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

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



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

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

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

Students are prohibited from the following behaviors:

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

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

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

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

### **Other Restricted Use**

Students should not use the Internet for the following reasons:

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

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

### **Cyberbullying**

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



To that end, we expect students to:

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

All cyberbullying is prohibited, including:

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

### Email Policy

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

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

### Leaving Kairos

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

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

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

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

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



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

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

When using Kairos equipment, the following actions are prohibited:

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

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

## Part IV. Consequences for Failure to Comply

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

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

## Anti-Discrimination and Harassment Policy

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





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

## Public Notice Regarding Students with Disabilities

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

Guardians have the right to:

- Inspect and review all personally identifiable documentation that is collected, used, or maintained by Kairos for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities
- Request amendment to the educational record if the parents/guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child
- File complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the school to meet the requirements of the Family Educational Rights and Privacy Act (FERPA)

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

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

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

## Discipline Policy

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

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<sup>13</sup> Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay



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

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

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

## **Enforcement**

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

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

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

## **Definitions of Major Disciplinary Methods**

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

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



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

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

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

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

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

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

### **Expulsion**

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

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

### **Probation**

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

### **Restrictions on School Activities**

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



## Major Offenses

### Reporting to Law Enforcement

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

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

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



16. Sexual abuse pursuant to § 566.100, RSMo.

17. Harassment under § 565.090, RSMo.

18. Stalking under § 565.225, RSMo.

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

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

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

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

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

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

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

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



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

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

### **Prohibited Conduct**

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

1. **Arson**

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

2. **Assault**

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

3. **Automobile/Vehicle Misuse**

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

4. **Bullying**

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

5. **Bus or Transportation Misconduct**

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



**6. Dishonesty**

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

**7. Disrespect to Staff**

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

**8. Disruptive Conduct or Speech**

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

**9. Drugs/Alcohol**

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

**10. Extortion**

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

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

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

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



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

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

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

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

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

**14. Harassment/Discrimination**

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

**15. Hazing**

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

**16. Public Display of Affection**

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

**17. Sexual Harassment/Discrimination**

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





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

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

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

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

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

#### **20. Theft**

Theft, attempted theft or knowing possession of stolen property.

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

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



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

**22. Tobacco**

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

**23. Truancy**

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

**24. Unauthorized Entry**

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

**25. Vandalism**

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

**26. Weapons**

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



# Kairos Meal Service Overview

We know that nutritious meals are essential fuel for your child's learning and health. Healthy, locally-sourced meals are the name of the game at Kairos, and St. Louis University's Nutrition and Dietetics' department helps us make that true for every breakfast and lunch.

Your child may qualify for **FREE** meals at Kairos. Your coach will let you know whether or not you qualify.

## Free and Reduced Lunch Plan Application

As part of the National School Lunch Program and School Breakfast Program, your child may qualify for free meals at Kairos.

Kairos has adopted the following family-size income criteria for determining eligibility:

Household size	Maximum Household Income for Free Priced Meals				
	Annually	Monthly	2x per month	Every 2 weeks	Weekly
1	\$23,828	\$1,986	\$993	\$917	\$459
2	\$32,227	\$2,686	\$1,343	\$1,240	\$620
3	\$40,626	\$3,386	\$1,693	\$1,563	\$782
4	\$49,024	\$4,086	\$2,043	\$1,886	\$943
5	\$57,424	\$4,786	\$2,393	\$2,209	\$1,105
6	\$65,823	\$5,486	\$2,743	\$2,532	\$1,266
7	\$74,222	\$6,186	\$3,093	\$2,855	\$1,428
8	\$82,621	\$6,886	\$3,443	\$3,178	\$1,589
Each add'l member	+\$8,399	+\$700	+\$350	+\$324	+162



A complete application is required as a condition of eligibility, including:

1. Household income from all sources or Food Stamp/TANF case number
2. Names of all household members
3. The signature and last four digits of social security number or indication of no social security number of the adult household member signing the application.

We're happy to help with any [frequently asked questions](#) and [definitions of terms](#) used. Feel free to reach out to your coach for additional questions or concerns.

Kairos will review the applications and determine eligibility. If you are dissatisfied with the ruling, please contact the Build Director, [ben@kairosacademies.org](mailto:ben@kairosacademies.org), to set-up a formal hearing. A complete copy of the hearing policy is on file at the Kairos HQ.

## Meal Plans at Kairos

### Buying a Meal Plan at Kairos

Just like college, Kairos offers meal plans. At the start of each cycle, families have the opportunity to opt into a meal plan if they do not qualify for free lunch. Options include Breakfast + Lunch, Lunch Only, or Breakfast Only.

Please note that payment is collected at the start of every five-week cycle and can be purchased at our online [store](#). Check out the price for each meal below!

If you decide mid-cycle that you want to purchase a meal plan, please just give us a call! One of our fabulous Ops Team Members will make sure that you're all set! And, if your child has not purchased a meal plan and forgets their lunch, of course we'll make sure they are fed! You'll receive an invoice alerting you to the fee due.

### Unpaid Meal Policy

Because we know the importance of good nutrition to great thinking,, Kairos has taken several steps to increase access to meals *and* decrease the cost burden:

- We work to ensure that **all** students who are eligible for free meals get access to them. Expect your child's coach to answer any questions you may have about the Free and Reduced Priced Lunch Form during your annual home visit
- We never charge families who qualify as "Reduced". Donations close the gap between the cost of the meal and what the federal government provides us
- We offer cyclical Meal Plans so that you can pre-purchase and not worry about paying on a daily basis



For students who qualify as “paid” based upon their Free and Reduced Priced Lunch Form, their parent or guardian is solely responsible for food payment. Here is what will happen if your child takes a meal and doesn’t pay for it:

- Provide the same meal that all other students receive. We will *never* single out or shame a student when they owe food payments
- Send home an invoice at least once a cycle indicating fees owed
- If total fees owed exceed \$50, a member of Kairos’ Operations Team will set up a meeting with you to discuss next steps, including a long-term payment plan and scholarship options
- If fees are not paid by the end of the year, they will roll over to the next school year

## Meal Civil Rights Complaint Procedure

All students and families may file a complaint via the School Nutrition Programs Civil Rights Procedure.

An allegation will be determined to be a Civil Rights complaint in the Child Nutrition Program if it is alleged that the program is administered or operated in a manner that results in disparate treatment of services being provided to persons or groups of persons because of their protected class. Unlawful discrimination may be considered intentional or unintentional.

The protected classes for filing a discrimination complaint against a Child Nutrition Program are:

- Race
- National Origin
- Color
- Age
- Disability

## Right to File

Any person who believes they have been discriminated against based on protected classes has the right to file a complaint within **180 days of the alleged discriminatory action**. You may file a complaint **verbally or in writing**.

## Verbal Complaint

Please contact Casey McBride, the Director of Community. She can be reached at [casey@Kairosacademies.org](mailto:casey@Kairosacademies.org). Casey will work with you to collect and transcribe the following information:

- Your name and contact information
- The name of the individual(s) who you believe discriminated against you
- The date of the incident



- A description of the incident including how it discriminated against one or more protected classes
- Any witnesses
- Whether this complaint was filed with another agency

All complaints received will be formally directed to the U.S. Department of Agriculture, Office of Civil Rights. Kairos will not attempt to resolve the complaint independently.

### **Written Complaint**

Please use this [form](#) and mail to the address below:

USDA, Director, Office of Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

800-795-3272 or 202-720-6382

## **USDA Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;



fax: (202) 690-7442; or

email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Kairos is an equal opportunity provider.

