

# Family and Scholar Handbook 2024-2025



GIRLS PREPARATORY  
**ACADEMY**  
KANSAS CITY

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*This document is for informational purposes. The information in this document may be changed without notice subject to subsequent approval by the Board of Directors of Kansas City Girls*

*Preparatory Academy as set forth in the Official School Board Policies of Kansas City Girls  
Preparatory Academy.*

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# OUR MISSION AND VALUES

## Mission

Our Mission is to prepare young women to use their voices, succeed in college, and lead impactful, meaningful lives.

## Vision

In 2015-2016, only seven open-enrollment schools within the Kansas City Public Schools boundaries had more than half of students proficient in math and reading.<sup>1</sup> For students who take college-entrance exams, scores fall far below requirements for competitive admissions.<sup>2</sup> These burdens are borne disproportionately by low-income communities of color in Kansas City.<sup>3</sup>

KCGPA seeks to ensure that young women growing up in neighborhoods negatively impacted by de jure and de facto racial segregation<sup>4</sup> achieve equitable educational outcomes. Too often, young women living in segregated neighborhoods – and especially young women of color – do not have access to equitable educational opportunities.<sup>5</sup> KCGPA aims to change this reality.

KCGPA will establish a school community that prepares students not just for academic and career success, but also ensures that young women from underserved communities develop the knowledge, skills, and agency to define for themselves what a meaningful, impactful life will be, and to act in service of the values and equity-focused critical lens that they've developed within their school community.

KCGPA will develop a reputation for strong community engagement, a trusting and caring culture, and supportive, rigorous academics. The school community of families, students, staff, and partners will celebrate one another's successes, support learning from failures, and feel an ever-growing sense of possibility as strong academic results confirm the potential of every young woman. The school will have a reputation as a premier option for students with special needs and/or with limited English proficiency, who the school will serve with excellence.

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<sup>1</sup> Missouri Comprehensive Data System. <https://mcds.dese.mo.gov/Pages/default.aspx>

<sup>2</sup> "The Conditions for Success: Ensuring Great Public Schools in Every Neighborhood." Education Cities Presentation to the Missouri State Board of Education. 2014.

<sup>3</sup> "Putting Performance on the Map Locating Quality Schools in the Kansas City, Missouri School District." IFF. 2010. <http://www.iff.org/wp-content/uploads/2017/05/IFFKCRReportFINAL.pdf>

<sup>4</sup> Briana O'Higgins. How School and District Boundaries Shaped Education In Kansas City." *KCUR*. June 27, 2014. <http://kcur.org/post/how-school-and-district-boundaries-shaped-education-kansas-city#stream/0>

<sup>5</sup> Center for Public Education. "Educational Equity What does it mean? How do we know when we reach it?" <http://www.centerforpubliceducation.org/educationalequity>

Ultimately, KCGPA's students will attend competitive colleges and universities. They will be experiencing success and navigating hurdles with the supportive relationships they grew with one another and KCGPA's staff. These alumnae will return to KCGPA to inspire young women following in their footsteps. They will share their excitement as they prepare to serve as Kansas City's next generation of leaders in medicine, law, business, public service, engineering, education, and countless other fields.

## **Values**

KCGPA's philosophy is informed not just by a desire to redress injustices, but also by a deep belief in the potential of every young woman to achieve at incredibly high levels when nurtured by a program founded in shared values of Community, Growth, and Freedom. These three core values serve as both the foundation of all programming and the lens through which the KCGPA team measures success.

## **Freedom**

Our core value of Freedom is about more than diversity, inclusion, or equity, which are ultimately means to an end.

The end we seek is freedom, or the idea of collective liberation. Collective liberation recognizes that all of our struggles are intimately connected, and that we must work together to create the kind of world we know is possible. We believe that every person is worthy of dignity and respect, and that within systems of oppression everyone suffers.

KCGPA believes that equity is a means to this ultimate end of freedom/collective liberation. KCGPA believes that equitable outcomes can be achieved through the development of a diverse community of students and families with an intentionally inclusive culture. The culture of this community will be driven not only by a shared desire for equitable outcomes, but by an abiding belief in the value of equity itself – that we must open our eyes to past and current inequities and work together to address them.

To build towards shared language, we use the following definitions, though we recognize the inherent limitations of claiming so much complexity can be boiled down to a few key phrases:

- Antiracism - Moving from active racism or passive acceptance of racism to actively interrupting racist beliefs, actions, and policies (adapted from Beverly Daniel Tatum)
- Feminism - The movement to end sexism, sexist exploitation, and oppression - without neglecting other forms of oppression such as racism, classism, imperialism and others (adapted from hooks 2000)
- Intersectionality - Different forms of oppression do not exist by themselves but are shaped by and interact with all other forms of oppression and exploitation. For example, a black trans-woman might experience sexism, racism, and transphobia. (people and planet)

- Sexism - A manifestation of historically unequal power relations between men and women which leads to discrimination and prevents the full advancement of women in society (Council of Europe)
- Racism - A system of advantage based on race that combines “prejudice plus power’... [wherein] racial prejudice combined with social power - access to social, cultural, and economic resources and decision-making - leads to the institutionalization of racist policies and practices (Beverly Daniel Tatum)
- Privilege - An invisible package of unearned assets (Peggy McIntosh) that is contextual and relational. For example, men enjoy more positions of power in the world and are at much lower risk of experiencing domestic violence. But a white, middle class, gay male would experience a different type of oppression compared to a white, working class, heterosexual man. (people and planet)
- Diversity - Having different types of people (from a wide range of different identities and with different perspectives, experiences, etc.) in a group or organization. (Adapted from Webster’s Dictionary)
- Inclusion - Putting diversity into action by creating an environment of involvement, respect, and connection – where the richness of ideas, backgrounds, and perspectives are harnessed to create value. (Adapted from T. Hudson Jordan)
- Equity - Ensuring equally high outcomes for all, removing the predictability of success or failures that currently correlates with any social or cultural factor, examining biases, and creating inclusive environments. (Adapted from the National Equity Project)

KCGPA believes that a community driven by a commitment to equitable outcomes can be served well through the structure of an open-enrollment, single-gender model. It is important to note, however, that KCGPA does not pursue a single-gender model because it subscribes to biological theories of different learning styles by sex any more than it subscribes to biological theories of different learning styles by race.<sup>6</sup>

Gender and race matter in schooling not because girls and girls of color learn differently; gender and race matter because of normative social and cultural beliefs that often obstruct the progress of young women, and especially young women of color.<sup>7</sup> A large and growing body of research documents how educators’ stereotypes of race and gender shape damaging expectations for academics, behavior, and future potential for female students and students of color.<sup>8</sup>

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<sup>6</sup> Lise Eliot. “The Myth of Pink and Blue Brains.” *Educational Leadership*, Vol. 68, No. 3. Nov. 2010.

<sup>7</sup> Beverly Tatum. *Why Are All the Black Kids Sitting Together in the Cafeteria: And Other Conversations About Race*. BasicBooks. 1997.

<sup>8</sup> Jamilia J. Blake, Bettie Ray Butler, and Danielle Smith. “Challenging Middle Class Notions of Femininity: The Cause for Black Females’ Disproportionate Suspension Rates.” *Closing the School Discipline Gap: Research to Practice*. Daniel Losen ed., forthcoming; Seth Gershenson, Stephen B. Holt, and Nicholas Papageorge, “Who Believes in Me? The Effect of Student-Teacher Demographic Match on Teacher Expectations.” W.E. Upjohn Institute for Employment Research. 2015. [http://research.upjohn.org/up\\_workingpapers/231/](http://research.upjohn.org/up_workingpapers/231/); Ulrich Boser, Megan Wilhelm, and Robert Hanna. “The Power of the Pygmalion Effect: Teachers Expectations Strongly Predict College Completion.” Center for American Progress. October 6, 2014.

These beliefs play a prominent role not just in the classroom, but across entire school systems. These beliefs are often implicit<sup>9</sup> because they are embedded in assumptions about who deserves resources and support, whether they be via course offerings or behavior management practices.<sup>10</sup> The fact that beliefs are often implicit does not reduce their impact across a wide range of factors, including disproportionate rates of suspension in Missouri,<sup>11</sup> inequitable access to qualified and effective teacher<sup>12</sup> and wage gaps for African American, Hispanic, and white women earning just 64 cents, 55 cents, and 78 cents to the dollar that a white, non-Hispanic male earns, respectively.<sup>13</sup> Tragically, the confluence of these pernicious beliefs can even be seen in life expectancies that are 8-14 years shorter in Kansas City's low-income neighborhoods than its high-income neighborhoods.<sup>14</sup>

These stigmatizing beliefs clearly have life-altering impacts. KCGPA will embrace its core value of equity to directly challenge them. KCGPA will ground staff and student understanding of issues of equity in a theory of difference proposed by Stuart Hall, where "race is more like a language than it is like a way in which we are biologically constituted." Hall describes how "floating signifiers" like religion, skin color, language, gender, and a host of other classifications shape people's expectations of themselves and of others, very often without their conscious awareness that this is happening.<sup>15</sup> To succeed in its mission, KCGPA's families, students, staff will engage in an ongoing, mutually supportive dialogue to embrace the value of equity and the struggle to understand, challenge, and fundamentally reshape limiting beliefs and expectations.

## **Community**

KCGPA will reinforce its foundational belief in equity by cultivating a trusting, supportive, and tight-knit community where young women construct their sense of self and of purpose. In the words of Cesar Chavez: "We need to help students and parents cherish and preserve the ethnic and cultural diversity that nourishes and strengthens this community – and this nation." KCGPA believes that the best way to develop confident, independent young women who see their diversity as an incredible asset and can lead in and outside of their communities is to engage their community in their education.

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<sup>9</sup> Kirwan Institute for the Study of Race and Ethnicity, The Ohio State University. "2016 State of the Science: Implicit Bias Review." 2016. [kirwaninstitute.osu.edu/my-product/2016-state-of-the-science-implicit-bias-review](http://kirwaninstitute.osu.edu/my-product/2016-state-of-the-science-implicit-bias-review)

<sup>10</sup> Lisa Delpit. *Other People's Children: Cultural Conflict in the Classroom*. New York. The New Press. 1995.

<sup>11</sup> Sarah Martin-Anderson. "School Suspension as a Determinant of Health." Presentation for Kansas City School Suspension Summit. September 6, 2017.

<sup>12</sup> United States Department of Education, Office of Civil Rights. "Dear Colleague Letter: Resource Comparability." October 1, 2014. <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-resourcecomp-201410.pdf>

<sup>13</sup> "A Look at the Wage Gap for African American Women in 20 States." National Partnership for Women and Families. January 9, 2013. [www.nationalpartnership.org](http://www.nationalpartnership.org)

<sup>14</sup> United States Census Bureau. *2011-2015 American Community Survey*. 2016. [census.gov/programs-surveys/acs](http://census.gov/programs-surveys/acs)

<sup>15</sup> Stuart Hall. *Race, the Floating Signifier*. DVD. Sut Jhally. 1997.

KCGPA will serve young women in 5th - 12th grade to help them navigate a critical stage in their identity development.<sup>16</sup> Social and Emotional Learning, which has been shown to have significant, positive, and long-term impacts on “mental health, social skills, and academic achievement,”<sup>17</sup> will be supported through a daily advisory and integration into core curricula.

KCGPA will also constantly measure its progress through the lens of its belief in the power of community. Organizations often operate with implicit or assumed values.<sup>18</sup> KCGPA will engage students, families, and staff in an ongoing discourse around where the values are being lived out – and where the school is falling short. KCGPA’s belief in community drives a commitment to working with the school’s community to achieve the mission. Please see Section A.2: Curriculum and Instruction and Section B.6: Parent/Guardian, Community, Higher Education, and Employee Involvement for more information.

## **Growth**

KCGPA’s team also believes fundamentally in the power of a growth mindset and an excitement in the constant journey to learn and grow. This belief is grounded in research. Stanford psychologist Carol Dweck has shown that a strong growth mindset can be more predictive of success in life outcomes than a high IQ.<sup>19</sup> She defines a fixed mindset as a belief that “basic qualities, like... intelligence or talent, are simply fixed traits.” People with this mindset “spend their time documenting their intelligence or talent instead of developing them.” This contrasts with a growth mindset, wherein “people believe that their most basic abilities can be developed through dedication and hard work... [which] creates a love of learning and a resilience that is essential for great accomplishment.”

KCGPA’s founding team recognizes that most people have a blend of fixed and growth mindsets. They may perceive their ability to develop friends through a growth mindset lens, whereas they may perceive their math abilities through a fixed mindset. For all members of KCGPA’s community, development of this growth mindset will support their near-term academic and personal growth while building the habits of mind for long-term success. All KCGPA students and staff will believe that every experience is a learning opportunity and that every single student can learn at high levels with effective, strategic effort.

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<sup>16</sup> Melissa Johnson. “Girls In-Between: Social, Emotional, Physical, and Sexual Development in Context.” *Women’s Reproductive Mental Health Across the Lifespan*. Springer International Publishing. Switzerland. 2014.

<sup>17</sup> Rebecca D. Taylor, Eva Oberle, Joseph A. Durlak, Roger Weissberg. “Promoting Positive Youth Development Through School-Based Social and Emotional Learning Interventions: A Meta-Analysis of Follow-Up Effects.” *Child Development*, Volume 88, Issue 4, July/August 2017.

<sup>18</sup> Glenn Singleton. *Courageous Conversations About Race: A Field Guide for Achieving Equity in Schools*. Corwin. 2005.

<sup>19</sup> Carol Dweck. *Mindset: The New Psychology of Success*. Ballantine Books. 2007.



## **Whom We Serve**

As a public charter school, KC Girls Prep is free and open to all students residing within the district boundaries of Kansas City Public Schools (KCPS). KC Girls Prep begins with fifth grade and that is the age at which the school accepts enrollments.

KC Girls Prep cannot selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic. KC Girls Prep will admit students until the enrollment threshold is met. In the event there are more applicants than seats, KC Girls Prep will use a lottery process to give every applicant an equal chance of admission.

KC Girls Prep will give a geographical enrollment preference to students living in zip codes: 64053, 64108, 64109, 64120, 64123, 64124, 64125, 64126, 64127, 64128, 64129, and 64130. KC Girls Prep also provides an enrollment preference to siblings of enrolled students and children whose parents/guardians work at the school and also reside within the KCPS boundaries. KC Girls Prep also provides an enrollment preference to displaced scholars.

## CALENDAR AND SCHEDULES

### School Calendar

Girls Prep provides an extended school day and an extended academic year filled with bell-to-bell instruction. Additional time will provide students with the support needed to access rigorous postsecondary programs.

Please see the English calendar [here](#) and the Spanish calendar [here](#).

For up-to-date school events, you can also reference our online calendar [here](#).

### Daily Schedule

Monday through Thursday hours are 8:20 a.m. - 3:40 p.m.

On Fridays and early release days, hours are 8:20 a.m.-1:35 p.m. to allow teachers time for grading and planning.

## **ACADEMIC AND GRADING POLICIES**

At KC Girls Prep, we believe deeply in our responsibility to give feedback to students.

The purpose of grades: Grades communicate a student's mastery and growth that will lead to choice-filled lives.

- Grades are a tool to build academic pride and identity
- Grades show academic growth towards short and long term goals
- Grades show academic readiness for secondary and post-secondary success
- Grades show mastery of college-ready standards and content specific skills
- Grades show mastery of academic habits such as participation, homework completion, note taking, etc.

### **Platform**

Grades will be entered and stored on Infinite Campus. This platform communicates grades to students and families.

### **GPA**

Research shows the importance of maintaining an unweighted GPA of 3.0 in access to and success in college. For this reason, students should strive to maintain a 3.0 or B average. Similarly, teachers should strive to maintain class averages of a 3.0. It is from this metric (and many others) that we will monitor our academic program's success.

- Core Classes (ELA, Math, Science, Humanities), Enrichment and Intervention will be included in GPA calculation.
- Pride will be graded Pass/ Fail and not included in GPA calculation

### **Grading Scales**

KCGPA uses an expanded grading system, meaning we account for pluses and minuses (+/-) within each grade letter. This system gives students smaller increments for growth to use in goal setting as they strive towards a 3.0. The corresponding percentages are below:

A-F Grade Scale		
Score	Percent	GPA
A/A+	93-100%	4.0
A-	90-93%	3.67
B+	87-90%	3.33
B	83-87%	3
B-	80-83%	2.67
C+	77-80%	2.33
C	73-77%	2
C-	70-73%	1.67
D+	67-70%	1.33
D	63-67%	1
D-	60-63%	.67
F	<60%	0

Pass/Fail Grade Scale	
Pass	>60%
Fail	<59%

### Grading Terms

In order to give students sufficient time to master content and demonstrate growth, grades will be calculated by semester. This means that semester grades are cumulative, and each semester's grades and corresponding GPA will be recorded on their transcript.

Quarter grades will act as midterm grades, giving students and families a sense of mid-term progress towards semester goals. Quarter grades will not lock, but continue to be added to throughout the semester.

## Grading Categories & Weights

Grading Categories for Core & Enrichment Classes		
Category	Weight	Description and Examples
Classwork	50%	<p>The majority of student growth and mastery of content happens during class time. It is also where students most apply the academic soft-skills required for success, such as participation, note taking, materials organization, advocacy, etc. For this reason “Classwork” is the most heavily weighted gradebook category.</p> <p>Examples of classwork include:</p> <ul style="list-style-type: none"> <li>● Completion of a Science Lab</li> <li>● Annotations of a short story</li> <li>● Engagement in a discussion of Ancient Civilizations</li> <li>● Completion of math problem practice</li> <li>● Participation in athletic exercises with the appropriate dress</li> <li>● Bringing necessary school supplies</li> <li>● Accuracy of a daily exit ticket to assess learning</li> <li>● Participation in group work</li> </ul>
Assessments	30%	<p>“Assessments” are critical to demonstrating and monitoring student learning. For this reason, they are weighted at 30%. Assessments come in different forms, depending on the content and unit of learning.</p> <p>Examples of assessments include:</p> <ul style="list-style-type: none"> <li>● End of Unit Essay on a novel’s theme</li> <li>● A multi-pronged design challenge to build a sustainable ecosystem</li> <li>● An multiple choice Interim Assessment</li> <li>● An end-of-unit Socratic seminar</li> <li>● A team-sport play off tournament</li> <li>● A states and capitals map test</li> </ul>
Homework	20%	<p>Homework is treated as further practice or for-class preparation. Both this reactive and proactive approach to learning help students master skills and knowledge. Additionally, Independent practice (homework) is a necessary study habit for college and</p>

		<p>career readiness that helps teach students academic discipline, prioritization, and organization.</p> <p>Examples of homework include:</p> <ul style="list-style-type: none"> <li>● More math practice problems</li> <li>● Pages to read in an independent reading book</li> <li>● Summaries of pages in a history textbook</li> <li>● Further work on a planetary model project</li> <li>● Interviewing a family member about their experience with health and fitness</li> </ul>
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### Intervention Gradebooks

Grading Categories for Intervention		
Category	Weight	Description/Examples
Classwork	70%	<ul style="list-style-type: none"> <li>● Minimum of 2 CW assignments a week <ul style="list-style-type: none"> <li>○ Participation (whole class, partner, etc.)</li> <li>○ do-nows</li> <li>○ discussions</li> <li>○ independent work</li> <li>○ accuracy grades for classwork</li> </ul> </li> <li>● Should be more focused on effort/participation as opposed to only rewarding accuracy</li> <li>● Entered into Infinite Campus each week by Thursday, End of Day</li> </ul>
Assessments	30%	<ul style="list-style-type: none"> <li>● A balance of growth and mastery-based assessments to ensure students are progressing in their areas of need <ul style="list-style-type: none"> <li>○ Mastery Tests in Workbooks</li> <li>○ Growth shown through difference between Mastery tests</li> </ul> </li> <li>● Entered into Infinite Campus biweekly</li> </ul>

### Pride Gradebooks

Grading Categories for Pride
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Category	Weight
Formative	80%
Summative	20%

### Missing Work Policy

Regardless of if the absence was excused, students are required to make up the classwork, homework, and assessments they miss.

If absent, students have until the end of the unit to complete missing work. This might mean two weeks for Math, or a whole quarter for ELA, so if teachers need to shorten this timeline due to the length of their unit, they should. If a student turns in work after the end of the unit, it is up to the teacher's discretion to accept that work.

Students present for the classwork or assignments but who fail to turn in the work will be treated on a case-by-case basis. Similarly, students who submit incomplete work will be treated on a case-by-base basis.

After the end of the semester, no missing work from the previous semester will be accepted. Grades will lock and cannot be changed.

Students are ultimately responsible for completing their missing work. Staff ensure students have access to the work and necessary resources to complete the work.

Absence Type	Description
<b>Excused Absences</b>	Students can still receive full credit on any missing work assignments, as long as it is completed before the end of the unit.
<b>Unexcused Absences</b> <i>Including unexcused tardies, Suspensions, etc.</i>	Students can only receive up to 80% credit on unexcused missing work, as long as it is completed before the end of the unit. This includes assessments, projects, classwork, homework, etc.
<b>Late Enrollment</b> <i>Students enrolling after 8/15/24</i>	Students will be excused from completing all work assigned prior to their enrollment date. However, a teacher may recommend a student completes essential work to get caught up with their peers, and if a

	student completes that work, their grades will reflect that effort and mastery.
<b>Pulled out from class</b> <i>Includes SPED/ELL, Behavior, Therapy and Social Work pull-outs</i>	Students that are pulled out of class for services should be given the work that they missed and one extra day to complete it with teacher support. If possible, communicate with the adult pulling them to let them know what they are missing. Students will be exempt from any discussion or participation points during the time of their services. Students should not have additional homework because of time missed from services.

### **Academic integrity**

Academic Integrity is a fundamental principle in our school community, reflecting our commitment to honesty, fairness, and respect for the intellectual efforts of all scholars. This policy outlines our expectations for maintaining academic integrity, with specific emphasis on plagiarism and the appropriate use of Artificial Intelligence (AI) tools.

#### Core Values of Academic Integrity

1. **Honesty:** All work submitted by students should be their own original effort.
2. **Respect:** Acknowledge and respect the intellectual property of others by properly citing all sources.
3. **Responsibility:** Take responsibility for your learning and for upholding the principles of academic integrity.

### **Plagiarism**

Plagiarism is the act of using someone else’s work, ideas, or expressions without proper acknowledgment. It includes, but is not limited to:

- Copying text, images, or ideas from books, websites, or other sources without giving credit.
- Paraphrasing someone else's ideas without proper citation.
- Submitting another student's work as your own, including copying homework, assignments, or projects.
- Knowingly allowing someone to copy your text, ideas, images or original work.

#### **Consequences of Plagiarism:**

- **First Offense:** The student will be required to redo the assignment, and parents will be notified. The student will also receive guidance on how to properly cite sources. Their use of plagiarism will be noted in Infinite Campus.



- Second Offense: The student will receive a zero for the assignment, and a meeting with parents, the student, and the Dean will be held to discuss further consequences. The student may still be required to redo the assignment, but for no credit.
- Third Offense: The student may face more severe disciplinary action, including in-school suspension. The student may still be required to redo the assignment, but for no credit.

### **Use of Artificial Intelligence (AI)**

AI tools, such as language models, writing assistants, like ChatGPT, or automated research tools, can be valuable resources when used responsibly. However, the use of AI must align with the principles of academic integrity.

### **Guidelines for AI Use:**

- Transparency: Students must clearly indicate if AI tools were used in their work. Any content generated or suggested by AI must be appropriately acknowledged.
- Originality: AI tools should be used to assist in learning and generating ideas, not to complete assignments on behalf of the student. The final work must reflect the student's own understanding and effort.
- Citation: If AI tools are used to generate text, ideas, or other content, this should be cited in a manner similar to traditional sources, indicating the specific tool used and the nature of the assistance it provided.

### **Consequences for Misuse of AI:**

- First Offense: The scholar will be asked to redo the assignment without use of AI, and parents will be notified. Their inappropriate use of AI will be noted in Infinite Campus.
- Second Offense: The student will receive a zero for the assignment, with a parent-teacher-administrator or dean conference to follow. The student may still be required to redo the assignment, but for no credit.
- Third Offense: The student may face more severe disciplinary action, including in-school suspension or additional restrictions on the use of technology in school assignments. The student may still be required to redo the assignment, but for no credit.

### **Academic Integrity Pledge**

All students are required to sign an academic integrity pledge at the beginning of the school year, acknowledging their understanding of this policy and their commitment to upholding the principles of academic integrity.

## Support and Education

To support students in adhering to this policy, the school will:

- Provide ongoing instruction on proper research and citation practices.
- Offer instruction on the ethical use of AI and other emerging technologies.
- Encourage open discussions about the importance of academic honesty and the consequences of academic dishonesty.

Maintaining academic integrity is essential for a positive learning environment. By adhering to these guidelines, students will develop a strong ethical foundation that will serve them well in their future academic and professional endeavors.

## Middle School Standards for Promotion or Retention

Promotion to the next grade level depends on a students' attendance and mastery of grade level academic standards.

KC Girls Prep's academic year is divided into four quarters. Quarters 1 and 2 are averaged for a Semester 1 grade. Quarters 3 and 4 are averaged for a Semester 2 grade.

A student shall be promoted to the next grade level if the following criteria are met:

- The student has fourteen (14) or less absences in the school year
- The student must earn a passing grade in eight (8) or more *class semesters* out of the total of twelve (12) class semesters in a school year. There are six (6) classes in the school year, each divided into 2 semesters.
- Six (6) of these semesters must be core classes (ELA, Math, Science, or Humanities)
- The remaining two (2) semesters may come from the remaining core classes or electives.

## Scholars Receiving Special Education Services

- Students with an IEP who are at risk for retention will be evaluated by the IEP team upon reviewing documented accommodations, modifications, and progress made towards IEP goals.
- A final decision will be made by the IEP Team.

## Scholars Receiving English Language Learning Services

- ELL students cannot be retained due to English proficiency.
- The team reviewing students at-risk for retention must include documentation of in-class adaptations, accommodations, and interventions.

## Exceptions for Age-Based Social Promotion

- 5th graders who turn 13 on or before the first day of school should be promoted.
- 6th graders who turn 14 on or before the first day of school should be promoted.
- 7th graders who turn 15 on or before the first day of school should be promoted.
- 8th graders who turn 16 on or before the first day of school should be promoted.
- A requirement to apply for social promotion is typically based on attending and completion of a summer school program. This is determined on a case-by-case basis.

#### Communications

- Caregivers/families shall be notified of their students' progress throughout the school year.
- Caregivers/families shall be notified in writing that their student is at-risk for being retained no later than Spring Family Conferences.
- Caregivers/families will be invited to attend a retention prevention meeting to discuss an action plan of success for the remainder of the school year.

#### Appeals

- Any caregiver/parent request for an appeal of their student's promotion/retention must be referred to the CEO for a final decision no later than 30 days before the first day of school for the following school year.

#### **Teacher Phone Policy**

Students and parents/guardians will have the phone numbers and emails of the School Leader, their teachers, and school office faculty.

Families are encouraged to call teachers from 7:50 am - 4:00 pm. These hours allow our team to balance their commitments to supporting your scholar with time for their own families and personal commitments. If there is an urgent issue that cannot wait until the morning, and it is after the designated call time, please contact the School Leader.

If a KC Girls Prep teacher does not return a call in the same evening for a homework question following the procedures above, the teacher will address the question the next morning and the student will not be penalized for an incomplete or wrong answer to the specific question. For phone calls other than homework questions, please give the teachers and school leaders 72 hours to return your call.

#### **Mandatory Parent/Guardian Conferences**

Collaboration and having a true partnership with families is essential to our students' success – it's woven into the DNA of everything we do. Through phone calls, emails, home visits, and parent-teacher conferences, KC Girls Prep regularly communicates with parents about their

child's academic development. Families are asked regularly to review student work and attend three student-led conferences throughout the academic year.

Throughout the year, parents/guardians should notify the school within 48 hours if any contact information or emergency contact information changes. Please provide changes to the Office Manager at 816-268-2573

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### **Special Education → Exceptional Learners**

KC Girls Prep employs a Director of Student Support whose sole focus is ensuring all students are enabled to continuously learn and grow. We believe all students are capable of discovering their voice, succeeding in college, , and leading a meaningful and impactful life.

Parents/guardians will be contacted as appropriate by the Director of Student Support to discuss student needs and accommodations.

It is the policy of the School to develop an individualized educational plan (IEP) for each public school student with a qualifying disability who needs special educational services in accordance with applicable law, including the Individuals with Disabilities Education Act (IDEA), and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, R.S.Mo., and Missouri's State Plan for Part B of the IDEA. The school will implement transition goals, individualized assessment, and extended school year services as appropriate for the student.

To obtain a copy of the School's IDEA procedural safeguards, including appeal procedures, please contact the Director of Student Supports Special Education at 816-268-2573.

### **English Language Learners**

KC Girls Prep strives to prepare all students for both college graduation and a rich and rewarding adult life. English Language Learners ("ELL") are learners who primarily speak a language other than English at home. In order to fulfill this vision for all students, KC Girls Prep will ensure that our ELLs are given the tools and strategies they need to be successful both socially and academically. KC Girls Prep staff and classroom teachers will help ELLs build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that ELLs bring to our community.

While our ELLs work towards English proficiency, KC Girls Prep teachers and staff will maintain regular communication with the families in their home language in order to inform them of their children's progress. A more detailed description of the specific procedures for

identification, placement and development of ELL students is set forth in KC Girls Prep ELL Policy posted on the school's website at [www.kcgpa.org](http://www.kcgpa.org).

### **Student Transcripts and Academic Records**

A cumulative educational record shall be maintained for each student from her entrance into school through the last date of attendance and kept on file in accordance with State law. Each student's educational record will include information required by state and federal statutes, regulations or agencies, and shall include other information deemed necessary by school officials. The parents/guardians of (minor) students who are attending or have attended KC Girls Prep have the right to inspect and review the educational records of their students and to request amendment of their students' educational record. Except as otherwise required, in compliance with the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, records containing student health information will be stored separately from other student records.

Upon request from a school or school district (or educational agency) to which a former student has applied for admission, KC Girls Prep will disclose to the requestor the following:

- Directory information
- Academic transcripts
- Medical record information
- Any and all information related to a student's participation in and progress related to an Individual Education Plan (if applicable);
- All student discipline records; and
- Any violations of the Missouri Safe Schools Act

With written permission from the student's parent/guardian, KC Girls Prep will provide directory information and academic transcripts for other purposes, such as scholarship applications.

Student academic work is at the heart of KC Girls Prep's programming and purpose. All school staff believe that with effort and hard work all students will succeed. Academic dishonesty threatens this core belief and the integrity and results of the academic program. If an instructor should encounter an incident of academic dishonesty in the classroom, the following steps will be taken.

## **SCHOOL EXPECTATIONS**

### **Social and Emotional Learning**

#### **Circle**

At KC Girls Prep, students and staff engage in badgework—a meaningful identity reflection that empowers students to confront, explore, and share their unique life experiences. This badgework is presented during Friday's advisory circles, providing a safe space for students to share pieces of themselves and build connections with others. By the end of each year, students will have completed two pieces of graded badgework.

### **Mediations**

At KC Girls Prep, student mediations are a restorative process designed to help students resolve conflicts peacefully. During a mediation, students involved in a disagreement meet with a trained facilitator to discuss the issue, express their feelings, and work together to create mutually agreed-upon commitments. This process promotes accountability, understanding, and stronger relationships within our school community.

Our school leaders actively monitor students and their commitments. If students do not uphold these commitments, which are aligned with school expectations, additional consequences may be implemented. For more details, please refer to the [Code of Conduct](#) section in the handbook.

### **Supplies**

KC Girls Prep will provide some student supplies and clearly indicate what supplies should be provided by the student. These supplies can be found at our Scholar Headquarters online at [kcgpa.org/scholar-headquarters..](http://kcgpa.org/scholar-headquarters..)

### **Mobile Phone and Electronics Policy**

Personal electronic devices (cell phones, e-readers, tablets, smart watches) are not allowed to be used at school.

Devices that can be connected to the internet or bluetooth are expected to be powered down every day before school hours begin. If a scholar is found to have their device physically on their person, backpack, or binder, or is powered on during school hours, the device will be confiscated and scholars will receive a re-commitment.

A member of the School Leadership team will contact the family to arrange device return. Multiple infractions of this policy will result in escalating consequences.

### **Consequences**

**1st time** - teacher issues a hallway pass for student to place the personal technology into their locker and log it in Infinite Campus for the Dean to see

**2nd time** - Student will serve a lunch recalibration reflection and a caregiver call home.

**3rd time** - Grade level team and school leaders will determine if the student needs to turn their phone into the office safe at the start of each school day.

### **Student Contact During School Hours**

If a student forgets a permission slip, a book, homework, or other items necessary for their day at school, a parent/guardian may bring those items to the school's Front Office. A KC Girls Prep staff member will ensure that the item is delivered to the student. Students will not be called out of class to receive phone calls or meet visitors in the school. In cases of emergency, parents/guardians should contact the Front Office. KC Girls Prep staff will then deliver the message to the student or make appropriate arrangements.

### **Parents/Guardian Response**

Parents/guardians of KC Girls Prep students are expected to come to the school or make immediate arrangements for students when contacted regarding misbehavior, illness, or other situations requiring a parent/guardian's presence. During this time we will work with families to build a reentry plan for the scholar.

Misbehavior that could require a parent/guardian's presence can include, but not limited to the following:

- Intentional destruction of property
- Use of an item as a weapon to harm/damage (or threaten to harm/damage) scholars, staff, or property
- Bullying (severe, physical, and/or repetitive)
- Sexual harassment of any type (sexual harassment is any unwanted physical, verbal, or visual advances, comments, or images that have sexual overtones)
- Physical altercation of any kind
- Possession of illegal objects/substances
- Exiting the building/leaving campus or class without permission
- Violation of bus contract
- Making a verbal or physical threat

### **Commitment to Respect and Civility**

There is a great deal of diversity in the families we serve, and we strive to ensure that everyone feels welcome in our schools. KC Girls Prep Board and school staff, recognizing that we are a multiracial, multi-ethnic, multilingual school, believe it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the KC Girls Prep community is promoted.

KC Girls Prep will not tolerate behavior by students, staff or visitors which insults, degrades or stereotypes any individual member of our school community or any group, whether that group may be identified by race, gender, disability, physical characteristics, ethnic group, sexual preference, age, national origin or religion.



If abusive, threatening, or discriminatory language or acts occur, a parent/guardian may be barred from school grounds. They will be notified via telephone, a written letter and email, and provided a formal opportunity to express their views. If immediately implemented, a ban from school grounds is provisional until the parent/guardian has been given the opportunity to make formal representations, after which time the bar can be confirmed or removed. If abusive, threatening, or discriminatory language or acts continue, legal action may be taken against the offending party.

## **IMMUNIZATIONS**

All students attending school must be compliant with state programs mandating immunization against specific diseases.

Failure to comply with school immunization requirements will result in exclusion from school until proof of compliance in the student's file. It is important for all families to work with the school nurse to ensure all medical records are current. All absences related to incomplete immunization records are unexcused.

After ten (10) days of consecutive unexcused absences, your student will be withdrawn from KCGPA and placed back on the waiting list, at which time a scholar must reapply for admission to KC Girls Prep.

All students with a medical exemption, religious exemption or in-progress exemption for their immunizations will be required to provide the school with the actual exemption card (Parents/guardians may pick up exemption cards at the City of Kansas City Health Department and most doctors' offices.) Copies of exemption cards are not acceptable.

Any student considered unhoused will have a 30-day grace period to provide immunization records to the school. During that time, if a record of past immunizations cannot be located and/or provided to the school:

- The student will be required to restart the state-required immunizations.
- If a physician feels that re-immunization is not necessary, the physician may provide the student with a medical exemption card stating the reason for the exemption.

After 30 days, failure to comply with the immunization requirements will result in exclusion from school until the parent/guardian provides documentation.

The Director of Enrollment and Engagement and School Nurse manage procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending KCGPA, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Please note the following specific state-mandated requirements:

- Students starting 8th grade are required to have received both T-dap and MCV immunizations.

## **DRESS CODE**

KC Girls Prep requires a dress code to promote the belief that we are all on the same team together. Students must board the bus, arrive at school, and depart from school in uniform. Parents/guardians will be contacted when students arrive at school in violation of the following Dress Code policy.

### **Shirts**

Students in grades 5-8 must wear a white, gray, lavender or navy blue short sleeve or long sleeve polo shirt only. They may also wear any KCGPA T-Shirt Monday - Friday with a uniform bottom. Polos and cardigans may be purchased from a store of families choice and do not require the KC Girls prep logo. If the shirt has a logo embroidered, the logo may be no larger than a debit/credit card. Students may wear cardigans in solid white, lavender, gray, or navy over their uniform top – a uniform top must be worn under the cardigan or sweatshirt at all times.

### **Pants/Skirts/Jumpers:**

Students must wear solid uniform navy blue or khaki pants, shorts, or jumpers only (capri pants are permitted). Shorts, jumpers, and skirts must be an appropriate length. Parents do not have to order pants or shorts from the school approved uniform vendor. DRESSES/ONE PIECES

### **Shoes**

Students will have passing periods between each course. As such, it is important that students wear shoes that allow for a quick and safe transition to learning. Students must wear shoes with full backs (no shoes with straps). No open-toed shoes. No flip-flops. No slippers. Shoes with closures must be worn as intended. Laces must be tied and velcro must be strapped. (Parents/guardians should contact the school with any questions regarding acceptable footwear.)

### **Dress Down Days**

Dress down days will be communicated to students, caregivers, and staff via the weekly letter in advance of a designated dress down day(s).

### **General Rules**

- Students may use hair dye.
- Scholars may wear sweatbands, scarves, or head bands as long as they do not light up or make noise.
- Students may not wear hats or hoods in the building.
- Hair accessories may not make noise or light up.
- Jewelry may not be distracting, make noise, or have inappropriate connotations.
- Sunglasses may not be worn unless they are prescribed.
- No offensive, abusive, obscene and/or profane language or body art may be displayed at any time

### **Uniform Purchase - New and Replacement Items**

As students enter the building, their uniform is checked thoroughly and any student who is out of uniform or has an article missing will be noted. Caregivers will be contacted once two incidents have been documented.

## ATTENDANCE

If students are not in class, they are not learning and therefore missing important instructional time. Students are expected to attend school every day except in cases of illness or serious emergency.

### **In-Person Attendance**

Students are expected to be present for classes from 8:20 am - 3:40pm, Monday through Thursday and 8:20 am - 1:35 pm on Friday.

Parent/guardians should follow these guidelines with regard to attendance: Call the Front Office at (816) 268-2573 as early as possible before 8:00 a.m. the morning of the absence regardless of the reason.

- Parents/guardians must call the school the day a student is absent in order for the absence to be counted as excused.
- Please schedule doctor, dental, and other appointments during non-school hours to ensure your child's regular attendance.
- Vacations are not excused absences. Please schedule personal vacations for school holidays and breaks when school is not in session.

### **Excused Absence**

In order for an absence to be excused, it must be due to illness or injury, death in the immediate family, significant family crisis, or religious holidays. Celebrations of a birthday or "take your child to work day" are not considered excused absences. A parent/guardian must call the school the day of the absence for it to be counted as excused. Illness resulting in three (3) or more consecutive absences requires a doctor's note.

In the interest of public health and safety, students with contagious or communicable diseases or symptoms should not be brought to school.

Colleges review absences in their evaluation of our students. We strongly encourage students to minimize the number of absences they incur. Ten (10) or more absences of any kind during the school year may result in grade level retention.

### **Unexcused Absence**

All other absences not listed above will be unexcused, unless approved at the discretion of the School Leader or the Chief Executive Officer. Failure by the parent/guardian to contact the school the day a student is absent means the absence is unexcused.

Please note that colleges review absences in their evaluation of our students. Unexcused absences reflect poorly on student conduct, so we strongly encourage students to minimize the number of unexcused absences they incur.

Ten (10) or more unexcused absences during the school year may result in grade level retention or truancy court.

The school will attempt to contact a parent/guardian any day a student is absent from the school, but it is the parent/guardian's responsibility to ensure the school is informed of the reason for a student absence the day the student is not in school.

The school reserves the right and may have the legal responsibility to contact the Missouri Department of Social Services' Child Abuse and Neglect Hotline in the case of a student's excessive unexcused absences.

### **Unexcused Tardy**

A student arriving after 8:20 am without a reason from the Excused Absences list above is considered tardy.

Three tardies are counted as 1 unexcused absence. Accumulation of unexcused absences can result in grade level retention as noted above.

### **Appeal Process**

If the student or parent/guardian feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day absence threshold, the student and parent/guardian may appeal to the CEO.

Where the CEO upholds the denial of course credit based on excessive absences, the student and parent/guardian may request a hearing before the Board of Directors. Parties who desire to appeal the decision of the CEO must notify the Board of Directors within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the denial of credit as affirmed by the CEO. Procedures for a Board hearing shall be the same as provided for in any student disciplinary matter.

### **Make-up Work**

Students are expected to get any and all missed work from their teachers when they are absent from school on the day they return. The student has the same amount of time to turn in make-up work that is equal to the days she was absent, i.e. if a student was absent for one day, she has one day to turn in the work she missed. The school will not create make-up work packets for absent students. Each classroom teacher will have a designated location with the

student's missed work. It is the responsibility of the student to ask for make-up work when they return to school. Teachers will have a designated spot located at the front of the class for make-up work. Advisors will also gently remind students to collect and check-in on progress of completing during advisory time.

### **Prearranged Absences**

If parents/guardians are aware in advance of situations requiring student absences, they should notify the Front Office (816-268-2573) as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. Students should generally avoid these types of absences, particularly during assessments.

### **Early Dismissals**

Every moment of class time is precious and KC Girls Prep discourages early student dismissals except in cases of illness or family emergency. If an early dismissal is necessary, parents/guardians should notify the Front Office as soon as possible prior to the date or time of the early dismissal. Students must be checked out and picked up in the Front Office.

### **Truancy**

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the Chief Executive Officer, shall be considered unexcused or truant. Once students reach 10 consecutive days of absences will automatically be cited for Truancy Court. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardian.

### **Compulsory Attendance**

The law requires all children between 7 and 17 years of age, or 17 years of age with fewer than 16 credits toward graduation earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term.

Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18.

Once enrolled in the school, students are expected to attend regularly and student's parents/guardians are expected to communicate regularly and honestly with the school regarding the student's absences.

### **Students Withdrawing from School**

If a parent/guardian wishes to withdraw his/her student from KC Girls Prep, the parent/guardian can request a withdrawal in-person, by written correspondence, by phone message, or by phone call to KC Girls Prep. If the parent/guardian requests a withdrawal in-person, he/she shall sign a withdrawal request form. The withdrawal request will be processed within five (5) business days of receipt. The student will be removed from KC Girls Prep enrollment roster and the student will not be reinstated.

If a parent/guardian is unable to request a withdrawal in-person or requests a withdrawal by phone message or phone call, he/she must provide a records request (signed by the parent/guardian) from the receiving school. KC Girls Prep will process the withdrawal within five (5) business days of receipt of the records request, and will forward the student's records to the receiving school. The student will be removed from KC Girls Prep enrollment roster and will not be reinstated.

In the case of excessive absences, if multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after ten (10) consecutive unexcused absences, a student will be considered withdrawn and a withdrawal letter will be sent to the parent/guardian. KC Girls Prep reserves the right to contact the Missouri Department of Social Services' Child Abuse and Neglect Hotline following a student's fifth unexcused absence if the parent/guardian has not responded to multiple contact attempts by the school. KC Girls Prep will encourage all families and students to consult with KC Girls Prep staff prior to withdrawing a student.

## **TRANSPORTATION**

KC Girls Prep's transportation policies are intended to help students begin their days in a positive way and in a manner consistent with our school culture. KC Girls Prep will provide bus transportation to students within the Kansas City Public School District boundary. In the event that a student has special needs that prohibit riding the bus or is in need of emergency transportation with approved documentation, KC Girls Prep will arrange for alternative transportation for the student.

\*Please Note: For information regarding bus routes, bus status, late arrivals, concerns or complaints, or other general transportation questions, parents/guardians should contact First Student at 816-254-5262.

### **Bus Route**

KC Girls Prep will work directly with the bus company to assign a route based on the address provided during enrollment. The bus company reserves the right to make reasonable

accommodations for pick-up/drop-off within four (4) blocks of the student's address. Door-to-door pick-up/drop-off will not be allowed except in the case of approved circumstances. Parents are responsible for any additional student transportation needs outside the normal and one alternate route. See alternate route requirements below.

### **Temporary Student Boarding**

Parents are reminded that students are assigned to a specific bus and a specific bus stop. Your bus driver is not authorized to pick up or drop off students at other bus stops at any time. In a family emergency, the school leader or dean may issue a "one-day" afternoon emergency boarding pass for the student to be dropped at another location.

The vacation and work travel schedules of parents/guardians do not qualify under the provisions for the issuance of an emergency or a temporary boarding pass. The majority of our buses carry a full load of students. When a child stays with another family, the host family must agree to transport your child to and from KC Girls Prep.

### **Special Needs Students**

Scholars with Special Needs must be met at the bus stop by a parent/guardian/responsible adult or responsible older sibling. If no parent or other authorized responsible person is available after a series of attempts to drop-off, the driver will contact KC Girls Prep and Operations office and the students will be returned to KC Girls Prep.

### **Alternate Bus Route**

Students may only ride the bus to which he/she has been assigned unless an alternative bus stop request has been approved. The Operations office will approve requests in childcare or shared custody situations provided the following criteria are met:

- Requests must be for a set schedule for the entire school year and include day care placements before and/or after school (exception: shared custody situations)
- Stop must be within attendance area
- Change cannot result in overcrowding of a bus
- Students must be within a safe walking distance from the established stop (within a four (4) block radius from address provided)
- For shared custody, both parents' address must be registered with KC Girls Prep for transportation
- Requests for alternate bus stops must be renewed annually
- Requests will not be approved for student employment, medical appointments, religious instructions, scouts or any other activity

For emergency situations, please call KC Girls Prep.



### **Walking to School**

Students are allowed to walk to and from KC Girls Prep, provided the school has received written notification from the parent(s).

### **Communications with Bus Drivers**

If parents/legal guardians should have any issues or concerns and need to speak with your student's driver, it is best to contact the Operations office at (816) 268-2573 to schedule a time to discuss your concerns.

If you need to approach the bus, please do not step into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver's available time at individual stops. If parents want to deliver a note to the school bus driver, they may give the note to their child to give to the driver.

### **Parents/Legal Guardians Entering a School Bus**

Parents/legal guardians are only authorized to enter and ride a school bus when they are chaperoning a school-sponsored trip and are approved by KC Girls Prep. Under Missouri Law, unauthorized entrance on a school bus is trespassing.

It is a Class D Misdemeanor (the most serious in Missouri) to trespass on a school bus. Violators will be arrested and prosecuted. We take the safety of our students and staff seriously.

### **The School Bus**

Students are to refer to the bus driver as "Mr." or "Ms." followed by the driver's first or last name depending on the driver's preference. In return, the bus driver will acknowledge the student and respond accordingly.

Seats may be assigned and will remain in place unless changed by the bus driver, monitor, or a school official. Adult volunteers may assist with periodic bus monitoring throughout the year. All volunteers will undergo a background check.

### **General Bus Rules**

Bus transportation is considered a privilege and as such, it can be taken away from students who fail to demonstrate appropriate behavior on the buses. When riding on KC Girls Prep bus, students are expected to conduct themselves in an orderly manner. The bus driver or monitor has been instructed to maintain discipline. The following rules apply when riding KC Girls Prep bus:

- 1) Students should be on time and standing at the bus stop. Buses will not wait.
- 2) Students must get on / off the bus at their assigned bus stop.
- 3) Students shall listen to the bus driver or monitor for instructions.
- 4) No eating or drinking on the bus.
- 5) Students shall remain seated and faced forward until the bus completely stops at their bus stop.
- 6) Drivers may assign seating to students as needed. The initial assignment may come from KC Girls Prep.
- 7) Any item which interferes with the welfare and safety of students and staff is not allowed on the bus. This includes glass containers, skateboards, balloons, music players, electronic tablets, animals, large packages or large musical instruments.
- 8) Students shall load and unload in an orderly manner.
- 9) Students are to ride their assigned bus at all times. Parents must call by 12:00 pm if a student is to ride the bus with another student. The other student's parent/guardian must confirm as well. KC Girls Prep will approve the change if there is space on the bus.
- 10) All KC Girls Prep policies prohibiting alcohol, tobacco and other drugs apply to all bus riders.
- 11) All KC Girls Prep policies prohibiting fighting, weapons, threats to staff, and vandalism apply to all bus riders.
- 12) Any misconduct that would result in a suspension discipline in KC Girls Prep building will be addressed in the same manner if it happens on the bus.

Students who fail to observe school bus rules or fail to contribute to a safe transportation environment will be subject to disciplinary action, including but not limited to suspension of the privilege of riding the bus. All bus suspensions may include field trips and extra-curricular trips of any type.

School rules and regulations not specifically articulated above still apply while students are on the bus. Students who continue a pattern of inappropriate behavior on the bus are subject to long-term suspension of bus riding privileges at the discretion of school leadership.

In the event that a student engages in serious bus misbehavior, the student will be issued a consequence according to the below schedule.

Behaviors	Ladder of Consequences
<p><b>Tier 1 Behaviors - Disruptive</b></p> <ul style="list-style-type: none"> <li>● Disobeying bus driver rules</li> <li>● Being rude to bus driver or other students</li> </ul>	<ul style="list-style-type: none"> <li>● Parent notification, <a href="#">bus behavior contract</a>, reassigned seat</li> </ul>

<ul style="list-style-type: none"> <li>● Not staying in seat while the bus is in motion; failure to listen to the bus driver warning</li> <li>● Not in assigned seat</li> <li>● Cursing or being excessively loud; failure to listen to driver warning</li> <li>● Littering on the bus</li> </ul> <p><b>Tier 2 Behaviors - Dangerous</b></p> <ul style="list-style-type: none"> <li>● Horseplay while on the bus</li> <li>● Repeated and/or egregious disrespect (e.g. cursing at adult)</li> <li>● Throwing objects on the bus (dangerous behavior; causes harm) or out of the bus windows</li> <li>● Inappropriate use of personal technology</li> <li>● Bullying/threatening other students</li> <li>● Stealing</li> <li>● Inappropriate Public Displays of Affection</li> <li>● Dangerous or inappropriate behavior</li> </ul> <p><b>Tier 3 Behaviors - Illegal</b></p> <ul style="list-style-type: none"> <li>● Fighting while on the bus</li> <li>● Sexual misconduct</li> <li>● Vandalism (Plus Restitution Policy Actions)</li> <li>● Possessing weapons, dangerous materials, drugs or other illegal substances</li> </ul>	<ul style="list-style-type: none"> <li>● Recalibration - reflection and goal-setting away from peers during lunch for 1 or more days</li> <li>● Progressive <a href="#">bus suspension</a> - first 2 days, then 5, 10, 30, up to remainder of year. Suspension lengths are at discretion of administration.</li> <li>● Mandatory parent meeting before being able to ride the bus again</li> <li>● Out of school reset</li> <li>● Expulsion</li> </ul>
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In the case of a bus consequence, the parent/guardian will be contacted via phone and written notification regarding the reason for the consequence and the time during which the consequence is to be served. The parent/guardian may be required to attend a conference with a member of the KCGPA administration before the student may resume riding the bus. In the case of a suspension, the student will not be permitted to board the bus at the morning stop, or to board the bus at KCGPA during dismissal. The parent/guardian will need to make arrangements for the student's transportation to and from KCGPA during the period of the suspension.

KCGPA rules and regulations not specifically articulated above still apply while students are on the bus.

In the case of a bus consequence, the parent/guardian will be contacted via phone and written notification regarding the reason for the consequence and the time during which the consequence is to be served. The parent/guardian may be required to attend a conference with

a member of the KC Girls Prep administration before the student may resume riding the bus. In the case of a suspension, the student will not be permitted to board the bus at the morning stop, or to board the bus at KC Girls Prep during dismissal. The parent/guardian will need to make arrangements for the student's transportation to and from KC Girls Prep during the period of the suspension.

KC Girls Prep rules and regulations not specifically articulated above still apply while students are on the bus.

### **School Sponsored Alternative Transportation Rules**

Students transported by alternative transportation are expected to adhere to the rules of conduct set forth herein and are subject to disciplinary consequences for failure to adhere to KC Girls Prep's transportation policies:

- 1) Students are expected to conduct themselves in an orderly manner.
- 2) Students should be on time for pick-up and in the assigned location.
- 3) Students shall listen to the driver for instructions.
- 4) No eating or drinking in the vehicle
- 5) Students shall buckle their seatbelts and remain seated until the vehicle completely stops at their point of pick-up and drop-off.
- 6) Any item which interferes with the welfare and safety of students and staff is not allowed in the taxicab. This includes glass containers, skateboards, balloons, music players, electronic tablets, animals, large packages or large musical instruments.
- 7) Students shall not use any electronics or mobile phones in the taxicab except to contact parents/legal guardians.
- 8) All KC Girls Prep School policies prohibiting alcohol, tobacco and other drugs apply to all taxicab riders.
- 9) All KC Girls Prep School policies prohibiting fighting, weapons, threats to staff, and vandalism apply to all taxicab riders.
- 10) Any misconduct that would result in a suspension discipline in KC Girls Prep building will be addressed in the same manner if it happens in the taxicab.

Students who fail to observe school taxicab rules or fail to contribute to a safe transportation environment or who continue a pattern of inappropriate behavior in the taxicab will be subject to disciplinary action. School rules and regulations not specifically articulated above still apply while students are in the taxicab.

Parents shall notify KC Girls Prep in advance if a student will not be on time or available for scheduled taxicab pick-up.

### **Student Drop Off**

Students will not be permitted to enter the building prior to 8:00 a.m. Students arriving before 8:00 a.m. should line up outside the side KC Girls Prep entrance until the doors are opened. Students arriving at KC Girls Prep after 8:20 a.m. are considered tardy.

### **Student Pick Up**

A student's parent or guardian must notify the school by 12:00 p.m. when a student will be picked up from KC Girls Prep, otherwise the student will be placed on her regular bus route. Students will not be released to anyone who is not designated on the pick-up list. Parents are responsible for providing the front office with the correct and most current information about authorized persons.

Parents must inform KC Girls Prep front office if he/she will be late picking up a student(s). In the event of repeated late pick-ups, KC Girls Prep staff will request a conference and work to problem-solve any transportation issues.

### **Extracurricular Activities**

Students participating in KC Girls Prep sponsored clubs or sports must report directly to the designated area for afterschool snack and meet club sponsor or coach. Transportation for after athletics practices and clubs will not be provided by KC Girls Prep. Parents are responsible for picking up their student(s) after practice or club session. Students participating in clubs whose parents are late (15 minutes after dismissal) for pickup two (2) or more times may be subject to temporary suspension and/or removal from athletic games/events or after school activities in the future.

Transportation will be provided to students for games or after school club activity off campus. Parents shall provide written consent or confirm with the coach/club sponsor if a student is permitted to ride from a game with another parent or someone other than a parent/caregiver..

## **EXTRACURRICULAR ACTIVITIES**

### **Participation**

All students regardless of race, color, sex, ancestry, religion, or disability are welcome to and encouraged to participate in any extracurricular activity sponsored by KC Girls Prep. Unless participation in an extracurricular activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these activities as a disciplinary action or as a consequence for poor academic performance in school as determined by KC Girls Prep administration. A student and/or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity which is not required for a course in which the student is enrolled.

**Participation/Consent Form**

Prior to participating in extracurricular activities, including any practice or tryout session for a sport or event, each parent must sign and return KC Girls Prep After School Activity Application/Form. This form must be completed for each session (Fall/Winter/or Spring).

# CODE OF CONDUCT

## ***Student Rights and Responsibilities***

KC Girls Prep recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities.

### ***Every student has the right to:***

- Have the opportunity to access a free and appropriate education in the best possible environment.
- Have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive.
- Not be discriminated against on the basis of gender, race, ethnicity, color, religion, national origin, sexual orientation, or handicap.
- Be informed of school rules and regulations.

## ***Celebrating Joy***

*At KCGPA, celebrating students is essential. By recognizing and honoring the achievements of our black and brown girls, we inspire them to be their best selves and strive for excellence. Our commitment to joy ensures every student feels valued, uplifted, and motivated to reach her full potential. Some of the ways we instill joy include:*

- **On-Compass points:** On-Compass Points are our way of celebrating students in the moment. Staff members award these points to students who are observed embodying KCGPA's commitments, providing immediate recognition for their positive actions.
- **Monthly Sisterhood Spotlight Award:** Once a month, staff members and students will vote community members who have exemplified the community commitments. The selected students will be recognized in front of their peers during community meetings.
- **Quarterly Joy Field Trips:** Throughout the school year, students will participate in a field trip to celebrate their efforts and work throughout the quarter.

### ***Every student has the responsibility to:***

- Know and adhere to rules and regulations.
- Know and adhere to state and federal laws.
- Respect the human dignity and worth of every other individual.
- Refrain from libel and slanderous remarks and obscenity in verbal or written expression.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.

- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- Help maintain and improve the school environment
- Preserve school property and exercise the utmost care while using school facilities.
- Refrain from disobedience, misconduct or other behavior which would lead to any physical harm or to the disruption of the educational process.
- Respect the exercise of authority by school administrators, teachers and staff in maintaining discipline in the school and at school sponsored activities.
- Obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.

***Infractions and Behaviors Subject to Consequences***

Actions that violate the Code of Conduct, School commitments and result in disciplinary consequences, include, but are not limited to the following listed behaviors:

- Disrupting class
- Not following directions
- Inappropriate comments
- Being unprepared for class
- Uniform violation
- Safety violation or dangerous behavior
- Incomplete homework/agenda/reading log
- Offensive, abusive, obscene and/or profane language or gesture
- Inappropriate displays of affection
- Taunting, teasing, or insulting
- Running, horse play, or throwing
- Inappropriate use of electronic devices
- Tardiness
- Possession, exhibition, and/or distribution of obscene literature or material
- Disruptive behavior in the classroom, school, on the bus, or during school activity
- Misuse of technology
- Insubordination
- Egregious disrespect to peer, adult, or property
- Inappropriate contact
- Threatening gesture
- Gambling
- Possession of lighters or matches
- Truancy
- Chronic misconduct
- Defiance of authority



- Academic dishonesty
- Unauthorized entry
- Fighting or threatening behavior (directed to another student or school personnel)
- Assault of another student or school personnel
- Theft
- Vandalism
- Extortion
- Inciting to fight and/or contributing to a disruptive situation
- Possession and/or use of tobacco or alcohol
- Bullying or harassment (including sexual harassment)
- Sexual misconduct
- Any behavior consistently detracting from student learning
- Use or possession of a simulated weapon
- Use or possession of a weapon
- Possession of identifiable drug paraphernalia
- Use, possession, sale or transfer of toxic or controlled substances
- Use or possession of non-controlled substances (over the counter medicine, including cough drops).
  - All medication (prescription or over the counter) must be turned into the school office prior to the start of a school day. Parents/guardians must complete and turn in to the office a form requesting administration of medication by school personnel.
  - Students may not self-administer any medications, including cough drops.
- Distribution and/or purchase of non-controlled or controlled substances
- Possession, use, and/or sale of explosives
- Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. In compliance with the "Gun Free Schools Act" (Federal) and 160.261 R.S.Mo.: Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or expelled and will be referred to the appropriate legal authorities. The Chief Executive Officer may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
  - the frame or receiver of any weapon described above;
  - any firearm muffler or firearm silencer;
  - any explosive, incendiary, or poison gas;

- any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may readily be assembled;
- and any concealable firearm, explosive weapon, machine gun, rifle, shotgun, or spring gun as defined under 571.070 R.S.Mo. (excepting Civil War reenactment materials).
- Possession and/or use of weapon other than a firearm, meaning an instrument, device, or projectile that could reasonably be used to attack or defend against another person; or any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to self or another person. A weapon may include but is not limited to the following:
  - Knife (e.g. pocket, pen, switchblade knife, anything with a blade.)
  - Projectile weapon (e.g. pellet gun, BB gun, slingshot, bow, crossbow, etc.)
  - Blackjack
  - Brass knuckles
  - Pepper spray
  - Mace
  - Laser pointer
  - Normal school supplies, household items, or other materials (e.g. scissors, nail file, chains, etc.), which are used for attack, defense, to threaten, intimidate, or inflict physical injury or harm to another person.
  - Comb with metal tip
- Arson
- False Alarms
- Acts or threats of violence
- Commission of a felony
- Conspiracy to engage in any of the above behaviors

***Consequences for such behavior include:***

- Restorative conversation with other students, staff, and/or administrators
- Recalibration - reflection and goal-setting away from peers during lunch for 1 or more days
- Loss of privileges (e.g. recess, field trips, access to locker, use of Chromebook, etc.)
- Mandatory parent meetings, including before a scholar can return to learning
- Referral - documentation on permanent behavior record that travels with the student to future teachers, grades, and/or schools (may also result in further consequences)
- Bus suspension(s)
- In school reset
- Out of school reset
- Expulsion

- Behavior Plan
- Social Skills or Emotion Regulation small group
- Hallway Plan

### Key Terms

**Redirect:** Terminology used to communicate with a student that they are not embodying our commitments and character strengths.

**Recalibration:** A daily time of reflection, for students when KCGPA commitments and character strengths are not being lived out.

**ISR:** A tier two or three intervention to behavior where students spend a portion of time outside of class, but in school working in a small group or individually with a Dean to reflect on chronic behavior or high impact behavior.

**OSR:** A tier three intervention to behavior where students are assigned a number of out-of-school reflection days.

Restorative response	Escalated Response	Community Roles
<p><b>Redirects</b></p> <ol style="list-style-type: none"> <li>1. Teacher using tier 1 intervention tools to support and redirect student behavior. When there is evidence that redirects are not working, the teacher holds a quick restorative conversation and documents each interaction the student needed to correct behavior.</li> </ol>	<p>Restorative Conversation with staff</p>	<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>- When the student is regulated, the staff member will Find an appropriate and private time to participate in a restorative conversation with the student</li> <li>- Uses the <a href="#">restorative conversation guided questions</a> to establish the harm done, its impact, and what is needed moving forward.</li> <li>- Refers to the <a href="#">storytelling rights poster</a> to honor the students perspective and voice in the conversation.</li> <li>- Enter a behavior referral in Infinite Campus as soon as possible to document the restorative conversation.</li> </ul> <p><b>Student:</b></p> <ul style="list-style-type: none"> <li>- To prepare for a restorative conversation, the student should practice emotion regulation by using a coping skill.</li> <li>- The student will participate in a restorative conversation that establishes the harm done, its impact, and what is needed moving forward before reentering the classroom.</li> </ul> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- Analyzing behavior referrals each day to assign a resolution.</li> </ul>
<p><b>Classroom Teacher restorative conversation</b> More than two attempts to redirect student behavior went unmet.</p> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- When two or more hallway infractions</li> </ul>	<p>1 Classroom recalibration</p>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>- Classroom teacher will enter redirects/restorative conversations behavior referrals for students with details.</li> <li>- Classroom teacher will enter in a recalibration behavior referral with details (in the description section type RECAL)</li> <li>- Monitoring for communication from the Dean regarding recal list each lunch.</li> <li>- The classroom teacher will guide and support</li> </ul>

<p>during class are entered in a day.</p> <ul style="list-style-type: none"> <li>- Overpass 5+ minutes.</li> <li>- Never showed up to class.</li> <li>- In an area not assigned on their pass.</li> </ul> <ul style="list-style-type: none"> <li>- When two attempts to redirect behavior in a space not led by instructional staff go unmet. (ie office,lunch)</li> <li>- Automatic recalibration with dean <ul style="list-style-type: none"> <li>- Cheating</li> <li>- Skipping</li> <li>- Refusal(s) that jeopardize safety</li> <li>- Two technology infractions in a day.</li> </ul> </li> </ul>		<p>students through their reflections process and reset their classroom expectations.</p> <ul style="list-style-type: none"> <li>- The classroom teacher will communicate with the grade level team, any information necessary to close the loop conversations.</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>- Will spend recalibration reflecting on their choices, the impact, and future consequences if they continue.</li> <li>- Identifies any needs they may have when entering into a conversation with the assigned staff member.</li> </ul> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- Analyzing behavior referrals each day to assign a resolution.</li> <li>- Communicating with grade level teams recal information each day.</li> <li>- Pushing into support with recal as needed.</li> </ul>
	<p>1 Dean led Recalibration</p>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>- Will spend recalibration reflecting on their choices, the impact, and future consequences if they continue.</li> <li>- Identifies any needs they may have when entering into a conversation with the assigned staff member.</li> </ul> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- Daily SW behavior check will be completed each morning to determine students serving a dean lead recalibration during intervention time.</li> <li>- The Dean will assign an appropriate reflection to the student serving SW recal.</li> <li>- The Dean will guide and support students through their reflections process and reset their classroom expectations.</li> <li>- The Dean will communicate with the student’s caregiver if this is their second recal in a week by EOD During the conversation, the Dean will inform caregivers what the recal was served for and the next steps. Communication will be logged in infinite campus.</li> </ul>
<p><b>Recalibration</b></p> <ul style="list-style-type: none"> <li>● <b>Two-Week Data Check:</b> Grade-level teams will review student data every two weeks. Any student at risk of serving In-School Suspension (ISR) due to ongoing behavioral issues should be reported to the Dean. The Dean will then send a written communication to the parents, informing them that their child is at risk</li> </ul>	<p>1st ISR</p>	<p><b>Grade-Level Teams &amp; GLC</b></p> <ul style="list-style-type: none"> <li>- Provide work for students to complete when they are finished reflecting.</li> <li>- If appropriate, join the community meeting for the student.</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>- The student will spend a full or partial day reflecting on and taking accountability for repeatedly breaking our school commitments. <ul style="list-style-type: none"> <li>- reflection may look like: <ul style="list-style-type: none"> <li>- completing relationship badgework that is shared in Circle in which they address harm.</li> <li>- completing individual work in which they request support from their community</li> </ul> </li> </ul> </li> </ul>

<p>of serving ISR if behavior does not improve.</p> <ul style="list-style-type: none"> <li>● <b>Four-Week Data Cycle:</b> After a four-week cycle of data collection, teachers and the Dean will identify students who still need behavior support due to minimal or no improvement in their behavior.</li> <li>● <b>Partial Day ISR:</b> Students who fall into this category will serve a partial day of ISR with the school Deans.</li> </ul>		<ul style="list-style-type: none"> <li>- Create a plan for academic support</li> <li>- complete a target assignment that addresses the choices made.</li> </ul> <ul style="list-style-type: none"> <li>- Students will work with the Dean to set a four week check-in schedule.</li> <li>- The student will need to participate in a community meeting with their caregiver, a school leader, and a teacher if possible.</li> </ul> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- <b>During the two week data cycle,</b> Deans will send a written notice to caregivers that their student is at-risk of serving ISR if there is no growth in behavior choice in the next two weeks.</li> <li>- <b>During the four week data cycle,</b> Deans will call and send a written notice to inform caregivers that their student is serving ISR. The grade-level team and ASL's will be BBC on the written notice.</li> <li>- Deans will determine the most appropriate reflection needed. This will vary by the infraction and severity of infractions. The reflections or work may include: <ul style="list-style-type: none"> <li>- completing relationship badgework that is shared in Circle in which they address harm.</li> <li>- completing individual work in which they request support from their community</li> <li>- Create a plan for academic support</li> <li>- complete a target assignment that addresses the choices made. (i.e. Social media incident = research impacts of sending images via text).</li> </ul> </li> <li>- Deans will be responsible for monitoring students during their reflection time. Before sending students back to class, Deans will set up a check-in schedule for the next four week data cycle.</li> <li>- Schedules and facilitates a community meeting that will be held within five days of the served ISR. Participants of the meeting should include: caregiver, student, school leader, and a teacher if possible.</li> </ul> <p><b>Caregiver</b></p> <ul style="list-style-type: none"> <li>- Within five days of receiving a written ISR notice, caregivers must promptly respond by providing a scheduled date for a community meeting. During this meeting, caregivers will actively participate in discussions focused on their student's plan for moving forward.</li> </ul>
<p><b>ISR</b></p> <ul style="list-style-type: none"> <li>● If there has been no growth in student behavior at the end of two, four week cycles.: <ul style="list-style-type: none"> <li>○ MTSS and continue behavior process</li> </ul> </li> </ul>	<p>Refer to MTSS &amp; Evaluate for behavior plan</p>	<p><b>Grade-Level Team &amp; GLC</b></p> <ul style="list-style-type: none"> <li>- <u>During SST, grade level teams will refer these students to MTSS.</u></li> <li>- <u>Continue collecting data regarding student behavior</u></li> </ul> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- In addition to the ISR process, Deans will communicate with the caregiver that the student is being referred to MTSS.</li> </ul>

<ul style="list-style-type: none"> <li>○ OSR behavior has intensified or students have been referred, given support, and is still seeing no growth.</li> </ul>	<p>OSR</p>	<p><b>Grade-Level Teams &amp; GLC</b></p> <ul style="list-style-type: none"> <li>- Provide work for students to complete for the days missed</li> <li>- If appropriate, join the community meeting when the student returns.</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>- The student will spend time outside of school reflecting on and taking accountability for repeatedly breaking our school commitments. <ul style="list-style-type: none"> <li>- reflection may look like: <ul style="list-style-type: none"> <li>- completing relationship badgework that is shared in Circle in which they address harm.</li> <li>- completing individual work in which they request support from their community</li> <li>- Create a plan for academic support</li> <li>- complete a target assignment that addresses the choices made.</li> </ul> </li> </ul> </li> <li>- The student will need to participate in a community meeting with their caregiver, a school leader, and a teacher before returning.</li> </ul> <p><b>Dean</b></p> <ul style="list-style-type: none"> <li>- Deans will call and send a written notice to inform caregivers that their student is serving OSR. The grade-level team and ASL's will be BBC on the written notice.</li> <li>- Deans will determine the most appropriate reflection needed. This will vary by the infraction and severity of infractions. The reflections or work may include: <ul style="list-style-type: none"> <li>- completing relationship badgework that is shared in Circle in which they address harm.</li> <li>- completing individual work in which they request support from their community</li> <li>- Create a plan for academic support</li> <li>- complete a target assignment that addresses the choices made. (i.e. Social media incident = research impacts of sending images via text) class,</li> </ul> </li> <li>- Schedules and facilitates a community meeting that will be held within five days of the served OSR. Participants of the meeting should include: caregiver, student, school leader, and a teacher if possible.</li> </ul> <p><b>Caregiver</b></p> <ul style="list-style-type: none"> <li>- Within five days of receiving a written OSR notice, caregivers must promptly respond by providing a scheduled date for a community meeting. During this meeting, caregivers will actively participate in discussions focused on their student's plan for moving forward.</li> </ul>
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### In School Reset (ISR)

Behavior	Suspension Length
four or more recalibrations within four weeks.	Partial day ISR at the end of a four week cycle
Refusal to cooperate in recalibration reflection after multiple attempts to support and caregiver calls	automatic Partial day ISR
Escalated arguing or yelling (no threats)	automatic Partial day ISR or 1 day ISR depending on severity.
repeated unkindness	automatic 1 day ISR
Willful disobedience that puts the student and others at risk/harm.	Automatic 1 day ISR

### Out of School Reset (OSR)

Behavior	Suspension Length
Two ISRs within four weeks.	1 day OSR
Refusing to cooperate with ISR reflection expectations during ISR after multiple attempts to support and caregiver call.	1 day OSR
Willful disobedience that puts the student and others at risk/harm.	Automatic 1 day OSR
Unable to regulate emotions needed to create a safe environment after the following support:  5 min with Dean 7 min with Behavior Interventionist 10 min with Social Worker	1 day OSR
Bullying/Cyberbullying	2-5 days OSR
Use of an item as a weapon to intimidate/harm scholars, staff, or property	2-5 days OSR
Possession of illegal objects and substance	2-5 days OSR
Under the influence of illegal/controlled substances	5-10 days OSR
Sexual harassment	5-10 days OSR
Fighting and Physical Aggression	
<ul style="list-style-type: none"> <li>- physical intimidate or posturing to provoke a fight</li> <li>- Instigating or encouraging other students to fight</li> </ul>	1 - 2 days OSR

Minor fight *determined by the length, impact, and severity of fight	2 day OSR
Major physical fight *determined by the length, impact, and severity of fight	5 - 10 day OSR
Second physical fight	5 - 10 day OSR
Third physical fight	Recommendation for additional consequences that may include expulsion

**\*multiple major infractions may result in long term suspension.**

**Repeated or Serious Incidents**

Repeated or serious incidents may result in increased consequences at the discretion of KC Girls Prep leadership.

The Chief Executive Officer, School Leader, and/or Dean of Culture shall have the authority to institute discipline for the acts of students that result in punishment that does not exclude a student from attendance at School. Students and/or their parents have a right to challenge the discipline instituted in a specific instance if (1) the discipline is recorded in the student’s official records and (2) the student or parent instituting a challenge follows the procedure and process for challenging the information in a student record.

For discipline that results in a student being prohibited from attending School, the following Procedural Due Process rights will apply. Forms supporting these procedures are found [here](#).

**Short Term Suspensions (10 days or less)**

- 1) Before suspending a student, the Dean must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, the Dean must explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present her version of the incident.
- 2) If the Dean concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards apply.
- 3) The Dean should inform the school leader of the proposed suspension. The school leader should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the School leader



may decide not to suspend a student unless conferences (between the teacher, student, and Dean; and/or between the parent/guardian, student, and Dean) have been held and have failed to change the student's behavior.

- 4) If a suspension is imposed, the student's parents or guardians must be promptly informed through both written and verbal communication, including the reasons for the suspension. Upon notification, parents or guardians are expected to come to the school and make immediate arrangements for the suspended student's departure.

### **Long-Term Suspensions (11 days or more)**

Prior to a suspension of more than ten (10) days, the student and family shall receive: written notice of the charges and of the time and place for hearing; an opportunity to review the student's records; adequate time to prepare for the hearing; the right to present witnesses and to question witnesses presented by the school at the hearing; and a reasonably prompt, written decision including specific grounds and controlling facts for the decision. KC Girls Prep will record the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

The Chief Executive Officer (or designee) is vested with the authority to suspend students on a long term basis after following appropriate due process for any violation of this Handbook. In addition, the Chief Executive Officer (or designee) has the authority to suspend students in the following three (3) circumstances which occur on school property, on school transportation, or at a school-related event: student possession of a dangerous weapon; student possession of controlled substance; student assault of educational personnel. In addition, the Chief Executive Officer (or designee) may suspend a student who is charged with/convicted of a felony, whether or not the conduct occurs on school property, if the Chief Executive Officer determines that the student's presence in school would have a substantial detrimental effect on the welfare of the school.

### **Appeal of Suspension by Chief Executive Officer for 11-180 days**

The student, parent/guardian or others having custodial care of the student may appeal the decision of the Chief Executive Officer to suspend the student by delivering a request in writing to the Secretary of the Board of Directors within five (5) days of the date of the notice of suspension, unless for good cause the time limitation should be waived. After receiving the notice of appeal, the proceedings for a hearing before the Discipline Committee will be followed as outlined below.

The Discipline Committee shall render a decision as soon as is practicable following the hearing and shall refer the matter to the full Board of Directors for a determination of consequences.

In the event of an appeal, the suspension shall be stayed until the Discipline Committee renders its decision unless in the judgment of the Chief Executive Officer the student's presence poses a continuing danger to persons or property of an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school property.

### **Suspensions of More Than 180 School Days and Expulsions**

- 1) Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the Chief Executive Officer (or designee) must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present her version of the incident.
- 2) If the Chief Executive Officer (or designee) concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability (In the case of a student with a disability, procedures that are consistent with state and federal law shall apply):
  - a) The Chief Executive Officer (or designee) will recommend to the Board that the student be expelled or suspended for more than 180 school days. The Chief Executive Officer (or designee) may also immediately suspend the student for up to 180 school days.
  - b) Upon receipt of the Chief Executive Officer (or designee) recommendation, the Board will follow the procedures described in the section of this policy dealing with hearings before the Discipline Committee.
- 3) If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Hearings Before the Discipline Committee**

When a student is charged with a violation of the student discipline policy requiring an immediate referral to the Board of Directors for determination of consequences, the matter shall be referred to the Discipline Committee.

The Chief Executive Officer shall promptly transmit to the Discipline Committee and the parent/guardian a full report outlining the facts relating to the referral. The report may also include the student's discipline record, attendance record, and any other information deemed relevant by the Chief Executive Officer.

The hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one (1) day prior

to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Discipline Committee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

The hearing shall be prosecuted by KC Girls Prep's General Counsel or his/her designee and shall consist of the written discipline report and oral summary by the Chief Executive Officer. The student with her parent/guardian may be present and shall have the opportunity to respond to the report and presentation of the Chief Executive Officer and to present a summary of any additional relevant information.

At the hearing, the Chief Executive Officer shall present witnesses and such written evidence as necessary to establish the offense and justify the recommended punishment. The student or parent/guardian shall have the right to:

- 1) Call and examine witnesses and introduce exhibits;
- 2) Cross-examine witnesses;
- 3) Representation by counsel at the expense of the student or parent/guardian;
- 4) Subpoena witnesses;
- 5) Present an oral argument and/or a written brief at the close of the hearing; and
- 6) Receive written findings of fact and conclusions of law.

The Discipline Committee shall render a decision as soon as is practicable following the hearing and shall refer the matter to the full Board of Directors for a determination of consequences.

### **Requests for Continuance**

The parent/guardian may request a continuance. Requests for continuance must be in writing and will be granted only for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Discipline Committee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

### **Expulsion**

No student may be expelled from KC Girls Prep without a prior hearing before the Discipline Committee. A decision to expel a student requires a vote of a majority of those Board of Directors members present.

The procedure for conducting an expulsion hearing before the Discipline Committee shall be governed as set forth above.

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence," a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Chief Executive Officer (or designee) shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

### **Reporting to Law Enforcement Officials**

Any act that if committed by an adult would be a felonious crime that is committed on school property, on any school transportation or at any school activity, or as required by statute or the Missouri Safe Schools Act, must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical.

All employees shall immediately report to school administration any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviant sexual assault against a student or school employee, while on school property, school transportation or at school activities. The employee shall also inform the Chief Executive Officer if a student is discovered to possess a controlled substance or weapon in violation of the school's policy. The Chief Executive Officer shall immediately report these offenses to the appropriate law enforcement agency.

KC Girls Prep may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Disciplinary Offenses**

A disciplinary offense is a violation of the Code of Conduct that occurs while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or

from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school sponsored activity. School-related disciplinary offenses may also include serious misconduct outside the school where evidence exists that the student's continued presence would have a substantial detrimental effect on the school. School-related disciplinary offenses may include misconduct outside of school which makes another KC Girls Prep student feel unsafe at school.

Disciplinary offenses result in consequences subject to the discretion of school officials and may include detention, school service/cleaning, loss of school privileges, denial of school-provided transportation, Homework Center, Saturday School, extended Friday detention, out-of-school suspension, and/or expulsion (certain expulsions may be subject to the discretion of the Board of Directors). The list of punishable offenses is not exhaustive, but provides examples of prohibited conduct. These rules and regulations may be supplemented by teachers' rules for classes and other school events. Repeated infractions resulting in demerits and/or detention may lead to suspension and repeated suspensions may lead to expulsion. Suspended students are not entitled to participate in school activities. In addition, any breaches of state or federal law may be handled in cooperation with the Kansas City Police Department or other authorities.

### **Video Recording of Students**

Students may be recorded with security cameras or hand-held video cameras during the school day. These recordings will remain secure within the school and will not be used for any purposes other than those deemed in the best interest of the school and its students. Video recordings may be used to enhance and promote school safety, record effective or ineffective practices for future study, and provide a record for staff and families of particular student interactions or behaviors. Any video recording retained by the School (at the School's discretion) will be considered part of the student's record.

### **Corporal Punishment**

No person employed by or volunteering on behalf of KC Girls Prep shall administer or cause to be administered corporal punishment upon a student attending the school. A staff member may, however, use reasonable physical force against a student without advance notice to the Chief Executive Officer, if it is essential for self-defense, the preservation of order, or for the protection of the student, other persons, or the property of the school.

### **Student Searches**

KC Girls Prep reserves the right to conduct searches of students and their property, including but not limited to backpacks and jackets, when there is a reasonable basis for believing that the search will provide evidence of a violation of school rules or of state or federal law. Except in an emergency, searches will take place in the presence of a KC Girls Prep administrator and at least

one other staff member or school security officer. The parent(s) or guardian(s) of a searched student will be notified as soon as possible to inform them that a search has occurred. If a student refuses to cooperate with a request to search a backpack or other property, the school will confiscate the property in question.

#### Notice Provisions, Requirements, and Definitions of The Missouri Safe Schools Act

As required by Missouri State law, it is the policy of the School that School administrators are required to report acts of school violence to all teachers and other School personnel who are directly responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. "Acts of school violence" include exertions of physical force with the intent to do serious physical injury, which is defined in Missouri Revised Statutes § 565.002(6) as an injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body.

In addition, Missouri State law requires School administrators to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act which, if committed by an adult, would be one of the following felonies if committed on school property, including, but not limited to, actions on any school bus in service on behalf of the School or while involved in school activities:

- First Degree Murder under 565.020, R.S.Mo.;
- Second Degree Murder under 565.021, R.S.Mo.;
- Kidnapping under 565.110, R.S.Mo.;
- First Degree Assault under 565.050, R.S.Mo.;
- Second Degree Assault under 565.060, R.S.Mo.;
- Rape in the First Degree under 566.030, R.S.Mo.;
- Rape in the Second Degree under 566.031, R.S.Mo.;
- Sodomy in the First Degree under 566.060, R.S.Mo.;
- Sodomy in the Second Degree under 566.061, R.S.Mo.;
- Burglary in the First Degree under 569.160, R.S.Mo.;
- Burglary in the Second Degree under 569.170, R.S.Mo.;
- Robbery in the First Degree under 569.020, R.S.Mo.;
- Distribution of Drugs under 195.211, R.S.Mo.;
- Distribution of Drugs to a Minor under 195.212, R.S.Mo.;
- Arson in the First Degree under 569.040, R.S.Mo.;
- Voluntary Manslaughter under 565.023, R.S.Mo.;
- Involuntary Manslaughter under 565.024, R.S.Mo.;
- Felonious Restraint under 565.120, R.S.Mo.;
- Property Damage in the First Degree under 569.100, R.S.Mo.;

- Possession of a Weapon under 571, R.S.Mo.;
- Child Molestation in the First Degree under 566.067, R.S.Mo.;
- Sexual Misconduct Involving a Child under 566.083 R.S.Mo.;
- Sexual Abuse in the First Degree under 566.100 R.S.Mo; • Harassment under 565.090, R.S.Mo.; and/or
- Stalking under 565.225, R.S.Mo.

The School will fully cooperate in any investigation and encourages its personnel to prosecute students who are involved in conduct that threatens or causes physical harm to them. In addition, if the School is notified by the juvenile officer that a petition has been filed alleging that a student has committed a serious offense against persons or property, teachers and other School personnel with a need to know will be notified of that information.

Acts of violence, or drug-related activities as listed above, are serious violations of the discipline policy. The school will maintain records of any serious violations of the discipline policy. Such records will be available to teachers and employees with a need to know.

The School shall report rates and durations of, and reasons for, student suspensions of ten (10) days or longer and expulsions. Any student who has been suspended for an act as outlined above or drug related activity shall be prohibited from being within 1,000 feet School property (or any property at which official School activities may be conducted) during suspension unless he/she is (1) accompanied by a parent/guardian, (2) in attendance at another school at he/she enrolled and such school is within 1,000 feet of the School, or (3) such student resides within 1,000 feet of the School.

Any information regarding serious offenses will be kept confidential and will only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a student.

If a student's Individualized Education Plan (IEP) includes an indication that the student's condition includes violent behavior or a behavior disorder that information will be provided to any teacher and other school personnel with a need to know such information or that is involved in educating such child pursuant to that child's IEP.

## **STUDENT HEALTH AND MEDICATION**

### **Student Illness**

If a student becomes ill or is seriously injured during the school day, KC Girls Prep will make every effort to contact the parent/guardian. The emergency phone number listed for the student will be called if a parent/guardian cannot be reached. 911 will be called for medical emergencies requiring immediate attention. Medical or other information pertaining to the student and situation will be shared with emergency contacts as necessary. Please keep KC Girls Prep advised of any changes in phone number or emergency contacts.

“It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (R.S.Mo 167.191).

Parents/guardians should keep students home from school if they have a temperature or other symptoms of illness. An ill student may not return to school until the student:

- has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- has been free of vomiting or diarrhea for 24 hours after the last episode of such or has a doctor’s not indicating the student may return to school prior to the 24 hour time period.
- is free of continuous coughing.
- is free of lice.

### **Health Services**

A registered nurse (“School Nurse”) supervises health services at KC Girls Prep. Injured or sick students will be sent by a staff member to the Health Office. In the event of an emergency, the School Nurse will be notified and will respond to the student in the building.

The Health Center office maintains copies of required student health forms. Medical history noted in student records may require further documentation. Physician documentation or Action Plan (as set forth herein) is required for all significant diagnoses such as: Asthma, Food Allergy, Seizure, Diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at KC Girls Prep and these health forms must be filled out properly and returned to the school.

### **Health Screening**



Screening tests for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines, including vision, hearing, lice, etc. Screenings will be performed as time and resources permit.

### **Medication**

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures apply for dispensing medications at KC Girls Prep. School personnel will not give medication to students except under these conditions. These rules are intended to promote the wellbeing of all students.

Students are not allowed to transport medication to KC Girls Prep. Medication must be delivered to KC Girls Prep by a parent or guardian.

KC Girls Prep will provide certain over-the-counter medications to be administered only when it is deemed necessary. Parents/guardians will always be contacted before any medication not prescribed by a doctor is administered.

The following documentation is required for any medication distribution, including prescription and over-the counter medication:

- Completed Parent Authorization for Medication Administration form;
- Completed Physician Authorization for Medication form;
- Clearly written instructions from a physician stating the name of student, type of medication (the name of the drug), current date, the dosage to be given and the times to be administered, or the medication label provided by the pharmacy at the physician's directions will be sufficient if the prescription was prescribed for the student and a current date is on the label.

Additionally, the following guidelines must be followed by students and parents/guardians for medication to be dispensed by the School Nurse:

- Medication must be transported to KC Girls Prep by a parent/guardian and given to the School Nurse, students may not transport any medication, even over-the-counter medication such as cough drops;
- Prescription medicine must be in the original and current prescription bottle (the pharmacist can provide an extra labeled prescription bottle for the school);
- Over-the-counter medication must be in an unopened and labeled bottle;
- KC Girls Prep does not allow students to take medication with another family member's name on the label;
- The first dose of any medication should be given at home whenever possible. The School Nurse can decide not to administer the first dose of a medication if, in his/her clinical

judgment, it may compromise the safety of the student while attending school. In that instance, parents/guardians would be notified;

- Any prescription medications, including inhalers, that don't have a prescription label, need a written note from the prescribing physician;
- All medications must be picked up by a parent or guardian within one calendar week of the last day of school. All medications not picked up or scheduled for pick up will be disposed of the following day.

### **Students Self-Carrying Emergency Medications**

The School Nurse, using his/her own professional judgment and in consultation with the parent/guardian, may allow select students to carry their own emergency medications, including inhalers and epinephrine auto-injectors. In this event, the following documentation is required:

- A written treatment plan by the student's physician;
- Completed Parent Authorization Medication Administration form;
- Completed Physician Authorization for Medication form.

### **Medications Requiring Injection**

- If a medical condition exists requiring injectable medication, whenever possible the student should self-administer the medication.
- If the School Nurse is unavailable, the parent/guardian will be responsible for making other arrangements.
- If the injectable medication is required in an emergency and the nurse or the School Nurse is unavailable, school personnel will call 911.
- A prescription label or written order from the prescribing physician and a signed medication authorization form is required for the administration of all injectable medication.

### **Emergency Medication for Field Trips**

Students' personal emergency medications such as an epinephrine auto injector (EpiPen) must accompany the student on all scheduled field trips. This includes only those emergency medications that the Missouri State Board of Nursing has deemed allowable to delegate its administration by a non health provider such as a teacher. The parent/guardian is responsible for providing emergency medications to the school. If the emergency medication has not been provided or is expired, the student may not attend the field trip.

### **Student Allergy Prevention and Response**

KC Girls Prep will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with school policies and procedures pertaining to the identification and accommodation of students with disabilities. All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the school.

Staff members may use air fresheners, oils, candles or other such items intended to add fragrance in any school facilities, but shall desist from such use at the direction of the Chief Executive Officer. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the Chief Executive Officer may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the school.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

All staff members will be trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use and/or location and procedures associated with epinephrine premeasured auto-injection devices. Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education.

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

### Illness and Injury Response and Prevention

School personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on school property, on school transportation, or at a school activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

KC Girls Prep does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents/guardians or legal liability insurance. Parents/Guardians should be prepared to pay for their child's possible medical expenses.

### **Counseling Services**

KC Girls Prep understands that students may experience personal, social, or family issues that can affect their academic performance. We have made a strong commitment to meet any needs that students and their families may encounter. We will provide 1:1 counseling sessions as well as small groups counseling for students as appropriate. If a challenge cannot be solved within our counseling structure, external referrals with other social service agencies and organizations will be made to help find solutions.

If you have any questions regarding counseling services, please contact the Principal.

### **Health and Sexual Education Curriculum**

KC Girls Prep provides a series of health and sexual education classes for our students. The purpose of these workshops is to aid in creating an environment in which every student, faculty member, and family feels safe and makes healthy decisions, thereby giving everyone the opportunity to attain the best possible education. The classes are part of the fitness curriculum, and will be taught by the fitness teacher, a designated staff member, or a contracted provider.

KC Girls Prep will send a letter home with students to explain the specific curriculum offered. Families will also have the opportunity to meet with school administrators as needed. While families do not have to give permission for their student to participate in the workshops, they do have the right to exempt their children from such class periods. To do this, simply write a letter to the School Leader.

### **Pregnant Students**

Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular programs as before they left.

## **Wellness**

KC Girls Prep is committed to the optimal development of every student to achieve personal, academic, developmental, and social success, and strives to create positive, safe and health-promoting learning environments at every level throughout the school year.

KC Girls Prep promotes a culture of student wellness focusing on good nutrition and physical activity to address student weight/obesity concerns, to facilitate student learning of lifelong healthy habits, and to increase student achievement.

[Please see here for KCGPA's full Wellness Policy.](#)

## **Diabetes**

Diabetes is a common chronic disease of childhood. KC Girls Prep is aware of the increasing number of children with diabetes who require accommodations during the school day to perform blood glucose testing, consume between-meal snacks, and take insulin injections or make insulin pump adjustments. This policy is to assist in the following:

- A to ensure the proper medical management and safety of the student, minimizing the possibility that diabetes-related emergencies might disrupt her educational and classroom activities, and
- B. to provide guidance to enable the student with diabetes to successfully manage her diabetes and continue to achieve academically.

Communication between parent/guardian, school personnel, the student's health care providers, and the school nurse is important to successfully manage a student's diabetes in the educational setting.

## **Enrollment and Evaluation**

Parents and guardians enrolling students with diabetes into KC Girls Prep are required to inform KC Girls Prep via the application and registration form. Upon such notice, the School will initiate the process to evaluate the student in accordance with KC Girls Prep's OCR-approved Section 504 procedures. Should the notice be provided during a time when school is not in session, the evaluation process will begin upon the student's first day of attendance at the school. During the evaluation process, KC Girls Prep may request medical records and/or request the ability to communicate with the student's medical provider to obtain additional information regarding the student's diabetes. If the student is found eligible for services, diabetes care services and accommodations will be specified in the Section 504/Title II plan, as well as in any diabetes health care plan.

### **Medical Supplies at School**

Parents and guardians are to provide all necessary medical supplies to KC Girls Prep if any glucose/ketone testing or medication is to be given by KC Girls Prep personnel. Pursuant to parent/guardian permission, any medical supplies transported to KC Girls Prep via the student, must be immediately checked in at the School Nurse's office upon arrival. Written communication will be provided to the parents and guardians when supplies are running low to help prevent the student from running out of medical supplies during the academic day.

### **Emergency Supply Kit**

Upon a written request from KC Girls Prep, Parents and guardians of students who are eligible for diabetes care services and accommodations under Section 504/Title II must provide an emergency supply kit to remain at the School. This kit is for use in the event of an emergency or disaster; it is not part of the daily supplies for the student. The emergency kit shall contain enough supplies for at least 72 hours, including the following items as appropriate:

- Blood glucose meter, testing strips, lancets, and batteries for the meter
- Urine and/or blood ketone test strips and meter
- Insulin, syringes, and/or insulin pens and supplies
- Insulin pump and supplies, including syringes, pens, and insulin in case of pump failure.
- Other medications.
- Antiseptic wipes or wet wipes
- Quick-acting source of glucose
- Water
- Carbohydrate-containing snacks with protein
- Hypoglycemia treatment supplies (enough for three episodes): quick-acting glucose and carbohydrate snacks with protein • Glucagon emergency kit.

If the supplies in the emergency kit are used, the School will notify the parents and guardians in writing to refill the kit within two (2) school days.

### **Training of Team Members**

Level 2 training is designed for KC Girls Prep staff members who will be responsible for implementation of a student's Section 504/Title II plan, as well as any diabetes medical management plan. Level 2 training will include, but not be limited to the following topics: the content of Level 1 training; identifying roles and responsibilities of individual staff members; procedures and brief overview of the operation of devices (or equipment) commonly used by students with diabetes; impact of hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose) on behavior, learning, and other activities; and the student's Individualized Health Care Plan (IHP), 504 Plan, IEP, or other education plan.

Throughout the school year, the School Nurse will provide ongoing support to those KC Girls Prep personnel who have questions about providing care to students with diabetes under their supervision.

## **TECHNOLOGY USE POLICY**

KC Girls Prep's technology resources exist for the purpose of maximizing the educational opportunities and achievement of students. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the school's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all student users. The technology resources may be used only by authorized students and is a privilege, not a right. By entering KC Girls Prep provided login and password to the system, a person becomes an authorized user and agrees to follow the school policies and procedures. All users shall immediately report any security problems or misuse of the school's technology resources to an administrator or teacher.

In addition, students must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving KC Girls Prep's technology. A user ID with e-mail access, if granted, is provided only on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using the school's technology.

All other expressive activities involving KC Girls Prep's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and KC Girls Prep policies.

KC Girls Prep makes Internet access and interconnected computer systems available to students and faculty. The school provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. KC Girls Prep expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. KC Girls Prep may withdraw student access to its network and to the internet when any misuse occurs. KC Girls Prep teachers and other staff will make reasonable efforts to supervise use of network and internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

### **Violations**

If a user violates this policy, KC Girls Prep will deny a student's access or will withdraw access and may subject a student to additional disciplinary action.

### **Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with KC Girls Prep's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However,



some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

KC Girls Prep staff members are prohibited from using social networking sites to engage with students, parents, guardians, or to conduct any business or communication on behalf of the school. Parents, guardians, and students are asked to refrain from attempting to initiate contact with KC Girls Prep staff in any manner other than through the Front Desk or via the teacher's school mobile phone.

### **Terms and Conditions**

- 1) Acceptable Use - Access to KC Girls Prep's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the school; or (b) for legitimate business use.
- 2) Privileges - The use of KC Girls Prep's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Director of Operations will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- 3) Unacceptable Use - The user is responsible for her actions and activities involving the network. Some examples of unacceptable uses are:
  - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Hacking or gaining unauthorized access to files, resources, or entities;
  - g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h) Using another user's account or password;
  - i) Posting material authored or created by another, without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Accessing social media sites;
  - m) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - n) Using the network while access privileges are suspended or revoked.

- 4) Indemnification - The user agrees to indemnify KC Girls Prep for any losses, costs, or damages, including reasonable attorney fees, incurred by KC Girls Prep, relating to or arising out of any violation of these procedures.
- 5) Vandalism - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 6) Telephone Charges - KC Girls Prep assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- 7) Copyright Web Publishing Rules - Copyright law and school policy prohibit the republishing of text or graphics found on the Web or on KC Girls Prep websites or file servers, without explicit written permission.
  - a) For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e) Student work may only be published if there is written permission from both the parent/guardian and the student.

In accordance with the Children's Internet Protection Act, KC Girls Prep has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. KC Girls Prep blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of KC Girls Prep is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

### **Technology Security and Unauthorized Access**

- 1) All users shall immediately report any security problems or misuse of KC Girls Prep's technology resources to a teacher or administrator. No person will be given access to KC Girls Prep technology if he or she is considered a security risk by the Chief Executive Officer or his/her designee.
- 2) Use of KC Girls Prep technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- 3) The unauthorized copying of system files is prohibited. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any KC Girls Prep technology are prohibited.
- 4) Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- 5) The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school computer, network, or any external networks is prohibited.

### **Online Safety - Disclosure, Use and Dissemination of Personal Information**

- 1) Students shall not be provided access to social media (bulletin boards, electronic chat boards, message forums, etc.), or downloading files without specific teacher approval of content.
- 2) Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by KC Girls Prep.
- 3) Student users shall not agree to meet with someone they have met on-line without parental approval.
- 4) No vulgarity or profanity is allowed.
- 5) A student user shall promptly disclose to her teacher or other KC Girls Prep employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- 6) Users shall receive or transmit communications using only school-approved and school managed communication systems. For example, users may not use web-based e-mail, social networking, messaging, and videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the school.
- 7) No curricular or non-curricular publication distributed using KC Girls Prep technology will include the address, phone number or e-mail address of any student without permission from that student and her parent/s if the child is a minor.

### **Social Media**

While social media can at times be a wonderful tool to foster connections and sharing, it can also lead to negative impacts on students' social and emotional health. Addictive behaviors are well documented and unhealthy for growing adolescents. Negative impacts can also occur in interactions ranging from unkind comments to [bullying](#) or harassment.

Because of the potential for social media conflicts to escalate and harm the learning community, KC Girls Prep takes any behavior on social media platforms that could lead to a “[substantial disruption](#)” very seriously.

The school views words, images, and videos posted on social media as if they were written on the walls of the school, and may exercise a full range of disciplinary actions for student actions on social media accounts.

Students are not permitted to access social media accounts at any time during the school day.

In the event that inappropriate behavior occurs on social media, parents will be notified and disciplinary action may be taken as appropriate.

<b>Potential Disciplinary Actions for Social Media</b>	
<p><b>Tier 1 - Silent Bystander to Threatening, Bullying, Harassing, and/or Illegal Online Behaviors</b></p> <ul style="list-style-type: none"> <li>● Following posts, channels, and/or accounts with harmful and/or illegal content</li> <li>● Not reporting these accounts to a parent/guardian and school administration</li> </ul> <p><b>Tier 2 - Encouraging Threatening, Bullying, Harassing, and/or Illegal Online Behaviors</b></p> <ul style="list-style-type: none"> <li>● Adding encouraging comments</li> <li>● Liking, sharing, or reposting</li> </ul> <p><b>Tier 3 - Posting Threatening, Bullying, Harassing, and/or Illegal Online Behaviors</b></p> <ul style="list-style-type: none"> <li>● Posting content that violates the privacy of members of our school community</li> <li>● Bullying or harassing posts that cause harm or threaten harm to other</li> </ul>	<ul style="list-style-type: none"> <li>● Parent notification via phone call/in-person meeting and <a href="#">letter</a></li> <li>● Mandatory parent/guardian meeting before being able to return to campus</li> <li>● Recalibration - reflection and goal-setting away from peers during lunch for 1 or more days</li> <li>● Partial or full-day In-School Reset (in-school suspension)</li> <li>● Out of School Reset (out-of-school suspension)</li> <li>● Expulsion</li> </ul>

**Electronic Mail**

- 1) A user is responsible for all e-mail originating from the user's ID or password.
- 2) Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
- 3) Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.

- 4) Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
- 5) All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with school policies, regulations and procedures.

### **Violations of Technology Usage Policies and Procedures**

Use of KC Girls Prep's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the school's technology resources. Any violation of KC Girls Prep policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce school, policies, regulations and procedures. Students may be suspended or expelled, for violating KC Girls Prep's policies, regulations and procedures. Any attempted violation of KC Girls Prep policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

## **INFORMAL COMPLAINTS**

### **Parent/Guardian Concerns and Complaints**

KC Girls Prep knows parents/guardians care deeply about their students and KC Girls Prep team shares that deep commitment to the best interests of students. When parents/guardians express concerns or lodge a complaint at KC Girls Prep, we will strive to impartially evaluate those issues and attempt to resolve them as quickly and effectively as possible in order to diminish any potential negative impact on students or the school. KC Girls Prep has established the following system to address problems in a fair and expeditious manner with the intent of limiting distractions.

In all cases, KC Girls Prep encourages parents/guardians to talk directly with the school about challenges or disagreements rather than talking first with other members of the school community. We cannot resolve a problem or clarify an issue if we do not know what the problem or issue might be. Gossip and open complaining often lead to miscommunication or misunderstanding that can distract the school from best serving students. Parents/guardians who seek resolution of concerns or complaints by using established procedures are assured that they will not be subjected to discrimination or retaliation, or be penalized in any way for their use of these procedures.

KC Girls Prep also commits to discussing areas of concern directly with families and reducing extraneous or unproductive communication.

### **Parent Concern**

A concern is an issue a parent/guardian has with some aspect of the school that does not rise to the level of an alleged breach of the law or egregious violation of KC Girls Prep policy. A concern may involve homework or a question regarding a specific disciplinary action not covered above.

Parents/guardians are asked to address concerns regarding classroom instruction, school culture, or academic activities in the following manner:

- 1) Make an appointment to speak with the classroom teacher at school or via phone.
- 2) If the concern cannot be resolved through direct discussion with the teacher, or if the concern directly involves the teacher, the parent/guardian may make an appointment to discuss the situation with the Principal or another school administrator.
- 3) If discussion with the Principal does not resolve the concern, or if the concern directly involves the Principal, the parent/guardian may submit the concern and the desired outcome in writing to the School's Chief Executive Officer.
- 4) The Chief Executive Officer will respond in a timely manner, either with next steps or the decision resolving the matter. The decision of the Chief Executive Officer is final.

Parents/guardians are asked to address concerns regarding student discipline in the following manner:

- 1) Make an appointment to speak with the classroom teacher at school or via phone.
- 2) If the concern cannot be resolved through direct discussion with the teacher, or if the concern directly involves the teacher, the parent/guardian may make an appointment to discuss the situation with the Dean of Students.
- 3) If the concern directly involves the Dean of Students, the parent/guardian may make an appointment to discuss the situation with the School Leader or another school administrator.
- 4) If discussion with the school administrators does not resolve the concern, or if the concern directly involves the school administrators, the parent/guardian may submit the concern and the desired outcome in writing to the School's Chief Executive Officer.
- 5) The Chief Executive Officer will respond in a timely manner, either with next steps or the decision resolving the matter. The decision of the Chief Executive Officer is final.

Parents/guardians are asked to address concerns regarding KC Girls Prep operations and administration in the following manner:

- 1) Make an appointment to speak with KC Girls Prep Office Manager to present the concern.
- 2) If discussion with the Office Coordinator does not resolve the concern, or if the concern directly involves the Office Coordinator, the parent/guardian may submit the concern and the desired outcome in writing to the CEO.
- 3) The CEO will make an appointment to discuss the issue with the parent/guardian in a timely manner and offer his/her resolution regarding the concern. The decision of the CEO is final.

### **Parent Complaint**

A complaint is any significant concern that arises as an alleged breach of the law or egregious violation of KC Girls Prep policy in the alleged violation. A "complaint" is treated as more serious than a "concern," where a solution or decision is more readily apparent. A "grievance," as outlined below, may often include legal implications. Parents/guardians who seek resolution of complaints by using established procedures are assured that they will not be subjected to discrimination or retaliation, or be penalized in any way for their use of these procedures.

If the parent/guardian of an enrolled student wishes to make a complaint, they are asked to follow the reporting procedure below:

- 1) Complaints regarding classroom instruction, KC Girls Prep culture, or academic activities should be submitted in writing to the Principal.
- 2) Complaints regarding student discipline should be submitted in writing to the Dean of Students.
- 3) Complaints regarding KC Girls Prep operations and administration should be submitted in writing to the Director of Operations.
- 4) If the Principal, Dean of Students, or Director of Operations is unable to resolve the complaint, or if the complaint directly involves the Principal, Dean of Students or Director of Operations, the parent/guardian may submit the written complaint to the CEO.
- 5) If the CEO is unable to resolve the complaint, or if the complaint directly involves the CEO, the parent/guardian may submit the written complaint to the Chair of the Board of Directors.
- 6) The Chair will address the issue with the Board at the next regularly scheduled meeting and report the decision of the Board to all parties involved within five business days of the Board's decision.
- 7) The decision of the Board is final.



# **EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND FORMAL GRIEVANCE PROCEDURES**

## **Equal Opportunity and Non-Discrimination in Education**

KC Girls Prep is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities.

KC Girls Prep admits students of any race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The School does not discriminate, exclude people, or treat them differently on the basis of of race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification in administration of its hiring, retention and its other employment policies, educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

KC Girls Prep is a single-school local educational agency operating as a single-sex charter school as permitted by law. KC Girls Prep is an equal opportunity employer.

KC Girls Prep complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other state and federal laws and regulations.

Inquiries: Inquiries concerning KC Girls Prep's non-discrimination policies:

Dani Murphy - Senior Director of Operations  
5000 East 17th Street  
Kansas City, MO 64127  
(816) 268-2573

Further inquiries may also be directed to the Office for Civil Rights at: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **Title IX**

Pursuant to Title IX of the Education Amendments of 1972 (“Title IX”) KCGPA is prohibited from discriminating on the basis of sex. When an allegation of sex discrimination (including harassment or misconduct) is made, KCGPA must respond promptly to reach equitable resolutions to remedy the alleged violation(s).

Title IX’s relevant regulations limit the scope of what constitutes sexual harassment under Title IX to conduct that occurs within (a) the United States, and (b) KCGPA’s education program or activities.

Incidents of sex discrimination that do not fall under Title IX will be governed by any other applicable laws, as well as the equal opportunity and non-discrimination policies located in this handbook.

Relevant Board policies are found in [Board Policy and Regulation 1310 - Equal Opportunity - Civil Rights, Title IX, Section 504](#).

## **Prohibited Harassment**

Harassment is a form of discrimination.

- Prohibited harassment includes any unwelcome physical, verbal, nonverbal, or electronic conduct based on the aforementioned protected traits.
- Prohibited sexual harassment of a student by another student includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication (including electronic communication) of a sexual nature (including sexual assault) that adversely affects the student in the ways set forth above.
- Prohibited dating violence against one student by another student includes abusive or coercive behavior where a dating partner uses threats of, or actually uses physical, emotional, economic, technological, or sexual abuse to exert power or control over a current or former dating partner.
- Prohibited sexual harassment of a student by a school employee includes both welcome AND unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication (including electronic communication) of a sexual nature.
- Prohibited stalking includes engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
- A hostile environment exists if the harassment is sufficiently serious that it denies or limits the complainant’s ability to participate in or benefit from the school’s program (e.g., skipping class, dropping out of an activity, having trouble concentrating in class).

## **Prohibition Against Retaliation**

Retaliation includes any adverse action taken against an individual because they reported sexual harassment, dating violence, or discrimination, provided information, witnesses, assisted, participated, or refused to participate in an investigation or proceedings in relation to any of those acts. KC Girls Prep prohibits retaliation against any individual who has made a complaint pursuant to this policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. KC Girls Prep also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor of harassment.

Any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible to school staff or the Title IX Coordinator.

## **Definitions**

Sexual harassment, sexual assault, and dating violence are defined differently in local and Federal law. KC Girls Prep will consider both definitions in determining whether a violation has occurred.

Acts of harassment, including cyber bullying, whether by youth, volunteers or staff, and retaliation are prohibited:

- On KC Girls Prep grounds and adjacent property, at KC Girls Prep related events, at any transit stops or vehicle used for KC Girls Prep business, or through the use of any electronic devices owned or leased by KC Girls Prep.
- At a location or function unrelated to KC Girls Prep, or through the use of **any** electronic devices, if the act(s) of discrimination create a hostile environment at KC Girls Prep for the complainant or witnesses, infringe on their rights at KC Girls Prep or substantially disrupt the orderly operation of KC Girls Prep.

Employees or students found to have engaged in prohibited harassment will be subject to disciplinary action. KC Girls Prep will not assist an individual in obtaining new employment involving direct interactions with minors, where KC Girls Prep knows or has probable cause to believe the individual engaged in sexual misconduct or sexual abuse regarding a child or student.

## **Reporting Procedures**

Any individual, including a student, parent/guardian, or visitor, who believes conduct that violates this policy has occurred should promptly report the alleged acts to a teacher, counselor, the school Dean of Culture, the School Leader, CEO, or KC Girls Prep's Title IX Coordinator. Reports do not have to be made by the complainant.

Such reports can be made in person, by mail, by telephone, or by email, through KC Girls Prep's online formal complaint form or using the contact information listed below. A school employee

who receives a report of harassment, sexual harassment, dating violence, stalking, or retaliation, has acknowledge, or who should reasonably know about the aforementioned violations of this section shall promptly notify KC Girls Prep's Title IX Coordinator.

#### Title IX Coordinator

La-Toya Sheppard, Title IX Coordinator  
Phone: 816-268-2573  
E-mail: [lsheppard@kcgpa.org](mailto:lsheppard@kcgpa.org)  
Mail: 5000 East 17th Street, Kansas City, MO 64127

Inquiries about disability discrimination should be directed to:

Nicole Smith, Interim CEO  
Phone: 816-268-2573  
E-mail: [nsmith@kcgpa.org](mailto:nsmith@kcgpa.org)  
Mail: 5000 East 17th Street, Kansas City, MO 64127

The U.S. Department of Education's Office for Civil Rights (OCR) prohibits KC Girls Prep from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination with OCR, contact OCR at:

Mail: Office for Civil Rights, District of Columbia Office Attention: Director  
U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202  
Fax: (202) 453-6021  
Web: [www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html)  
For more information, please contact OCR at: (202) 453-6020 (voice); 800-877-8339 (TDD); or [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov)

#### Information for Grievants

Upon receipt of a grievance, KC Girls Prep will provide information to grievants about available services and advocacy organizations, about the investigation process, about their rights under Title IX of the Education Amendments of 1972, the School Safety Omnibus Amendment Act of 2018, the District of Columbia Human Rights Act of 1977, and crime victims' rights.

To file a grievance, please email [grievance@kcgpa.org](mailto:grievance@kcgpa.org).

#### Investigating Incidents of Harassment

Once a report of discrimination, harassment, or retaliation has been received the school principal/designee and/or Title IX Coordinator/designee will offer supportive measures to ensure the safety of the alleged complainant referenced in a reported discrimination incident, all staff and students, and restore or preserve equal access to KC Girls Prep's education program or activity.

These steps will be designed to restore a sense of safety to the complainant and to protect them from further incidents, if necessary. Examples of such steps taken include designating a staff member to serve as that complainant's "safe" person, altering the respondent/complainant's seating or schedule to reduce access between the respondent and the complainant, creating individual safety plans, and consultation with the school's Social and Emotional Learning Team (Dean of Culture, Social Worker, and Counselor). Once an investigation is concluded, further steps will be taken, as needed, to interrupt or stop each specific act of harassment, prevent recurrence, address its effects, and remedy the alleged violation regardless of whether the incident is the subject of a criminal investigation. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The investigation will be conducted by the Title IX Coordinator/designee in a prompt and equitable manner to remedy the alleged violation. The investigation will address all incidents of harassment that school personnel have actual knowledge or reasonably should have known are occurring. Once a report of harassment has been received by KC Girls Prep, the following groups will be notified as needed by the school Principal/designee:

- Parents/guardians: The school Principal/designee will, when appropriate, notify the parents/guardians of the complainants, respondent, and if appropriate, witnesses to an incident of alleged harassing behavior about the nature of the incident and the procedures and steps in place for responding to it. The school Principal/designee will determine if parents/guardians should be informed prior to or after the investigation of an incident.
- Schools: KC Girls Prep may notify the schools of all complainants and respondent in an incident of harassment to ensure that youth are not victimized across schools and that comprehensive service and protection can be provided to respondent and complainant(s).
- Protection and Enforcement agencies: If KC Girls Prep determines that the reported behavior cannot be safely and appropriately handled through school-based disciplinary action or present indicators of child abuse or neglect the information about the incident may be conveyed to
- Children's Division, Missouri Department of Social Services and/or the KC Police Department pursuant to mandatory reporting requirements. As part of making this determination the Title IX Coordinator, Investigator, or designee may consult with either a law enforcement officer or legal counsel.

As part of the investigation, the Title IX Coordinator/designee will interview, as necessary, any involved or relevant parties (including complainant(s), the respondent, witnesses, staff, and parents/guardians), obtain documents, and allow the complainant and respondent to present evidence. The Title IX Coordinator/designee will take steps to provide the complainant and the respondent with periodic updates on the status of the investigation. The complainant and respondent will have the same opportunity to be accompanied to any school disciplinary hearing by an advisor or advocate of their choice. Within one-hundred and twenty (120) days

of receiving a report of discrimination, the Title IX Coordinator/designee will respond to the parents/guardian of the students involved, in writing, summarizing the course and outcome of the investigation and remedial measures that have/will be taken. Extensions of this timeline will be permitted for good cause.

KC Girls Prep will inform all relevant parties that retaliation for reporting acts of discrimination is prohibited. Written records of the investigation process will be maintained and may be included in the prevention database to generate a more accurate picture of student-on-student discriminatory behaviors at KC Girls Prep. Where necessary, provisions will be made to include the advice of legal counsel.

The Title IX Coordinator/designee is charged with making determinations as to whether a reported incident constitutes a Title IX violation. These determinations will take into account all of the facts and the circumstances surrounding the incident. KC Girls Prep will use a preponderance of the evidence standard (i.e., more likely than not that harassment occurred) when resolving complaints. If the Title IX Coordinator/ designee determines that an incident of discrimination has occurred, they should take prompt and effective steps to end the discrimination, eliminate its effects, including response steps listed in KC Girls Prep's Discipline Policy to prevent the recurrence of an incident and restore the safety of a complainant.

### **Confidentiality**

To the greatest extent possible, KC Girls Prep shall respect the privacy of individuals who report potential violations of this policy, individual(s) against whom a report is filed, and witnesses. KC Girls Prep will notify individuals/agencies of incidents of discrimination only to the extent allowed by law. Any notifications to other parties will be made only to ensure that services are provided to the complainant(s) and respondent and to protect the complainant(s) from further or sustained victimization. The Title IX Coordinator/designee conducting the investigation will be responsible for making determinations about confidentiality.

## **FEDERAL PROGRAMS**

### **Programs for Transitional Students**

KC Girls Prep recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the school, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school have access to a free and appropriate public education. If parents/guardians find their family in any of these situations, the Homeless Coordinator (School Social Worker) should be contacted for assistance. Upon request from the Social Worker (or designee), taxicab transportation will be scheduled to assure students are able to get to and from school.

The Social Worker will coordinate assistance for the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must enroll in a school in the interim. If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program, the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days, the student must provide documentation in accordance with the exemption requirements provided for in §167.181.3, RSMo.

### **Program for English Language Learners**

KC Girls Prep strives to prepare all students for both college graduation and a rich and rewarding adult life. In order to fulfill this vision for all students, KC Girls Prep will ensure that English as a New Language Learners (ENL) are given the tools and strategies they need to be successful both socially and academically. KC Girls Prep ELL staff and classroom teachers will help ELL students build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that ELL students bring to our community. While ELL students work towards English proficiency, KC Girls Prep teachers and staff will maintain regular communication with the families of ELL students in order to inform them of their children's progress.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are asked to complete a Home Language Survey to establish the presence of a student's nonEnglish language background. The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services. A more detailed description of the procedures for identification and placement, and development of

ELLstudents is set forth in KC Girls Prep ELL Plan posted on the school's website at [www.kcgpa.org](http://www.kcgpa.org) .

### **Restrictions on Attending School**

No student shall be re-admitted or enrolled in a regular program of instruction if:

- a) an indictment or information is filed against the student and no judgment is found,
- b) a petition is filed under Section 211.091 R.S.Mo. alleging the student committed an act and no judgment is found, or
- c) a person was adjudicated to have committed an act, which, if committed by an adult, would be one of the following:
  - First Degree Murder;
  - Second Degree Murder;
  - First Degree Assault;
  - Forcible Rape or Sodomy;
  - First Degree Robbery;
  - Distribution of Drugs to a Minor;
  - First Degree Arson;
  - Kidnapping as a Class A Felony;
  - Statutory Rape; and/or
  - Statutory Sodomy.

This section shall not prohibit the re-admittance or enrollment of any student if a petition has been dismissed or when a student has been acquitted or adjudicated not to have committed any of the above acts. In addition, this section shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability. Finally, nothing in this section shall be construed to prohibit a School that provides an alternative education program from enrolling a student in an alternative education program if the school determines such enrollment is appropriate.

### **Public Notice Regarding Students with Disabilities**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the school but are attending a private school within the school, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. KC Girls Prep assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, 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.

KC Girls Prep assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

KC Girls Prep assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may 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. Parents/guardians have the right to 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).

KC Girls Prep has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Office of Director of Special Education, KC Girls Prep, 6401 Paseo Boulevard, Kansas City, Missouri 64131. This notice will be provided in native languages as appropriate or requested.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school, and to do so must inform the custodian of records three (3) days in advance by written request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading, submitting a written request to the custodian of records detailing the information they believe is inaccurate, and as

applicable providing the corrected information. The custodian of records will investigate the potential conflict of the record, and decide within three (3 days) if correction is required. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record, which must identify the records for which consent to disclosure is being given, the purpose of the disclosure, and the party or class of parties to whom the disclosure is being made. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials within the school with legitimate educational interest (including contractors if they perform functions the school would otherwise use employees for so long as the contractor is under direct control of the school and the Contractor agrees to the non-disclosure requirements);
- Officials of other schools or school systems in which the student seeks or intends to enroll (so long as the disclosure is for purposes related to the student's enrollment/transfer), upon condition that the School makes a reasonable attempt to notify the student's parents, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. The notification requirement is satisfied if the School annually states a general intention to honor requests by other schools for school records regarding that student in relation to a request for transfer in an annual FERPA notice to the parents;
- Specified state and national officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school, provided studies do not result in disclosure of single student information;
- The Federal Food Service Program, provided the information is disclosed in an aggregated form;
- Accrediting organizations;
- Child welfare agencies with a right to access a student's case plan if the agency has the right to care for the child;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

As part of the student's record, the School maintains a record of all parties that have requested or obtained access to a student's education records and indicating the legitimate interest from the above list that each party has in obtaining this information. All disclosures made of student information require the recipient to agree that it will not disclose the information without the consent of the students' parents. The School reserves the right to include appropriate information in the educational record of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, or disclosing such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. FERPA does not prohibit disclosure of student records to sex offender registries.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, and the most recent previous educational agency or institution attended by the student. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The School must notify parents and eligible students annually of their rights under FERPA, including the above information as well as their right to file a complaint with the Department of Elementary and Secondary Education for failures to comply with this section.

To facilitate provision of the Professional Development and Data Storage Services and related purposes, KC Girls Prep may disclose to a limited number of vendors student-related records and personally identifiable information contained in such records (collectively, "Student Records"). Pursuant to its obligations under the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations, 34 CFR pt. 99, as each may be amended from time to time ("FERPA"), KC Girls Prep hereby acknowledges that, in the course of providing the Professional Development, Data Storage Services and related purposes, the limited vendors are school officials with legitimate educational interests in the Student Records disclosed to them, pursuant to 34 CFR §99.31(a) (1). Each of these vendors agrees to use, maintain, and re-disclose Student Records only in accordance with the requirements of FERPA. Without limiting the foregoing, each vendor agrees that it shall not maintain, use, disclose, or allow access to Student Records except as permitted by this Agreement or as otherwise authorized by KC Girls Prep or by law, and will use Student Records disclosed by KC Girls Prep only for the purposes for which such disclosure was made. KC Girls Prep acknowledges that vendors may re-disclose

Student Records to third parties pursuant to their provision of the Professional Development and Data Storage Services, as provided in 34 C.F.R. § 99.33(b),  
If you have questions about the current list of vendors, and the types of access these companies have, please contact the school's main office.

Additionally, teachers will sometimes display grade work and assessment scores in support of Student Achievement. If you have questions or would like to request that your student's work not be displayed, please contact the main office.

### **Every Student Succeeds Act of 2015 (Public Law 114-95) Parent Notification**

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
  - a. the subject matter assessed;
  - b. the purpose for which the assessment is designed and used;
  - c. the source of the requirement for the assessment (statutory cite);
  - d. the amount of time spent on the assessment;
  - e. the schedule for administering the assessment; and, f. the time and format for disseminating results.

### **Every Student Succeeds Act of 2015 (ESSA) - COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

### **General Information**

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

### **Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

- a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- b. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- A. Record. A written record of the investigation will be kept.

- B. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
- C. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- D. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- E. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- F. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

### **Appeals**

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **Every Student Succeeds (ESEA) Parent's Right to Know**

As a school receiving Title I funds, KC Girls Prep will provide information regarding the professional qualifications of a student's teacher consistent with applicable legal requirements.

Upon request, the school is required to provide to you in a timely manner the following information:

- When the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether your child is provided services by paraprofessionals and, if so, their qualifications; and
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents/guardians request, the school must provide each individual parent/guardian the following information:

- Information on the achievement level of the parent's/guardian's child in each of the state academic assessments, as required under this part; and
- Timely notice that the parent's/guardian's child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

#### School Improvement Letter

Under the federal No Child Left Behind (NCLB) Act of 2001, the school must provide notice to the parent/guardian(s) of each student enrolled in a school building if that building does not make adequate yearly progress (AYP) and is identified for school improvement).

No Child Left Behind (NCLB) requires that specific procedures be followed for filing and resolving complaints against any programs administered by the Department of Elementary and Secondary Education (DESE) under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department of Education may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local school policy. The policy of KC Girls Prep is as follows:

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints

that concern Board actions or operations only. The Board advises the school community that the proper channeling of complaints can be found in the section titled, "Parent Concerns and Complaints." Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure of how complaints are resolved may contact the CEO.

\*Please note: Parent/guardian(s) of any student attending a school receiving Title I Funds may request information regarding the professional qualifications of the student's classroom teachers.



## **REPORTING MISCONDUCT**

We all share the responsibility for a safe, positive learning environment. Students who have knowledge about serious disciplinary infractions or potential serious disciplinary infractions must contact a teacher or administrator. These infractions include, but are not limited to, cheating, property violations, harassment, acts or threats of violence or aggression, alcohol, controlled substances or tobacco, and weapons. Failure to contact a teacher or administrator may result in disciplinary action.

### **In-School Reset**

An in-school Reset will result in the loss of all social and academic privileges for the student in question during the period of the suspension. An in school reset may result in the immediate removal of the student from the classroom. A student who receives an “in-school” reset will remain in the building and will continue to have access to the curriculum, but may be separated from classmates and peers. A parent or guardian may be required to meet with the Chief Executive Officer, School Leader, and/or Dean of Culture to discuss next steps for the student and family. Repeated in-school resets or chronic misconduct that continues to disrupt the academic program and regular school functions may lead to external suspension at the discretion of school leadership with or without a prior in-class/in-school suspension.

### **Out of School Suspension**

KC Girls Prep strives to keep students in school and works with families to make sure that happens. There are circumstances, however, where removal of the student from school grounds is the most appropriate course of action.

An out of school suspension may result in the immediate removal of the student from school. Parents or student’s authorized contacts must pick up the student. A student suspended from school will not be allowed on school grounds or at school-related functions prior to the conclusion of the suspension without the written permission of the Chief Executive Officer. Suspensions are considered unexcused absences.

KC Girls Prep may reduce the length of a suspension if the student and her family meet with either the School Leader or the Dean of Culture or both, as appropriate, and agree with respect to behavioral conditions for the student’s early re-admission. School leadership will provide an opportunity for such a meeting as quickly as possible after the student’s removal. Unless otherwise stated, the determination of the length of any out-of-school suspension of up to (9) days will rest with either the School Leader or Dean of Culture or both, as appropriate. Long term suspensions (more than 9 days) may be imposed by the Chief Executive Officer for serious or repeated infractions.

A parent or guardian will be required to meet with the Dean of Culture School Leader or the Chief Executive Officer and create a plan of action prior to the student's re-admittance to school following either a short-term or long-term suspension (see Remedial Conference).

Failure by a parent/guardian to ensure a student serves appropriate consequences may result in an out of school suspension at the discretion of the Chief Executive Officer or Dean of Culture.

### **Expulsion**

Expulsion is considered exclusion from school for more than one hundred eighty (180) school days. The Chief Executive Officer will consult with the Board of Directors on all decisions pertaining to student expulsions.

### **Discipline of Students with Disabilities**

KC Girls Prep will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

### **Discipline Policy for Students with Disabilities**

At our schools, we ensure that when scholars with IEPs, students in the evaluation process/students who should be in the evaluation process, and students with 504 Plans receive consequences for behavior that they receive the proper due process they are entitled to. The School recognizes that it may be necessary to suspend, remove, or otherwise discipline scholars with disabilities to address disruptive or problem behavior. The School also recognizes that scholars with disabilities are entitled to certain procedural protections throughout the discipline process. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining scholars with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. In the event that your scholar with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review ("MDR"). The purpose of the MDR is to determine whether or not the student's behavior is a result of their disability or a failure to implement the IEP or 504 plan. If behaviors are a function of their disability, we will adjust our consequences accordingly to ensure compliance with federal and state due process regulations. For scholars with IEPs and student in or entering the evaluation process the MDR will be facilitated by the Committee on Special Education. For scholars with 504 Plans the MDR will be facilitated by the school. You may contact the Support Services Coordinator for further details.

## GENERAL SCHOOL POLICIES

### Admissions

KC Girls Prep does not (and, by statute, cannot) selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic.

KC Girls Prep will admit students until its enrollment threshold is met, after which a waiting list is established from which students are randomly selected when seats open. In the event there are more applications than seats, the KC Girls Prep will use a lottery process to give every applicant an equal chance of admission.

### Board Meetings

Board meetings generally occur on the fourth Wednesday of each month, except for July and December, from 4:30-6:00 pm. Families are encouraged to attend. Event details are available at [www.kcgpa.org/calendar](http://www.kcgpa.org/calendar).

### Residency Requirements

State law requires that all students attending KC Girls Prep be permanently domiciled and living within the boundaries of Kansas City Public Schools. To ensure that KC Girls Prep is in full compliance with residency requirements, all families are required to provide proof of residency before the beginning of each school year. This annual requirement will help determine those students who are not residents of Kansas City Public Schools and will not be allowed to attend KC Girls Prep. In matters requiring affidavits to certify that a student's parent(s) and the student are domiciled with a resident of the Kansas City, Missouri School District, current forms must be submitted each year, even if no changes have occurred from the previous year. If a parent provides false information regarding residency, the student's offer of enrollment or admission will be withdrawn.

## **Guardianship**

Any student wishing to enroll who is domiciled with a guardian residing within the school boundaries of KC Girls Prep must submit legal documentation of the court appointed guardianship. Exceptions to this requirement may be made consistent with federal/state regulations. Students not domiciled with a resident parent or legal guardian will only be permitted to enroll if such students are considered “homeless children” within the meaning of state law.

All parents/guardians of students must provide proof of residency during enrollment/registration which is scheduled late July/early August. Residency verification is required before students will be assigned to a classroom for the school year.

## **Enrolling of Expelled, Suspended or Retained Students**

KC Girls Prep evaluates a student’s prior records before enrollment and upholds an expulsion, suspension, or retention from the sending district, private, or charter school. Exceptions may be made in writing by the School Leader and/or CEO after consultation with the sending entity, parent/guardian, and/or relevant staff of KCGPA.

For the protection of currently enrolled students, if the suspension is a result of a Safe Schools Act violation that could have resulted in expulsion, the KC Girls Prep reserves the right to deny enrollment.

## **School Meals**

KC Girls Prep participates in the USDA child nutrition programs, including the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”). KC Girls Prep is committed to offering school meals through the NSLP and SBP programs, and other Federal child nutrition programs, as more specifically set forth in the Wellness Policy posted on the school’s website at [www.kcgpa.org](http://www.kcgpa.org).

Students will be served breakfast, lunch, and one snack each school day. KC Girls Prep will serve healthy meals and snacks containing low or no sugar and meeting federal healthy meals standards.

We ask you to join us in our efforts by only sending healthy, balanced meals to school with your student. Please ensure that the following items are not included in your student’s lunch:

## **Birthday Celebrations**

KC Girls Prep team members are responsible for the organization of seasonal parties and celebrations. These celebrations are designed for currently enrolled KC Girls Prep students. Infants, preschool, middle school, high school students, or any other relatives or friends are not allowed in classrooms during celebration times.

Due to an increasing number of students with life threatening food and nut allergies, as well as students with special dietary or medical needs, **if food is part of a specific KC Girls Prep celebration, any such food for distribution and/or instruction must be nut free and be commercially labeled with ingredients.**

Birthday recognitions must be designed to be an integrated part of the KC Girls Prep School day versus a time that interrupts the daily classroom or building routines or instructional time.

Birthday recognitions will be designed so as not to impact the dietary decisions or needs of other students. Invitations for out-of-school parties cannot be brought to KC Girls Prep for distribution. Deliveries of gifts for students will not be accepted at school (i.e., floral arrangements, balloon bouquets, etc.) in order to maintain a learning-focused environment.

## **Lost and Found**

Students are responsible for their personal belongings. Any student who finds an item that does not belong to her should turn the item in to the Front Office immediately. Lost articles may be claimed in the office before or after school. KC Girls Prep is not responsible for lost or stolen items. Unclaimed items left for more than 2 weeks (e.g. jackets or uniform tops) may be disposed of or washed and donated to the school's clothing closet.

## **Damaged Property**

Depending on the requirements of different classes, students may be assigned textbooks, novels, calculators, or other school equipment. Teachers will track which book or piece of equipment has been given to the individual student and its condition. If the book or equipment is lost or damaged while in the student's possession, the child and her family may be financially responsible for replacing it. KC Girls Prep will give the parent/guardian an invoice, and the parent/guardian is expected to pay the school the amount therein in cash or money order. Students will be expected to pay for and/or restore KC Girls Prep property that is vandalized, damaged, lost or stolen by such student, and the parents/legal guardians will be notified.

## **Inclement Weather**

### School Cancellation

- Girls Prep follows Kansas City Public Schools district (KCPS) school closure decisions to simplify childcare for families.
- When KCPS closes school, we follow the sequence below:
  - CEO and Manager of Operations confirm we are canceling for the day.
  - Manager of Operations sends a SchoolMessenger alert and email to families and staff and notifies local television and radio stations.

### Early Dismissal

- Girls Prep will only implement early dismissal procedures when the safety of students is in question due to emerging weather conditions.
- If KC Girls Prep decides to dismiss classes early due to inclement weather, all families will be contacted by automated calls and e-mail; all media outlets will be notified.
- All families should have a plan in place for early dismissal situations.

### Inclement Weather Reserve Days (if necessary)

- KC Girls Prep will utilize the following dates to make up any school days missed due to inclement weather:

If the school determines it is necessary to use reserve weather days, families will be contacted and information will be distributed to students for take-home, via phone, and e-mail as far in advance as possible.

## **MO Course Access and Virtual School Program**

Students have a right to enroll in MOCAP virtual instruction classes at Kansas City Girls Prep Academy's expense unless it is determined that it is not in the best interest of the student.

If MOCAP enrollment is not approved by KCGPA, a parent/guardian may appeal the decision in writing within 10 business days by emailing [info@kcgpa.org](mailto:info@kcgpa.org).

Please reference Board Policy 6276 or click [here](#) to learn more.

## **Personal Property Loss**

Girls Prep does not carry insurance against loss or damage to personal property such as automobiles, bicycles, cameras, electronic devices including telephones, jewelry, clothing, musical instruments and sporting equipment. KC Girls Prep does take reasonable care to provide for the safekeeping of students' personal property, but thefts and damage do occur and it is appropriate to file claims under individual homeowners' or renters' policies in those instances. Because small electronic devices are frequently stolen, students are advised that KC Girls Prep administration may not conduct investigations into their loss. KC Girls Prep accepts no responsibility in the theft of these personal electronic devices. Students bring them to school at their own risk.

### **Recording of Meetings**

The use of audio, video or other recording devices in any meetings between KC Girls Prep staff and parent/guardians, including, but not limited to, meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, shall be permitted only as set forth herein.

- If a parent or guardian desires to have a meeting recorded, he or she must make a written request to the organizer of the meeting at least two (2) business days prior to such meeting. KC Girls Prep will make arrangements for the recording and provide the parent/guardian a copy of such recording within three (3) business days after the meeting. If KC Girls Prep desires to have a meeting recorded, staff will inform the parent/guardian of such recording prior to the start of the meeting.
- Meetings for which neither a parent nor KC Girls Prep has requested a recording shall be presumptively confidential meetings and that both parties have agreed that it is in the best interests of the parent and the student to maintain such confidentiality. As such, if neither party has requested a recording as set forth above, KC Girls Prep, the student and the student's parent(s) shall be deemed to have agreed that no recordings of the meeting may be made.

### **Release From School**

No child will be released to anyone other than the legal guardian(s) unless verified arrangements have been made in advance. This means that KC Girls Prep will not release a student to a non-custodial parent unless the custodial parent has verified arrangements in advance. Permitted parents/guardians must come to the office, identify themselves, and sign out their child before he/she can be dismissed from school. Proper identification is required.

## Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made to the Children's Division of the Missouri Department of Social Services.

The appropriate steps and that policy are provided to each School employee in the [Team Handbook](#).

## Student Sharing Private/Sensitive Information, Including Gender Identity and/or Sexual Orientation

Students often disclose private or sensitive information in the course of staff member's work with them. Handling such information appropriately is critical to balance the privacy and safety of students.

### Guiding Principles

- We seek inclusion and put the onus of responsibility for inclusive policies and procedures on majority groups, rather than putting that burden of advocacy on minority groups who may be most negatively impacted by dominant social norms.
- We recognize that gender inclusion is not a new topic, but that it has become a more prominent topic in the public eye, and that it may trigger strong reactions in part due to varying levels of access to information about it.
- We recognize a student's right to informational privacy extends to students in a school setting. Students have the constitutional right to share or withhold information about their sexual orientation or gender identity from their parents, teachers, and other parties, and it is against the law for school officials to disclose, or compel students to disclose, that information.
- We believe that, in addition to preserving a transgender or gender nonconforming student's privacy, referring to a transgender student by the student's chosen name and pronouns fosters a safe, supportive and inclusive learning environment.

### Staff Expectations

- If a student so chooses, KCGPA staff shall be required to address the student by a name and the pronouns consistent with the student's gender identity, without the necessity of legal documentation or a change to the student's official district record.
- It is strongly suggested that teachers privately ask transgender or gender nonconforming students at the beginning of the school year how they want to be addressed in class, in correspondence to the home, or at conferences with the student's parents.
- To ensure that transgender or gender nonconforming students have equal access to the programs and activities provided by the school, all members of the school community must use a transgender student's chosen name and pronouns.



What if a student tells a staff member they would like to change their name and/or pronouns but asks that this information be kept confidential from their parent/guardian?

- KCGPA staff defer to a child's parent/guardian when legally permissible. We know that no one knows or loves their child more than their parent/guardian.
- However, all KCGPA team members must adhere to legal standards of confidentiality relating to information about a student's gender identity, sexual orientation, pronoun preferences, legal name, and/or gender assigned at birth. In particular, staff shall treat information relating to a student's gender identity, sexual orientation, and/or pronoun preferences as being particularly sensitive, shall not disclose it to other students and parents without permission, and shall only disclose to other school personnel with a legitimate educational interest.
- KCGPA shall allow students to assert a name and gender pronouns that reflect their gender identity without any substantiating evidence. School staff shall, at the request of a student or parent/guardian, address the student using the asserted name and pronoun that correspond to their gender identity.

What is the procedure if a student shares private and/or sensitive information with a staff member?

- The staff member should:
  - Thank them and let them know they're fully heard.
  - Inform them that, as a team member at KCGPA, you:
    - Are responsible for making sure they have the resources and support they may need in any situation.
    - Get the student's permission to share the information with at least one member of the dedicated Social and Emotional Learning Team (Director of Community Wellbeing, Dean of Culture, Counselor, and Social Worker).
  - Remember that if a student shares something about their gender or sexual identity, they must grant direct permission for a staff member to legally share that information with a member of the SEL Team or the student's parent/guardian.
  - Review the [mandated reporting](#) section of the Team Handbook for situations in which harm may be occurring.
- If they are informed, the SEL team will offer a wide variety of support and resources, starting with planning with the staff member and/or the student and/or their parent/guardian how to address the situation that has been disclosed.

When does KCGPA follow a parent/guardian vs. a student's name and pronoun preferences?

- If caregiver and student are aligned in their choice of name and pronoun preferences:
  - KCGPA changes the name in our Student Information System and makes every effort to make the student and parent/guardian aware of any locations where we

may be unable to make a change (e.g. a mailing from the Department of Elementary and Secondary Education with state test results).

- The method of communication of name and pronoun preferences within the school community will be decided on a case-by-case basis with input from the parent/guardian and student.
- If caregiver and student are not aligned in their choice of name and pronoun preferences:
  - Staff will make every effort to communicate proactively with student and parent/guardian in order to reach a consensus on how to best move forward.
  - Due to the aforementioned confidentiality and legal protections, staff will use the student's preferred name/pronouns rather than the parent/guardian's preferred name/pronouns if these wishes are in conflict.

What if another student or staff member refuses to use a student's preferred name and/or pronouns?

- If a member of the school community intentionally uses a student's incorrect name and pronoun, or persistently refuses to respect a student's chosen name and pronouns, that conduct should be treated as harassment.
- That type of harassment can create a hostile learning environment, violate the transgender student's privacy rights, and increase that student's risk for harassment by other members of the school community.
- Examples of this type of harassment include a teacher consistently using the student's incorrect name when displaying the student's work in the classroom, or a transgender student's peers referring to the student by the student's birth name during class.
- This does not include unintentional or sporadic occurrences.

What about nicknames?

- The default expectation for staff is to call students by their given name or a nickname that their family uses, but not a personal nickname that the student may use with peers.

## **Parental Rights**

The custody of a student is presumed to be held by the student's parents unless a court order states otherwise. In situations of separation or divorce, it is presumed that both parents will have joint legal custody of the student, and that either parent can make important decisions regarding the student such as, medical and educational matters, unless there is a court order on file to the contrary. If one parent informs KC Girls Prep that the other parent has been denied custody or visitation, such parent must provide a copy of the court document as proof.

## **Safety Drills and Emergency Preparedness**

Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-downs. Crisis and policy manuals including emergency drill practices and procedures are located at the school under the security of the building administrator and/or his/her designee.

## **Tobacco-Free School**

To promote the health and safety of all students and staff and to promote the cleanliness of school property, KC Girls Prep prohibits all employees, students and patrons from smoking or using tobacco products (including e-cigarettes or “vapes”) in all school facilities, on school transportation, and on all school grounds at all times. This prohibition extends to all facilities KC Girls Prep owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for in-patient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the school provides services.

It is unlawful for a person less than 18 years of age to purchase, attempt to purchase, or possess cigarettes, other tobacco products, alternative nicotine products, or vapor products.

Students who possess or use tobacco products on KC Girls Prep grounds, school transportation or at school activities will be disciplined.

## **Volunteers**

Girls Prep welcomes participation of parents/guardians and community members in activities intended to promote the school’s mission and improve academic performance. Prior to serving as a volunteer, each individual must complete an application and have a satisfactory background/criminal records check as required by the Missouri Department of Elementary and Secondary Education. Volunteer activities and services will be determined and/or approved by school leadership.

## **Video Security Cameras**

Girls Prep authorizes the use of video security cameras in the buildings and grounds to promote a safe school environment for students, staff and visitors. Appropriate signs will be posted in building entrances and at other locations throughout the school to inform visitors, staff, students and parents/guardians that video recordings may occur on school property. KC Girls Prep administrators may rely on the images obtained by the video security cameras in connection with the enforcement of KC Girls Prep policy, administrative regulations, building rules and other applicable law including disciplinary proceedings and matters referred to local law enforcement agencies. Except in special circumstances, the cameras may or may not record audio or other sound.

## **Visitors**

Girls Prep welcomes the opportunity to have parents/guardians visit KC Girls Prep. All appointments with school personnel must be made through the Front Office Manager at least 24 hours prior to the proposed visitation time and must be cleared by school administration. Upon entering the building, all visitors must report to the Front Office, sign in, and wear the provided visitor pass while in the building. When a parent/guardian needs to conference with a teacher or counselor, an appointment should be made no less than 24 hours in advance.

Groups of visitors wishing to visit the school or facilities shall notify the Chief Executive Officer (or designee) as far in advance as possible to arrange and schedule a visit (not less than 48 hours in advance). All persons (non-parents/guardians) who do not obtain prior permission from the Chief Executive Officer (or designee) to visit the school will not be permitted to enter the school.

KC Girls Prep will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. Visitors to school property may not possess weapons, including concealed weapons, on school property, on school s£ßer , or at any school function or activity sponsored or sanctioned by the school unless the visitor is an authorized law enforcement official or is otherwise authorized by school policy.

All private or unauthorized vehicles need to follow the posted restrictions regarding one-way signs, parking, bus lanes, loading and unloading zones, etc. Vehicles are not to block other vehicles, and drivers should use only designated areas and routes for dropping off and/or picking up students at school.

KC Girls Prep reserves the right to deny school tours or school visits based on the best interests of students. The school does not permit most school visits and tours during the first 60 days of the school year to ensure a strong launch of school culture and academic focus.

## PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT

KC Girls Prep expects all parents/guardians and students to read and understand the Student and Family Handbook and to follow the rules and regulations set forth. Therefore, parents/guardians are required to review every page of the handbook with their child. Discussions and reviews of the handbook conducted by school staff are in addition to, not instead of, the parents/guardians' review.

Both students and parents/guardians must acknowledge that they have received and reviewed the handbook.

Failure to read the Handbook or sign the Acknowledgment will not prevent students from being held accountable for their behavior and receiving consequences listed within the handbook but could limit their access to certain programs at KC Girls Prep.

I certify that my student and I have received and reviewed a copy of KC Girls Prep Student and Family Handbook.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Printed name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please contact us if you have questions or concerns regarding the Student & Family Handbook at (816) 268-2573.

Thank you,  
Dorita Barr, School Leader