

KC International Academy

Many Different Countries, One Awesome School

STUDENT & PARENT HANDBOOK

414 WALLACE AVE KCMO 64125 – GRADES TK-8

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www.kcia.us

Superintendent – David Leone

Middle School Principal – Jamie Jansen

Elementary School Principal – Hannah VanAusdal

Elementary School Assistant Principal – Courtney Minnich

KC International Academy Code of Conduct

KC International Academy (KCIA) students are expected to conduct themselves in a positive, respectful manner at all times and in all areas of the buildings and on school buses. KCIA teachers and staff will conduct themselves in a manner that creates a positive, caring environment conducive to learning.

Learning Zone Behaviors

All KCIA students, teachers and staff will observe and implement the following expectations every day, every minute and in every location:

- Keep hands, feet and body to self at all times
- Follow directions from all adults the first time
- Be respectful of everyone
- Inside voices at all times
- Walk directly to destination in an orderly manner
- Kind, caring, respectful words only
- Report problems to a caring adult and ask for help when needed to make good choices
- Love does work
- Treat people the way you want to be treated

STUDENT DISCIPLINE

Students who make a choice to not follow the learning zone behaviors will follow a leveled approach to discipline. KCIA follows the principles of Conscious Discipline. Habitual misconduct that disrupts the learning of others and any Safe School Act violations will not be tolerated and could result in In-School Suspension, Out-of-School Suspension, or expulsion from KCIA.

2022-23 School Year

Dear Parents and Guardians,

Welcome to KC International Academy (KCIA). We are pleased that you have chosen to enroll your child at KCIA. The school year promises to be exciting and rewarding, as our caring and professional staff is eager to work with you to provide the best education for your child.

To help us work together we have prepared the Student/Parent Handbook as a reference guide. Of course, when you have questions or concerns the handbook does not address, please feel free to call or stop by the office to arrange a meeting.

Your participation and support is vital to your child's education. Therefore, we hope to see and hear from you often. Working together, the school and family will provide your child with the necessary tools to succeed both in school and in life.

Sincerely,

David A Leone - Superintendent

Jamie Jansen - Middle School Principal

Hannah VanAusdal - Elementary Principal

Courtney Minnich - Elementary Assistant Principal

Instructional Hours:

Regular School Hours: 8:00 a.m. - 3:15 p.m.

Wednesday Early Release: 8:00 a.m. - 1:45 p.m.

Half Day: 8:00 a.m. -12:00 p.m. (December 16th and last day of school)

Arrival Time: it is important that students arrive on time every day for maximum learning to take place. All students should arrive by 7:55 AM for breakfast. Instructional minutes begin at 8:00 AM.

Attendance Guidelines: Daily attendance is an important part of achieving academic success. Students should be in attendance, if at all possible. If a student must be absent, the parent/guardian should call the school office prior to 7:30 AM. If the school does not receive a call, efforts will be made to make a follow up call to verify absence. If a child is absent during the regular school day, participation in after-school activities is not allowed.

Perfect attendance means just that. Any excused or unexcused absence, tardy, late arrival, or early pickup will count against your child's overall attendance. In order to have perfect attendance, students must be at school each minute of every day throughout the entire school year. Attendance incentives for students take place every semester.

Bullying: Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Administration will investigate all reports of bullying. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct or more.

Conferences: Parent-teacher conferences are held throughout the school year. It is extremely important that all families attend parent teacher conferences. Dates are listed on the district calendar that every family receives. Additional conferences may be arranged with the classroom teacher as needed.

Dismissal Procedures: Staff members do not excuse students during the school day unless the building principal or his/her designee has given prior approval. Any student leaving school early must have a parent/legal guardian sign him/her out of the office. A designee that is at least 18 years of age can be appointed by the parent/legal guardian to sign the student out at the office. The office will verify that the designee has received permission prior to releasing the student. Designees may be asked to show a photo ID upon arrival. To improve efficiency, it is asked that parents/guardians notify the office that a designee will be checking their child out early. All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). When in doubt, the latest transportation form will be used to determine transport home. Students are called to the office after the parent or designee arrives. Student's attendance records will be impacted when they are signed out before the end of the regular school day (3:15pm).

All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communication through students cannot be accepted). A change in your child's regular dismissal routine (different means of transportation or someone different coming to pick your child up) must be communicated to the office no later than 1:00 PM. An email or voice message left with the classroom teacher does not guarantee the message will be received that day. All transportation changes should be communicated to the office. Note, consistency with dismissal is crucial to the safe and efficient dismissal of students from school.

School personnel will follow all legal documentation on file. Unless legally documented otherwise, students will be released to either parent identified on the child's birth certificate. Should documentation change during the school year, please notify the office and provide them with updated papers.

In the event that the parent/guardian cannot be reached, students may be released to individuals listed as emergency contacts. An emergency contact is one that is contacted in the event that the parent/guardian cannot be reached. Because of confidentiality, information cannot be shared with the contact unless directly instructed by the parent.

Early Release Wednesdays: Dismissal at 1:45 p.m.

All schools are places for learning. In order for teachers, school staff and administration to learn and grow together, the district has established student early release days. During this time, teachers and administrators are engaged in professional development to

improve teaching and learning strategies to increase student achievement. Dates are noted on the district calendar.

Half Days: Dismissal at 12:00 p.m.

There will be two half days during the 2022-23 school year. The dates are December 16, and the last day of the regular school year. During this time, teachers and administrators are engaged in professional development to improve teaching and learning strategies to increase student achievement

After School Activities: A variety of after school activities will be provided for students in grades 3-8. In order to participate, permission slips will be provided and must be signed by a parent/ guardian. Transportation will be provided.

Electronic Devices: Students' personal electronic devices, (i.e. cell phones) are discouraged. However, if brought into the school building, all devices must be kept off and stored in backpacks during school hours. If a device is turned on or left on during the school day and causes a disruption, it will be confiscated and returned only to a parent/guardian. The school is not responsible for any lost or stolen electronic devices. Cyber bullying will not be tolerated. Bullying of any type will be handled in accordance with the Student Code of Conduct.

Emergency Numbers: Please call the school office when a home address, email, phone number, cell number, or emergency contact number changes. It is important for your child's welfare that the school is aware of all changes. Parents/guardians may also be notified via district calling system in the event of emergencies, early dismissals, etc. Additional emergency contacts for dismissal must be added in person or in writing. Phone call requests will not be honored.

Emergency Procedures: Schools regularly practice emergency drills, i.e. fire, tornado, intruder, disaster, etc. to establish and promote protocols during the event of a real emergency. In the case of an emergency, tornado, fire alert, intruder, etc., all persons will adhere to the building evacuation/safety procedures. It is very important during these periods that telephone lines remain open so school staff can communicate with emergency services. Please do not call the school. Communication will be made with parents as quickly as possible. Building or district staff will follow district and school guidelines for safety purposes. Students will not be dismissed until all clear has been given. Access to school property will be controlled.

Enrollment: To enter Transitional Kindergarten a child must be 5 years old between Aug. 2 and Oct. 1. To enter kindergarten, a child must be five (5) years of age by July 31. To enter first grade, a child must be six (6) years of age by August 1st. All students entering KCIA must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by the KCIA Board of Education policy, state law, and the Safe Schools Act. Students transferring into KCIA will be assessed to determine grade level placement.

Field Trips: Field Trips are a valuable and fun learning experience for the students. If students are scheduled for a field trip, parents/guardians will be notified. Permission for field trips will be sent home at least four days prior to the scheduled field trip. Parents can deny permission prior to any field trip. The child is still expected to attend school. Siblings are not allowed to attend field trips due to insurance liabilities. If a parent chooses to transport their child to and from the field trip, the student must be signed in and out with the school personnel. Anytime the student is not under school supervision he/she will be counted absent.

Due to behavior concerns, parents or an adult designee assigned by the parent may be required to chaperone field trips in order for their child to attend. In some situations, a child may not be allowed to attend a field trip due to behavior or having attendance below 90%.

Field Trip Chaperone Guidelines: The safety and security of our students is the most important thing to consider when leaving school grounds. Not all trips will require a chaperone. With this in mind, the following expectations must be adhered to:

Who can go:

- Parents/Guardians of students
- Must be at least 18 years' old
- Siblings cannot attend
- In the event of more chaperone applicants than spots, chaperones will be chosen based on a lottery system (depending on circumstances)

While on the trip:

- Parents may need to provide their own transportation when room is not available on the bus
- Pictures should not be taken of any student that is not your own
- Be with/monitor your group the entire field trip
- Groups need to stay together at all times- this includes bathroom breaks

- Adhere to the schedule given/communicated with you
- Comply with all directions from teachers or facility/staff
- Typical school rules apply

Please refrain from:

- Use of tobacco, profanity or drugs/alcohol
- Giving food or snacks to students – this includes drinks, candy, gum, etc.
- Purchasing anything for your group
- Cell phone use unless it is an emergency or you are contacting the teacher
- Leaving early, if at all possible

Please understand that these rules must be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your student's teacher.

Harassment/Sexual Harassment: Sexual Harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance with board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion to termination could be taken when an individual's actions are proven to be dishonest.

Bullying: Bullying is prohibited at KCIA, on school property, at any school function, or on a school bus. All reports of bullying will be investigated by the administration. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct. "Bullying" means intimidation or harassment by individuals or groups, that causes a reasonable student or students to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, verbalizations, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Disciplinary actions from school administration in response to cyberbullying are permissible if:

- *cyberbullying occurred on school property or on a school bus,
- *cyberbullying occurred at or during a school function,
- *cyberbullying occurred using school-issued technology,
- *cyberbullying occurred using school accounts or logins, or
- *cyberbullying disrupts the learning environment.

Health Services: A school nurse (RN) is employed full time to staff the health room. Please feel free to call the school nurse if you have any questions regarding services, testing, or contagious diseases. All students must have a current health form on file.

● **Head Lice-** If the school nurse/designee should discover head lice/eggs on a student, the parent/guardian will be notified. If the presence of lice nits is discovered, the student may be removed from school. All students living within the household will also be checked. The school nurse will recommend to parents/guardians concerning treatments used. To be readmitted to school, the school nurse or his/her designee must examine a student to confirm that no lice nits are present. In keeping with the KCIA policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

● **Immunizations-** School nurses review all immunization records of every student in the building. If a child is in need of additional immunizations, you will be notified immediately. In order for students to attend school in the KCIA, all students must be in compliance with state laws regulating immunizations. If you have any questions regarding immunizations, please call the school nurse.

● **Medication-** A medication form must be on file for any medication to be administered to students. All student medication must be in the original container from the pharmacist with the student's name on it. No exceptions are made to this policy. School health care professionals record medications administered and keep medications in a locked cabinet.

Medicaid School-Based Health Services Program: As a result of your child's Individualized Education Program (IEP), KCIA will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational therapy and/or

physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, KCIA will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician. The physician will not be one that is retained by the district to determine medically necessary as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

Lost and Found: Students are responsible for keeping track of their personal clothing items. The school is not responsible for replacing lost personal items. An area for lost and found is located in the building. Please contact the office about the location of the lost and found area in the building. Parents are asked to label students personal items. Any items left in lost and found will be periodically donated to charity.

Lunchroom: The cafeteria serves breakfast and lunch each day school is in session. The Community Eligibility Provision (CEP) program which provides every student with a breakfast and lunch meal at no charge is in effect at KCIA. In support of healthy eating habits, students are discouraged from bringing caffeinated drinks, candy, chips, etc. to school for lunch. Providing students with fast food lunches at school is also discouraged. Energy drinks, glass containers, and trading or sharing food is not allowed. Microwaves will not be available to students.

Materials and School Facilities: Textbooks are supplied free of charge to students. Students are responsible for the care of instructional materials and school property. Students will be charged for lost or damaged materials. When abuse or carelessness results in property damage or loss, students will be required to replace the damaged item, and damage could result in disciplinary action.

Assessment Policy: There is no opt-out policy at KCIA in regards to state assessments per state standards. We are accountable for each student taking the annual state assessment.

Classroom Parties: Students may bring snacks or treats for holiday parties as requested by the classroom teachers. Please ensure all food and/or drinks are peanut free and delivered in unopened, original packaging. All items must be purchased; no home baked goods. Please check with your classroom teacher to ensure you have enough treats for

each student in the classroom. For TK-5 grade classrooms, parties will start at the end of the day.

Home birthday party invitations should not be handed out at school. Parents may supply a birthday treat (no more than 2 items allowed) or trinket for the students that will be distributed at the teacher's discretion. Trinkets are welcome in place of food. Birthday parties are not allowed at school.

Personal Property: During instructional hours, cell phones, or any other electronic device used for communication will be turned off and kept in backpacks or in a designated place determined by administration. Other personal property or nuisance items are not permitted in school. Students should not carry money on their person. We encourage all students to bring only items which have a direct relationship to class work or school activities to school (may be assigned by the classroom teacher). If unnecessary items are brought to school, the teacher will take them to the office. The parent/guardians may contact the office to arrange a time to pick up the item(s). The school is not liable for lost/stolen personal items, including money, should students choose to bring personal items to school. Discipline occurrences connected with bringing an unapproved nuisance or personal items will be handled in accordance to policy.

Recess: Elementary school holds outside recess most of the year. Normally, if a student is well enough to be at school, he/she is well enough for recess. A physician's request for a student to be excused from recess will be honored. Unless given permission by a teacher, students' personal game/toys, including electronic games, balls, recess equipment, etc. may not be brought to school. Students will remain inside under extreme weather conditions, i.e., above 90 degrees F or below 20 degrees F.

Report Cards: Report cards are sent home 4 times a year.

Residency: Parents who enroll their children in KCIA must demonstrate residency at the time of enrollment. At any time, the school feels the student may have moved from the boundaries of the school, additional checks may be made.

School Closings: If the school closes due to weather or other conditions, announcements are made immediately on KC area radio, television stations, social media (Facebook, Instagram, Twitter) and the school calling system. Please listen for these announcements and do not call the school. The school lines need to be kept open for emergency purposes. Parents must make arrangements at the beginning of the school year for

unplanned early dismissal situations. Students should be aware of and understand these arrangements.

School Dress: School dress should reflect respect for self, family, and school. Extremes in dress, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. The following are some guidelines for appropriate student dress:

- In the school building, hats, bandanas, gloves, chains, sunglasses, or revealing clothing are not to be worn.
- The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliation with, or support for prohibited organizations, such as gangs, on school grounds or at school sponsored activities is prohibited.
- Sagging, or words on the seat of the pants, is not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. Straps must be at least one inch in width. Spaghetti straps are not allowed.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.
- Dresses, skirts, and shorts must be fingertip length to be considered appropriate.
- Shoes with wheels may not be worn to school.

When in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate or a distraction to the learning environment, an attempt will be made to notify parents and the student will be required to make modifications.

Security Procedures: The school has a security doorbell system for entering the building. When visiting the school report to the main front door, ring the bell for entry and report to the main office to check. All visitors entering the building must check in at the front office.

Telephones: Student use of the telephone is discouraged, If there is an emergency situation students should reach to school staff or the office. Messages can be taken by the school office and will be given to students before they go home.

Transportation: Bus transportation is a privilege offered free to students. Riding the bus is an extension of the classroom. The same discipline code the regular school uses is in force on the bus. Drivers send home slips with discipline information when a student misbehaves. Suspension may occur for misbehavior on the bus. Students must remain seated while on the bus. **No food or drinks are allowed on the bus.**

Visitors at School: Parents and guardians are encouraged to visit the school for school sponsored events and volunteering. Conferences with the teacher will not be permitted during instructional time. For safety reasons, please sign in at the security desk upon arrival where you will be given a badge to wear. Loitering is not permitted on school property. High behavioral standards are expected by all visitors while on school property. Visitors are also expected to follow the school dress code.

If you would like to visit a classroom for an extended period of time during instruction (including music, art, physical education, etc.), please contact the classroom teacher 24 hours in advance to make an appointment. Parents should not bring other children or guests to visit the classroom.

Parent Volunteer Program: Parents are always welcome to help in the classroom, at special events, etc. If you would like to volunteer in your student's classroom or another classroom please contact the school office.

Withdrawal Procedure: If it becomes necessary for your child to withdraw from school, please give the school office at least a three-day notice. A copy of the records will be sent to the receiving school. If a student is absent for 10 consecutive days, they are withdrawn and must re-enroll, including proving residency. The school may initiate a report to the Children's Division if a student has missed more than 10 consecutive days.

KCIA Inclement Weather
Alternative Methods of Instruction (AMI) Plan

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

Federal Programs ESEA Information

Parents Right to Know: KCIA is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our school is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - 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.
 - What baccalaureate degree major of 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 may request, the school must provide to each individual parent:

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

Please present a written request for this information to KCIA's Director of Student Services, Jennifer Wilson by email at jwilson@kcia.us or by filling out the request for information form in the school office.

**Missouri Department of Elementary and Secondary Education
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)²

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
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Complaints filed with the Department 6. How can a complaint be filed with the investigation department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will an appeal to the Department be investigated?

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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.

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. 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:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. 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.
- 5. 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).
- 6. 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 an appeal 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.

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.

Parent and Family Engagement Policy

(2) WRITTEN POLICY.—Each local educational agency that receives funds under this part shall develop jointly with, agree with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under section 1112 (Title I-A LEA plan), establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the agency will—

(A) involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). (Section 1111 is the State Plan.)

(B) provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; (C) coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;

(D) conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

(i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and (iii) strategies to support successful school and family interactions;

(E) use the findings of such evaluation in subparagraph

(D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and (F) involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

KC International Academy

PUBLIC RELEASE

SY 2020-21

Community Eligibility Provision

KC International Academy is participating in a Free Breakfast and Lunch Program for the current school year (School Year 2019-2020). This alternative is referred to as the Community Eligibility Provision (CEP). All students enrolled at this school may participate in the breakfast and lunch program at no charge. Household applications for free and reduced price meals will not be collected.

Studies have shown that children who are not hungry perform better in school. By providing school meals to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Free Breakfast and Lunch Program cannot succeed without your support. Please encourage your children to participate in the school meal programs.

If your children attend KC International Academy, breakfast and lunch will be available to them at no charge.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age,

political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

MOCAP

The Missouri Course Access and Virtual School Program is available to students in the state of Missouri. In order to participate in Virtual coursework, students must be enrolled in their resident school/district and must have been enrolled full time and attended a Missouri public school the previous semester. The resident school or district registers students with course providers. Enrollment in virtual coursework is based solely on the educational best interest for students.

For more information please contact KCIA School counselors:

Shelle Verkler
Middle School (Grades 6-8)
sverkler@kcia.us
816-242-4206

Leslie Danner and Britany Barton
Elementary Counselor (Grades K-5)
ldanner@kcia.us and bbarton@kcia.us
816-242-4206

Additional information can be located at: Mocap.mo.gov

KCIA Parent-School Compact

Our school envisions the highest level of success for every student. To accomplish this, families, teachers and students need to work together. Please complete and sign the part of this agreement that applies to you.

Staff Section:

We understand the importance of the school experience to every student and our role as educators and role models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- The staff will provide an environment conducive to learning
- The staff will communicate classwork expectations.
- The staff will communicate with families regarding your child's progress.
- The staff will help each student grow to his/her fullest potential

Student Section:

I realize that my education is important. I know that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will come to class on time and will be prepared to work.
- I will ask for help when needed.
- I will respect the rights of others to learn.
- I will show respect and cooperate with all adults in the school.

Family/Parent/Guardian Section:

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability.

- I will see that my child attends school regularly and on time.
- I will provide a home environment that encourages my child to learn.
- I will make sure my child gets adequate sleep and has a healthy diet.
- I will encourage my child to engage in Reading activities daily.
- I will attend all parent-teacher conferences.

KC International Academy
Acknowledgement of Review and Understanding

KCIA Student and Parent Handbook 2022-23

The 2022-23 Student/Parent Handbook provides important information related to student learning, expectations for student behavior, and other information related to student and parent rights.

KCIA requires that a parent/guardian for each student signs this form to acknowledge that they have read and understand the guidelines and expectations set forth in the handbook.

Student Name - Print

Student Signature

Date

Parent/Guardian Signature

Date

APPENDIX JJ

Technology Acceptable Use Policy

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

SECTION 1. Internet Use and Safety.

The School recognizes that computers and the Internet have educational purpose when used properly. The School will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While the School will inform students on the appropriate use of email and Internet safety and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, the School cannot guarantee the Internet and computer environment for its students. The School does comply with the Children's Internet Protection Act (CIPA) and uses available filtering software. Required (See Section 182.827 RSMO. if no filtering software is used the board must adopt additional policies).

SECTION 1.1. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

SECTION 2. Staff Responsibilities for Use of Technology

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

SECTION 3. Student Responsibilities for Use of Technology

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

SECTION 4. Network User Responsibilities

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

SECTION 5. Unacceptable Uses Include, but are not limited to:

- Providing unauthorized or inappropriate access to KCIA technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material, including child pornography and any other material that is harmful to minors. Material that is harmful to minors is any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

SECTION 6. Internet Use Agreement

To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the Internet unless all parties commit to responsibility by completing the School Internet Use Agreement. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

SECTION 7. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

Discipline Model Policy [required]¹

.....

SECTION 5.4. Prohibited Conduct. The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

...(part of list of prohibited conduct)

Technology Misconduct

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense: Teacher/Student conference, temporary confiscation of device, and/or detention.

Subsequent Offense: Teacher/Student conference, School Leader/Student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use LEA technology to connect to other systems in evasion of the physical limitations of the remote system; to copy LEA files without authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. School Leader/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or netiquette rules governing student use of LEA technology.

First Offense: Restitution. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

¹ Op., App. MM.

PARENT/GUARDIAN TECHNOLOGY AGREEMENT

I have read the KC International Academy's (KCIA) technology use policies, regulations and procedures. I understand that a violation of these provisions may result in disciplinary action against my child or ward, including but not limited to suspension or revocation of my child's or ward's access to KCIA technology and suspension or expulsion from school.

I understand that the KCIA will monitor student use of KCIA technology resources. Pursuant to state and federal law, I consent to KCIA interception of access to all communications sent, received or stored by my child or ward using KCIA's technology resources.

I recognize that KCIA's efforts to block/filter inappropriate Internet materials may not restrict access to all controversial information. Consequently, I agree not to hold KCIA responsible for materials my child or ward acquires by using KCIA technology resources.

I agree to be responsible for any unauthorized costs arising from my child's or ward's use of KCIA's technology resources. I also agree to be responsible for any damages my child or ward causes through misuse of KCIA's technology resources.

☐ I give permission for my child or ward to utilize the school district's technology resources.

☐ I do not give permission for my child or ward to utilize the school district's technology resources.

Signature of Parent/Guardian

Date

Parent/Guardian Name: _____

(Please Print)

Home Address: _____

Home Phone: _____

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 3/20/2020

KC International Academy, Kansas City, Missouri

STUDENT TECHNOLOGY AGREEMENT

I have read and agree to abide by KC International Academy's (KCIA) technology use policies, regulations and procedures. I understand that a violation of these provisions may result in disciplinary action against me, including but not limited to suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that KCIA may monitor my use of district technology. Pursuant to state and federal law, I consent to KCIA interception of or access to all communications I send, receive or store using KCIA's technology resources.

In addition:

- I will treat the Chromebook with care and will be responsible in using the Chromebook.
 - I will not place stickers, write directly on the device, nor remove my name tag or barcode inventory sticker off the device.
- I will not loan the Chromebook to others, it will stay in my possession at all times.
- I will not load or delete any software from the Chromebook and I will comply with all copyright laws.
- I will not attempt to make any personal adjustments and/or repairs to the Chromebook.
- I will not eat or drink near the device when opened.
- I will alert my teacher/administrator immediately if device is lost or not functioning correctly.

Signature of Student

Date

Student Printed Name: _____ Grade: _____

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 3/20/2020

KC International Academy, Kansas City, Missouri

APPENDIX H

Equal Educational Opportunity

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

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

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

APPENDIX O

Immunizations

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

SECTION 1. All students attending Kansas City International Academy are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with School Immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

SECTION 2. The School Leader shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending the School, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

APPENDIX N

Distribution of Medicine

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

SECTION 1. General Policy Provisions

SECTION 1.1. If the charter school employs a school nurse, the nurse (or another employee designated by the school leader or other authorized school leader) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

SECTION 1.1.1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.

SECTION 1.1.2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.

SECTION 1.1.3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

SECTION 1.2. The School reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the school leader or other authorized school leader) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

APPENDIX II

Parents and Student Complaints and Grievances

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

SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of lowest levels of authority shall be as follows:

1. Classroom related concerns - teachers
2. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) - [school leader or other title]
3. Appeals - Governing Board

Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3. All Appeals to the Governing Board must be submitted in writing and submitted to President of the Board.

APPENDIX KK

Drug Free Schools

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

SECTION 1. Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the School shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SECTION 2. The School shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

SECTION 3. The School certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The School conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

APPENDIX MM

Discipline

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

SECTION 1. Purpose

SECTION 1.1. The School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

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

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

SECTION 2. Enforcement

Building School Leaders are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

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

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

SECTION 3. Investigation Process

When a violation of school rules is reported or suspected, the school leader or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

SECTION 4. Definitions of Disciplinary Methods

4.1. In-School Suspension

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

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

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

4.2. Out-of-School Suspension

Defined as the removal of a student from school (or school bus) for one to ten school days. The School Leader may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from school (or school bus) for more than ten school days but not beyond the current school semester. Only the Student Evidentiary Hearing Committee (defined below) or the school's governing board may impose long-term

suspension.

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

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

4.3. Expulsion

Defined as the removal of a student from school (or school bus) for a specified period of time beyond the current semester. Only the Student Evidentiary Hearing Committee or the school's governing board may impose expulsion.

A student who has been expelled may not attend any school within the LEA but may apply for readmission after six months.

4.4. Alternative School

A student who is removed from his/her local school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

4.5. Probation

"Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the School Leader, a local formal hearing officer, the Student Evidentiary Hearing Committee, the Disciplinary Action Review Committee, or the school's governing board. Violation of a local school or school system rule while on probation may result in further disciplinary action, including a possible referral to the Student Evidentiary Hearing Committee.

4.6. Restrictions on School Activities

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

SECTION 5. Offenses and Consequences

5.1. Reporting to Law Enforcement

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

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

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The School Leader shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the LEA's policy.

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

5.2. Documentation in Student's Discipline Record

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

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

5.3. Prohibition against Being on or near School Property during Suspension

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

1. The student under the direct supervision of the student's parent, legal guardian or custodian.

2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the School Leader of the school that suspended the student.

3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.

4. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.

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

5.4. Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

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

First Offense: School Leader/Student conference, suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

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

First Offense: Nullification of forged document. School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: School Leader/Student conference, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense: Expulsion.

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the LEA while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

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

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assaults") – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution, School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment/Discrimination-- Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the

purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Public Display of Affection - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Harassment/Discrimination

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

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Offense:

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

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense: Teacher/Student conference, temporary confiscation of device, and/or detention.

Subsequent Offense: Teacher/Student conference, School Leader/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use LEA technology to connect to other systems in evasion of the physical limitations of the remote system; to copy LEA files without authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. School Leader/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

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Subsequent Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or
Offense: expulsion.

3. Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or netiquette rules governing student use of LEA technology.

First Offense: Restitution. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-
Offense: school suspension, or expulsion.

Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Return of or restitution for property. 1-180 days out-of-school suspension or
Offense: expulsion.

Threats or Verbal Assault

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

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Offense:

Tobacco

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

First Offense: Confiscation of tobacco product. School Leader/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 day out-of-school suspension.

Truancy

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

First Offense: School Leader/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

Unauthorized Entry

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism

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

First Offense: Restitution. School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons

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

First Offense: School Leader/Student conference, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

APPENDIX NN

Threats of Violence

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

SECTION 1. Policy.

It is the policy of the Governing Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

SECTION 2. Responsibility for Reporting

SECTION 2.1. Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

SECTION 2.2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat including taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the Administrator(s). If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Administrator(s) so that the Administrator(s) can be responsible for taking such steps.

SECTION 3. Administrative Action.

SECTION 3.1. The school leader or other authorized school leader should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

SECTION 3.2. Whenever the responsible Administrator(s) feels that it is necessary to contact outside officials to respond to a threat appropriately, the school leader or other school leader should also contact the Governing Board.

APPENDIX 00

Weapons at School

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

SECTION 1. The presence of firearms and weapons poses a substantial risk of serious harm to School students, staff and community members, and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.

SECTION 2. Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school LEA property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

APPENDIX PP

Student Safety

The Board of Kansas City International Academy adopts the following policy effective on the date of adoption by the Board.

In addition and pursuant to the No Child Left Behind Act of 2001 / Every Student Succeeds Act of 2015, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

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

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

The Charter Public School Governing Board Roles and Responsibilities

The board of a charter school is charged with oversight of the charter school. Under Missouri law, a charter school must be a not for profit corporation. This means the charter schools' organizational structure must comply with Chapter 355 and the charter school must file its articles of incorporation and annual statements with the Missouri Secretary of State. Chapter 355 also governs the requirements for a not for profit organization.

A. Articles of Incorporation

- In order to incorporate the charter school, you must complete and sign Articles of Incorporation then filed with the Missouri Secretary of State's office. The form can be found at <http://www.sos.mo.gov/business/corporations/forms.asp>.
- If you have any questions when completing the charter school's Articles of Incorporation, you should contact an attorney.

B. Bylaws

Bylaws serve as the board's governance document and provide the parameters for how the board operates. Template by-laws are provided. If they are modified, keep in mind the following requirements:

- **Members**
 - Number of board members (min. 3), qualifications and selection process;
 - Procedures for filling vacancies;
 - Procedures for member removal and resignation;
 - Term limits;
 - Fees and compensation;
- **Officers**
 - Number and titles of officers;
 - You must elect a President (or Chairman), Secretary and Treasurer;
 - Job description;
 - Term limits and procedures for filling vacancies;
- **Meetings**
 - Location and number of meetings to be held each year;

- Policy on specially called board meetings;
- Compliance with the Missouri Sunshine Law regarding meetings, votes and records;
- Quorum and voting rules;
- Rules of order for meetings;
- Detail the board's committee structure including procedures for creating a committee

C. The Missouri Sunshine Law (Ch. 610, RSMo)

The public policy of the state is that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. As public schools, charter schools are "public governmental bodies" and are therefore subject to the Sunshine Law regarding its meetings, votes and records, as discussed further, below. The law addresses not only the open/closed issue, but also public notice, accessibility, voting and minutes for meetings, and how and when to respond to public records requests.

1. Adopting a Written Policy

The board (for itself and the charter school) is required to adopt a reasonable written policy in compliance with the law, open to public inspection, regarding the release of information on any meeting, record or vote and any member of the board or employee of the charter school who complies with the written policy is not guilty of a violation of the provisions of the Sunshine Law or subject to civil liability for any act arising out of his adherence to the written policy of the board/charter school.

An example policy is provided in the Appendix

2. Public Meetings

While meetings of teachers or other employees of the charter school are not subject to the public meetings requirement, the board of directors, as the governing body of the charter school, is subject to the public meeting and voting requirements of the Sunshine Law.

When the board's members meet to discuss or decide all matters which relate in any way to the performance of the school's functions or the conduct of its business, or formulate public policy, the public must have notice of the meeting and the meeting must be made open and accessible to the public unless there is an exception allowing it to be closed. The presumption is that the governing board of a charter school will conduct its meeting in a manner accessible to the public.

The most likely exceptions for a charter school board are:

- Leasing, purchase or sale of real estate. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a charter school shall be made public upon execution of the lease, purchase or sale of the real estate.
- Legal actions, however any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a charter school or any agent or entity representing its interests or acting on its behalf or with its authority shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court, however, the amount of any moneys paid by, or on behalf of, the public governmental body shall be disclosed.
- Hiring, firing, disciplining or promoting of particular employees by a charter school board when personal information about the employee (information relating to the performance or merit of individual employee) is discussed or recorded. However, any vote on a final decision, when taken by a board, to hire, fire, promote or discipline an employee of a charter school shall be made available.
- Scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores; however, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years.
- Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid.

See § 610.021, RSMo, for a more detailed list of all exceptions and more details on the above exceptions.

Voting to close a public meeting, portion of a public meeting, or a public vote
No meeting, portion of a meeting, or vote may be closed without an affirmative public vote of the majority of a quorum of the board.

Any meeting or vote closed shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. The board shall not discuss any business in a closed meeting, record or vote which does not directly relate to the specific reason announced to justify the closed meeting or vote.

An example of a motion to enter into a closed meeting is in the Appendix.

Notice to the Public of Public Meetings

Boards shall give notice of the time, date, and place of each meeting, and its tentative agenda, in a manner reasonably calculated to advise the public of the matters to be considered, and if the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting. If a public body plans to meet by internet chat, internet message board, or other computer link, it shall post a notice of the meeting on its website in addition to its principal office and shall notify the public how to access that meeting. Reasonable notice shall include making available copies of the notice to any representative of the news media who requests notice of meetings of a board concurrent with the notice being made available to the members of the board and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the board holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

Notice conforming with the above requirements shall be given at least twenty-four hours, exclusive of weekends and holidays when the facility is closed, prior to the commencement of any meeting of the board, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.

When it is necessary to hold a meeting on less than twenty-four hours' notice, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

If a meeting, portion of a meeting, or a vote is to be closed, the above notice to the public must include the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed pursuant to the provisions of section 610.021, RSMo.

See Appendix for a meeting agenda format that can also serve as public notice of the meeting if properly posted, and how to include notice of closed session items in the agenda.

Accessibility to Public

The meeting location must be made accessible to the public. If a meeting is conducted via conference call, the board must provide a means for the public to listen to the meeting. If the meeting is conducted by internet chat, internet message board, or other computer link, it must provide a means for the public to access that meeting.

When it is necessary to hold a meeting at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

The board holding a closed meeting shall close only an existing portion of the meeting facility necessary to house the members of the board in the closed session, allowing members of the public to remain to attend any subsequent open session held by the board following the closed session.

The board shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. The board may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any closed meeting or vote shall be permitted without permission of the board.

Record of Public Meeting - Minutes

A journal or minutes of open and closed meetings shall be taken and retained by the board, including, but not limited to, a record of any votes taken at such meeting. The minutes shall include the date, time, place, members present, members absent and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yea" and "nay" vote or abstinance if not voting to the name of the individual member of the board.

When a meeting, portion of a meeting, or a vote is closed, the reason for closing must be noted in the minutes.

Meeting minutes are subject to the Public Records Law. Accordingly, closed meeting minutes that will remain closed (are not required to be made public as above) could be separately maintained to ensure they are more easily identifiable and therefore protected from unintentional disclosure.

3. Public Records

Definition of Public Records:

As a public body, documents retained by the board of a charter school as well as the charter school itself are considered public records. It does not matter whether the charter school created the records so long as it retains them. Public records include hard copies and electronic records, draft documents as well as final versions.

The board of a charter school is only required to produce those records that it currently retains that are responsive to an open records request; the board/school is not required to create a document which does not currently exist in order to respond to an open records request.

"Public records" is broadly defined to include the following:

Any record, whether written or electronically stored, retained by or of any public

governmental body including any report, survey, memorandum, or other document or study prepared for the public governmental body by a consultant or other professional service paid for in whole or in part by public funds, including records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body.

The term "public record" shall not include any internal memorandum or letter received or prepared by or on behalf of a member of a public governmental body consisting of advice, opinions and recommendations in connection with the deliberative decision-making process of said body, unless such records are retained by the public governmental body or presented at a public meeting.

Any document or study prepared for a public governmental body, by a consultant or other professional service as described in this subdivision, shall be retained by the public governmental body in the same manner as any other public record.

When can a public record or portion of a record, be closed to the public?

As previously noted, the board must adopt a Sunshine Law Policy applicable to it and to the charter school. It is highly recommended that the policy include the determination that the board/school closes all public records to the extent authorized by law. Without such an affirmative act, the records could be determined to be open, because the exceptions to openness are allowed, not required. *State ex rel. Missouri State Bd. of Pharmacy v. Administrative Hearing Comm'n*, 220 S.W.3d 822 (Mo. App. W.D. 2007).

Public records that may be closed:

Some exceptions likely to apply to a charter school/board that allow closure of public records are:

- Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such.
- Scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores.
 - NOTE: Personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years.
- Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again.

- Confidential or privileged communications between a charter school or its representatives and its attorneys.
- The portion of a record that identifies security systems or access codes or authorization codes for security systems of real property.
- Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body.
- Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.
- Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a nonpublic entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety:
 - Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open;
 - When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records; and
 - Records that are voluntarily submitted by a nonpublic entity shall be reviewed by the receiving agency within ninety days of submission to determine if retention of the document is necessary in furtherance of a state security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental body or destroyed.

See § 610.021, RSMo, for a list of all exceptions, which cover meetings, votes and records.

Public records that must be closed:

Contrast the above with laws that require that records be kept private or confidential and prohibit their disclosure to the public. Examples of records that are required to be confidential/closed to the public are:

- Student education records that are specifically required by federal statute or regulation to be kept confidential, such as under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) (a general description of FERPA records issues can be found at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>);
 - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. 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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Accordingly, unless the school has taken these steps, it is advised to keep school directory information confidential, citing FERPA.
- The Sunshine Law recognizes the existence of such confidentiality mandates through one of its exceptions:
 - "Records which are protected from disclosure by law," § 610.021(14), RSMo.

Appointment of a Custodian of Records:

The Sunshine Law requires a custodian of records be designated by the board.

Responding to a Records Request:

Does a records request have to be made in a certain manner or format?

No. While it is preferable to receive a records request in writing, the law does not require a particular format for records requests or even require that they be made in writing. The board/school can offer a form to be used and request that it be used, but it cannot require that the form be used. The custodian is responsible for ensuring all requests for records made to the custodian are responded to, regardless of the format of the request, in the manner required by law. All written requests should be date stamped and immediately presented to the custodian of records (or his or her designee/assistant to ensure a timely response to the request). Oral requests received by the custodian should be immediately recorded in written form to document the same.

In what format should the custodian respond to a records request?

It is preferable for the custodian to respond in writing (letter, e-mail) and to retain a copy of the response and any additional documents relating to the request, along with the original request. It is for the protection of the board/school to document the receipt of and response to records requests to be able to show that it complied with the law, if necessary to do so. If documents are produced, ideally, a copy of the produced documents would be kept with the request and response. Another option is to describe the records produced, but that is not the optimal method of documenting the response.

When and how does the custodian respond to a records request?

Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records of the board/school. If the records are not provided (for inspection, copying or copies provided) within the 3 business days, some other response must be made no later than the 3rd business day from receipt:

- If the records are open, and copies can reasonably be produced (or access provided) within 3 business days that should be done in the 3 business day response.
- If the records are closed, and that can be determined within the 3 business days, the 3 business day response should be that the records requested are closed, citing to the bases for closure within 610.021, RSMo (by subsection) and/or other applicable law (such as FERPA).
- If it will take more than 3 business days to access, review and determine whether the records requested are open or closed, or portions may need to be redacted before providing access to or copies of the records, the 3 business day response should state as such, giving a detailed explanation of the cause for further delay and state when and where the records should be available for inspection or copying, providing a reasonable time estimate. Common examples where the custodian reasonably needs more than 3 business days to fully complete the response to the records request may be that the request is for a large volume of records that need to be reviewed and copied or for archived records that take time to be retrieved.

What if part of the information in requested records is closed, and other parts are open?

If a public record contains material, which is open as well as material, which is closed, the custodian shall separate the open and closed material and make the open material available for examination and copying. One method of doing this is to redact or block out the closed record portions with a dark marker or an electronic text box. TIP: Where hard paper copies are provided, and a marker is used, the custodian should ensure that the redacted material couldn't still be read by holding the paper up to a light. The best solution is to make a copy of the record, redact it with a marker, then make a copy of the redacted page with a copier and destroy the copy

with the original marker redactions. If redacting by whiteout, the fact that parts were redacted should be noted as otherwise it looks like a big blank spot on a document and the recipient cannot be sure if something was redacted there or not.

When should a custodian provide for inspection of records?

To reduce the cost to both the requesting party and the school or board, the custodian of records may permit a physical inspection of open records by the requesting party. This may be done when the request is voluminous and the requester wants to review the documents and identify only some documents for copying. The custodian may impose such security as is deemed appropriate to guarantee that no record is removed from the files or marked on.

Note: If someone demands to inspect copies of records because he or she does not want to pay for copies, but there is a serious concern about the security of the original records, the best option may be to provide copies to the requester free of charge.

Providing copies of records, and format of the copies

The law states that if records are requested in a certain format, the board/school shall provide the records in the requested format, if such format is available. An example is if someone asks for copies of documents in electronic format, and the documents do exist in electronic format (such as a PDF), then the custodian should provide them in that format, not printing them out and providing hard paper copies.

Charging for copies:

A board or school may charge no more than 10¢ per page for a paper copy not larger than nine by fourteen inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the school. Research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the school shall produce the copies using employees that result in the lowest amount of charges for search, research, and duplication time.

Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen inches shall include only the cost of copies, staff time, which shall not exceed the average hourly rate of pay for staff of the school required for making copies and programming, if necessary, and the cost of the disk, tape, or other medium used for the duplication.

Prior to producing copies of the requested records, the person requesting the records may request the school to provide an estimate of the cost to the person requesting the records.

Documents may be furnished without charge or at a reduced charge when the school/custodian determines that waiver or reduction of the fee is in the public

interest because it is likely to contribute significantly to public understanding of the operations or activities of the school and is not primarily in the commercial interest of the requester;

The custodian may require payment of copying fees prior to the making of copies.

D. Conflicts of Interest

As a not for profit entity, the charter school must have a conflict of interest policy that prohibits conflicts. In addition, board members are public officials for purposes of Missouri law and must avoid certain conflicts under the law. A sample conflicts of interest policy is provided. Board members should avoid any participation in decisions of the charter school when even the possibility of a conflict of interest is present.