



EWING MARION
KAUFFMAN SCHOOL

6401 Paseo Blvd • Kansas City, MO 64131
816.268.5660 • www.kauffmanschool.org

**Student & Family Handbook
2022-2023**

REVISED AUGUST 2022

ACKNOWLEDGMENTS AND NOTICE

The Ewing Marion Kauffman School is grateful to a number of schools and organizations for their willingness to share materials, time, and hard-earned knowledge. We extend many thanks to Academy of the Pacific Rim, Excel Academy, KIPP, University Academy, Liberty High School, and Roxbury Prep.

Please Note: The Kauffman School reserves the right to change its policies as well as this handbook. Changes to this handbook or board policies do not void parent and student agreement to the provisions of this handbook. The most recent version of this handbook will be posted on the Kauffman School website (www.kauffmanschool.org).



Dear Families:

Welcome to the Ewing Marion Kauffman School. We are honored to have you and your student join our team and family.

At the Kauffman School, we know that achieving different results means we must be a different kind of school. It is our goal that **all** students are prepared to excel academically, graduate from college, and share their unique talents with the world. We operate with the understanding that there are **no shortcuts** to college graduation. Therefore, in order for our students to achieve this goal, we (students, parents/guardians, and school staff) will all have to work as a team every step of the way.

We have assembled this handbook to provide you with information about our school culture, school procedures, and discipline/reward policies. It also includes important information about other policies and practices, so please read carefully.

Although we have tried to be as thorough as possible, we know that high performing schools continually look for new ways to incorporate feedback and improve and address challenges. There may be updates to our policies and procedures during the school year, and the latest version of the handbook will always be available from the Principal and posted on the school's website.

We look forward to a year of teamwork, hard work, success, and fun.

Sincerely,

A handwritten signature in cursive script that reads "Hannah Lofthus".

Hannah Lofthus, Chief Executive Officer

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ABOUT THE SCHOOL

The Ewing Marion Kauffman School (Kauffman School) opened its doors in the fall of 2011. Our first group of one hundred fifth graders was enrolled as our Class of 2023, their anticipated year of college graduation. A new fifth grade class was added each year, and we now operate as a 5th – 12th grade school. We will maintain a small school environment while still reaching as many students as possible.

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

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

The Kauffman School will provide a geographical enrollment preference to students living in six zip codes: 64123, 64124, 64127, 64128, 64130, and 64132. The Kauffman School also provides an enrollment preference to siblings of enrolled students and children whose parents/guardians work at the school and also reside within the KCPS boundaries.

THE KAUFFMAN LEGACY

Mr. Ewing Marion Kauffman brought more to Kansas City than an international business. Mr. Kauffman's most enduring legacy to his community and the world is the Ewing Marion Kauffman Foundation. He established the Foundation with the same sense of opportunity he brought to his business endeavors, and with the same convictions. Mr. Kauffman wanted his foundation to be innovative—to dig deep and get at the roots of issues to fundamentally change outcomes in people's lives. He wanted to help young people, especially those, like him, who start out with modest means, get a quality education that would enable them to reach their full potential.

The Ewing Marion Kauffman School represents a new chapter in Mr. Kauffman's ongoing legacy in Kansas City, but one very close to the heart of everything in which Mr. Kauffman believed and worked to foster in the human spirit.

OUR MISSION AND VALUES

Mission

To prepare students to excel academically, graduate from college, and apply their unique talents in the world to create economically independent and personally fulfilling lives.

Vision

The Kauffman School is recognized as the premier public school in the state of Missouri and as a national model for the entire public school sector.

Student Core Values

The Kauffman School's culture is defined not only by high academic expectations, but also by a set of beliefs shared by students and staff that serve as personal tools for current and future success. The entire Kauffman School community will strive to exhibit and recognize the Kauffman School's student values.

- **Ujima:** Our team is only as strong as our support and care for one another. We look out for each other. We treat our community's problems as our own problems.
- **Self-respect:** We are worthy. We are confident. We take care of and speak up for ourselves.
- **Growth:** We are all on a journey to maximize our potential. We acknowledge that progress, not perfection, is the goal. We celebrate the smallest of wins; we welcome mistakes as opportunities to learn and get better.
- **Resilience:** We are the authors of our destinies. We approach challenges with optimism and determination. When we fail, we get back up and try again.
- **Passion:** We put our hearts into what we do. We inspire others with our drive for excellence. We seek out and develop our interests.
- **Courage:** We are brave in the face of the unknown. We are vulnerable. We question actions inconsistent with our values.

Philosophy

The Kauffman School prepares students to be intellectually curious, economically independent, and confidently self-directed. Our students live life on purpose. They learn not to be afraid to take calculated risks in pursuit of their aspirations and understand that a life devoid of failure is a life half-lived.

The Kauffman School is focused on the academic and social growth of our students. We know every student in our school. Our strength is our talented staff, which combines deep subject knowledge with the ability to motivate and inspire our students to realize their individual potential. We will help each student identify his or her unique talents and abilities and how to apply them in the world. We provide our students with a rigorous education to enable each one to fully compete at our nation's colleges and universities. Our students receive rigorous training in math and science; all students will learn a world language. Each student will be technologically and financially literate. Our students will be prepared to contribute to their local, national, and global communities.

We expect our students will have multiple careers over their lifetimes; some of the jobs they will hold do not yet exist. Since we cannot predict the future, we prepare our students for all potential futures. We accomplish this by making sure our students are able to think critically, embrace change, and take charge of their own learning in a rapidly changing world.

The few years we have with our students are brief. To achieve these goals requires us to maximize the quantity and quality of time we have together. This is a demanding school. Our doors are open to all students and families, though success will require strength and resolve to seize the opportunity we offer. We ask much of ourselves, our students, and our families. We need our students and families to match our intensity and dedication to their futures. In return, we commit ourselves to each student's academic and personal growth.

OUR TEAM

Administration/Leadership Team

Hannah Lofthus – Chief Executive Officer
Katie Pasniewski – Chief Operating Officer
Cat Cain – Chief of Staff
Ben Carman-Brown – High School Principal
Shelli Carman-Brown – Director of Academics
Amy Rosenwald – 5/6 Principal
Lindsey Woods – Senior Leader
Jamon Finley – Principal Fellow
Annie Murphy – Assistant Principal
Wellyna Patterson – Manager of Curriculum and Instruction
Kathleen Barbosa – Dean of Instruction
Carolyn Gatewood – Dean of Instruction
Dr. Amber Hurd – Dean of Instruction
London Koehn – Dean of Instruction
Natosha Landrum – Dean of Instruction
Kalilah Lasenby – Dean of Instruction
Georgina Leslie – Dean of Instruction
Richard Abram – Dean of Students
Nita Daniels – Senior Dean of Students
Kesha Johnson – Dean of Students
Amber Parks – Dean of Students
Deon Whitten – Dean of Students
Tierney Porter – Dean of Students Fellow
Gordon Brown – Dean Room Monitor
Byron Ashford – Dean Room Monitor
Tiffany Segers – Director of College Access
Ellen Clayton – Alumni Counselor
Bryce Danztler – College Counselor
Alexis Lankford – College Counselor
Wendy Miya – Alumni Counselor
Teresa Fliger – Social Worker/Counselor
Kevin Hill – Social Worker/Counselor
Emily Martin – Social Worker/Counselor
Jacqueline Tuggle – Social Worker/Counselor
Ashaley Billingslea – Office Coordinator
Erynn Campbell – HR Manager
Alexandra Carlson – Operations Specialist
Beth Edmonds – Data Specialist
Jules Fox – Director of Special Education Fellow
Isaac Freeman – Data Systems Manager
Ellen Frierson – Manager of Data and Assessment
Carly Goins – Operations Specialist
Bailee Hudson – Operations Specialist
Jay Marshall - Information Technology Coordinator
Erica McGeady – Director of Data
Tylice Merritt – Operations Specialist
Bailey Page – Director of Operations
Sam Preston – Operations Manager

Becky Quatrocky – School Nurse
Zach Sellers – Operations Manager
Margo Sinclair – Talent Recruiter
Daniel Velazquez – English Learners Program Manager, Family & Community Liaison
Syreeta Washington – Office Coordinator
Theresa Williams - Finance and HR Coordinator
Candace Wilson – Director of Talent
Deronne Wilson – Director of Athletics and Extracurricular Activities

Board of Directors and Officers

Kristin Bechard, Treasurer
Tracy McFerrin, Board Chair
Brett Hembree
Hannah Lofthus, CEO*
Juan Rangel
Corey Scholes, Board Vice-Chair
John Tyler, Secretary*
Jerry Williams

**indicates a non-voting officer*

The role of the Kauffman School Board of Directors is to set a mission and vision for the school, hire and evaluate the CEO, provide fiduciary oversight, and adopt policies for the school. The Board does not manage the day-to-day operations of the school. Notice of upcoming Board meetings are posted in the school and on the [school's website](#). Open sessions of Board meetings are open to the public, including to Kauffman School families.

Section 504 Coordinator

Jules Fox
816-786-6204

Title IX Coordinator

Katie Pasniewski
816-612-8539

Homeless Coordinator

Daniel Velazquez
816-704-1767

Chief Compliance Officer

Katie Pasniewski
816-612-8539

Custodian of Records

Katie Pasniewski
816-612-8539

PORTRAIT OF A GRADUATE

Kauffman School graduates...

Self Awareness and Management	<ul style="list-style-type: none">• Understand their identity, mental health, emotions, thoughts, experiences, and values and how they influence behavior• Identify, cope with, and address their emotions, thoughts, and behaviors effectively in different situations and to achieve goals and aspirations
Social Awareness and Relationship Skills	<ul style="list-style-type: none">• Understand the perspectives of and empathize with diverse people• Establish and maintain healthy and supportive relationships• Navigate (and demonstrate advocacy and leadership in) settings with diverse individuals and groups• Communicate effectively through emotional challenges
Critical Thinking and Decision Making	<ul style="list-style-type: none">• Synthesize and analyze information and data to solve problems• Make informed choices based on a full understanding of the possible outcomes (on oneself, others, and the community)
Academic Knowledge and Skills	<ul style="list-style-type: none">• Demonstrate mastery of the core academic disciplines needed for college persistence and/or career success (e.g., advanced literacy and writing)
Personal Independence	<ul style="list-style-type: none">• Demonstrate the mindsets (e.g., growth) and habits (e.g., time management, making use of resources) necessary to thrive in both academic and non-academic settings• Obtain proficiency in real world skills (e.g., financial literacy) necessary for independence• Understand how our actions and lifestyle impact our health
Awareness and Activism	<ul style="list-style-type: none">• Explore and develop a sense of purpose and passion• Find joy and strength in our community and culture, to navigate the world confidently and dismantle oppressive systems

SCHOOL CALENDAR 2022-2023

Kauffman School students receive several hundred more instructional hours per year than students in public schools following a standard schedule. At this rate, a fifth-grader graduating from the Kauffman School as a high school senior will engage in *more than two extra years* of instructional time over students following a standard calendar. Building in this additional time will help ensure that all Kauffman School students are performing at grade level by the end of 8th grade, and are ready to enter and graduate from the college or university they choose to attend.

Daily Schedule

- Monday – Thursday (7:45am – 3:30pm)
- Friday (7:45am – 1:30pm)
- Students must be in the building by 8:00 am, or they will be marked tardy.

Early Release

Students will be released at 1:30 p.m. the entire first week of school and every Friday thereafter.

First / Last Day for 5th Grade

The first day of school for 5th graders will be Wednesday, August 17, 2022. The last scheduled day is Friday, June 2, 2023.

First / Last Day for 6th – 12th grade

The first day of school for 6th-12th graders will be Thursday, August 18th, 2022. The last scheduled day is Friday, June 2, 2023.

Vacation/Teacher Work Days (No School)

September 5	January 16
October 10	February 20
November 21-25	March 20-24
December 19-30	April 7
January 2-3	May 29

Please Note: The Kauffman School calendar and daily schedule are subject to change in the best interests of students. Any modifications will be communicated to families as quickly as possible.

GENERAL SCHOOL POLICIES

Admissions

The Kauffman School cannot selectively admit students based on academic aptitude, race, ethnicity, income level, special education needs, prior school record, or almost any other personal characteristic. The Kauffman School will admit students until its enrollment threshold is met, after which a waiting list is established from which students are randomly selected when seats open. In most circumstances, the Kauffman School will only enroll students entering the fifth grade. In the event there are more applications than seats, the Kauffman School will use a lottery process to give every applicant an equal chance of admission.

Parents shall confirm acceptance of the offer of enrollment within five (5) business days after the offer of an enrollment slot, and shall complete the online registration forms within ten (10) business days from acceptance of enrollment. For students that are on the waiting list, parents shall confirm acceptance of the offer of enrollment within three (3) business days after the offer of an enrollment slot, and shall complete the online registration forms within five (5) business days from acceptance of enrollment. If the acceptance of offer of enrollment or online registration process is not completed by the parent(s) within the aforementioned timeframes, then the student will be placed on the waiting list and will only be admitted if seats become available.

Celebrations and Recognition of Birthdays

Kauffman School team members are responsible for the organization of seasonal parties and celebrations. These celebrations are designed for currently enrolled Kauffman School students. Infants, preschool, middle school, high school students, or any other relatives or friends are not allowed in classrooms during celebration times. Due to an increasing number of students with life threatening food and nut allergies, as well as students with special dietary or medical needs, if food is part of a specific Kauffman School celebration, any such food for distribution and/or instruction must be nut free, and be commercially labeled with ingredients.

Recognition of student birthdays is designed uniquely by each teacher. Birthday recognitions are intended to be a celebration of the student in meaningful ways absent of food. Outside food will not be accepted as part of the birthday recognition. Birthday recognitions are designed to be an integrated part of the Kauffman School day versus a time that interrupts the daily classroom or building routines or instructional time. Birthday recognitions will be designed so as not to impact the dietary decisions or needs of other students. Invitations for out-of-school parties cannot be brought to the Kauffman School for distribution. Deliveries of gifts for students will not be accepted at school (i.e., floral arrangements, balloon bouquets, etc.).

Damaged Property

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

Enrolling of Expelled, Suspended or Retained Students

The Kauffman School reserves the right to evaluate a student's enrollment and honor the expulsion, suspension or retention from the sending district, private, or charter school. For the protection of currently enrolled students, if the suspension is a result of a Safe Schools Act violation that could have resulted in expulsion, the Kauffman School reserves the right to deny enrollment.

Inclement Weather

School Cancellation

- Kauffman School cancellations will be reported to local television outlets and communicated via Kauffman School social media accounts as far in advance of the cancellation as possible.
- The Kauffman School will use its automated calling system to notify families of school cancellations (please insure your primary contact information is always up to date).
- The Kauffman School will make attempts to provide additional notice by phone and social media regarding resumption of classes.

Delayed Opening

- The Kauffman School will follow the same steps listed above regarding late school arrival due to inclement weather.
- The Kauffman School's decisions regarding delayed openings may differ from those of KCMSD, and the school will communicate delayed opening times to local media and school families as early as possible, along with bus stop information.

Early Dismissal

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

Inclement Weather Make-up Days (if necessary)

If the Kauffman School determines it is necessary to make-up school days cancelled due to inclement weather, families will be contacted and information will be distributed to students for take-home, via phone, and e-mail as far in advance as possible.

Lockers

A hall locker is available to students of certain grade levels as determined by the Kauffman School's administrative staff to store school materials, clothing, and other personal items that are necessary to have at the Kauffman School but not in the classroom. Lockers provided by the School are not safes and should not be treated as such. Items of extraordinary value should not be left in lockers.

- 1) School lockers and gym lockers are the property of the school and are provided for the convenience of students. In order to maintain a safe learning environment, lockers may be searched by Kauffman School administrators and or security if there is a reasonable suspicion that the lockers contain drugs, alcohol, tobacco products, paraphernalia, material of a disruptive nature, stolen property, weapons, or other items that could pose a danger to the health or safety of students and staff. Students and student property may be searched as a means of ensuring the safety of persons and property when there is a reasonable suspicion of a violation of school rules, policy, or local or state law. Reasonable suspicion should be based on facts known to the administration, credible information provided or collected, and/or reasonable inferences drawn from such facts and information. Consistent with the community's expectation that Kauffman School officials sustain a safe school environment conducive to learning, the Kauffman School will cooperate with the law enforcement agencies in conducting searches of lockers if there is reasonable suspicion that a crime has been committed.
- 2) Students are responsible for upkeep of their locker. Report any damage or locker abuse to the office.
- 3) No locks are allowed on any locker; however, the area is secured by cameras monitored by security. Exception is that students may use a lock on the lockers in the Athletics Locker Rooms. Locks must be provided by the student and are subject to the requirements in the Athletics Handbook.
- 4) Students should always keep the locker closed and not reveal any personal property in his/her locker to other students.
- 5) No changes will be made in locker assignments after the school year begins without administrative approval. Students shall only use their assigned locker.
- 6) Students should only keep their own items stored in their individual locker and should not store the items of others in their locker.
- 7) Locker cleanup will be conducted during PREP or College Seminar on a regular basis throughout the year.

Lost and Found

Students are responsible for their personal belongings. Any student who finds an item that does not belong to him/her should turn the item in to the Front Office immediately. Lost articles may be claimed in the office before or after school. The Kauffman School is not responsible for lost or stolen items.

Non-discrimination

The Kauffman School admits students of any race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The School does not discriminate, exclude people, or treat them differently on the basis of race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification in administration of its hiring, retention and its other employment policies, educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, and the Kauffman School provides equal access to the Boy Scouts and other designated youth programs.

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

Inquiries: Inquiries concerning the Kauffman School's non-discrimination policies:

Director of Network Operations
6401 The Paseo
Kansas City, MO 64131
816-268-5660

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

Personal Property Loss

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

Recording of Meetings

The use of audio, video or other recording devices in any meetings between Kauffman School staff and parent/guardians, including, but not limited to, meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, shall be permitted only as set forth herein. If a parent or guardian desires to have a meeting recorded, he or she must make a written request to the organizer of the meeting at least two (2) business days prior to such meeting. The Kauffman School will make arrangements for the recording and provide the parent/guardian a copy of such recording within three (3) business days after the meeting. If the Kauffman School desires to have a meeting recorded, staff will inform the parent/guardian of such recording prior to the start of the meeting.

Meetings for which neither a parent nor the Kauffman School has requested a recording shall be presumptively confidential meetings and that both parties have agreed that it is in the best interests of the parent and the student to maintain such confidentiality. As such, if neither party has requested a recording as set forth above, the Kauffman School, the student and the student's parent(s) shall be deemed to have agreed that no recordings of the meeting may be made.

Meetings, trainings, and classes held via Zoom or other video-conferencing platforms may also be recorded according to the above policy.

Release From School

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

Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made to the Children's Division of the Missouri Department of Social Services. The appropriate steps and that policy are provided to each School employee in the Personnel Policies Handbook.

Residency Requirements

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

Guardianship

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

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

Parental Rights

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

Safety Drills and Emergency Preparedness

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

Tobacco-Free School

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

Volunteers

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

Video Security Cameras

The Kauffman School authorizes the use of video security cameras in the buildings and grounds to promote a safe school environment for students, staff and visitors. Appropriate signs will be posted in

building entrances and at other locations throughout the school to inform visitors, staff, students and parents/guardians that video recordings may occur on school property. The Kauffman School administrators may rely on the images obtained by the video security cameras in connection with the enforcement of Kauffman School policy, administrative regulations, building rules and other applicable law including disciplinary proceedings and matters referred to local law enforcement agencies. Except in special circumstances, the cameras may or may not record audio or other sound.

Visitors

The Kauffman School welcomes the opportunity to have parents/guardians visit the Kauffman School. All appointments with school personnel must be made through the Front Desk or with a Leadership Team member. Upon entering the building, all visitors must report to the Front Office, sign in, participate in a security screening including a bag check and passing through a metal detector, and wear the provided visitor pass while in the building.

When a parent/guardian needs to conference with a teacher or counselor, an appointment should be made in advance. Anyone wishing to meet with any other staff member at the Kauffman School must schedule an appointment through the Front Desk or Leadership Team member.

When allowed by law, if a parent, advocate, or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must schedule an appointment through the Front Desk or with a Leadership Team member.

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

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

The Kauffman School reserves the right to deny school tours or school visits based on the best interests of students. The school intends to institute a general freeze on school visits and tours during the first 60 days of the school year.

ACADEMIC PROGRAM

In order to accomplish our mission to prepare students to excel academically and graduate from college, it is necessary that our academic program exceed state and national standards. Students graduating from the Kauffman School will be fully prepared to attend and graduate from college.

Standards for Promotion

The Kauffman School's academic year is divided into four (4) quarters. All courses are one academic-year or one semester long. Students are expected to earn minimum year averages of 65 percent in the core academic courses counted towards a student's GPA as stated in the grading policy. Failure to meet the minimum expectation in one or more courses may put a student's promotion in jeopardy. In addition to the minimum course expectation, if students fail to meet any of the following criteria (listed in alphabetical order), promotion also may be in jeopardy at the discretion of the Principal, regardless of the length of time the student has attended the Kauffman School:

- **Attendance** – Students should have fewer than 10 absences for the school year.
- **GPA** – Students should maintain a GPA of 2.5 or greater for the school year.
- **Interim Assessments** – On interim assessments, students should achieve a score predictive of proficiency on the annual benchmark assessments.
- **ISS/OSS** – Students should have no more than 2 instances of ISS/OSS.
- **Lifework** – Students should maintain a completion rate of 96% or greater for each semester.
- **PREP Average** – Students should score a minimum PREP average of 85 points by the end of the year.
- **Reading Growth** – Students starting the academic year below their current grade equivalent reading level should achieve a minimum of 1.5 years of reading grade level growth as measured by the STEP assessment or end the year on grade level.
- **Reading Level** – Students should maintain a reading level of no more than 2 years behind the grade level they are being promoted to.

Should a student be retained in the 8th or 12th grades, the student will not be permitted to walk during the Promotion/Graduation Ceremonies at the end of that school year.

Communications of Concerns Regarding Promotion

The Kauffman School works to provide excellent academic support throughout a student's time at the School. In the event a student is at risk for being retained in the same academic grade, actions will be taken by the Kauffman School in an effort to (1) support the student, and (2) inform a parent or guardian in advance. Note: if other people need to be informed of this information, it is the responsibility of the parent/guardian of the student to let them know.

The Kauffman School carefully considers all impacts of the decision to retain or promote students to the next grade level and makes those decisions based on what it believes will be in the best interests of the student. Should a parent/guardian have questions about the decision to retain his or her student, he/she may contact the Dean of Students or the Principal at the Kauffman School to discuss the decision. The School Principal has the final authority on the decision to retain or promote the student.

Grading Policy

Grading Philosophy

The mission of the Ewing Marion Kauffman School is to “Create College Graduates.” In order to achieve that, our grading policy reflects the rigors of a college preparatory curriculum and strives to communicate readiness to students, families, and teachers. EMKS commits to a grading policy that meets the following purpose:

Purpose of grades: Grades communicate a student’s mastery and mindsets that will lead to college graduation.

- Grades show academic readiness for secondary and post-secondary success
 - Grades show mastery of appropriate college-ready standards
 - Grades are an accurate representation of learning
- Grades reflect student mindset and habits that are crucial for secondary and post-secondary success
 - Grades are feedback to students to reinforce growth mindset
 - Grades are a tool to build academic pride
- Grades represent to colleges how prepared students are to succeed

The specifications below demonstrate how EMKS seeks to meet this vision through grading policies and practices. These policies reflect the differing demands of different age-ranges, based on the consideration that students in 5th and 12th grade (as well as different grades in between) may have differing needs in grading – as they do as learners.

Grading Categories & Weights

High School

Category	Weight	Description	Typical # Assignments (per quarter)	Supports Overview
Interim Assessments	9 th : 20% 10 th : 25% 11 th : 30% 12 th : 35%	Quarterly assessments that serve as a “mid-term” and a “final” for each semester of content. These assessments demonstrate overall mastery of skills and content covered in a quarter/semester.	One exam per quarter	Interim assessments will be scaled or curved based on the level of rigor prior to entry in the gradebook. This will occur based on the rigor of the assessments the content of the interim is aligned to (Advanced Placement, ACT, etc.)
Mastery Assessments	9 th : 30% 10 th : 25% 11 th : 20% 12 th : 15%	Assessments of student’s mastery over a short period of time (i.e. a day or week). Mastery assessments may include exit tickets, weekly quizzes and/or notes graded for accuracy.	At least two per week	Mastery assessments worth more than 2-3 points per assignment. If a low percentage of the class masters a standard, teachers may re-teach this standard to their class, re-assess the skill, and re- enter the grade of the re-taught skill to replace the original grade. Score floor of 50% for completed assignments.

Category	Weight	Description	Typical # Assignments (per quarter)	Supports Overview
Summative Assessments	9 th : 20% 10 th : 25% 11 th : 30% 12 th : 35%	Regular assessments that measure mastery of content covered over the course of a unit. This may include unit tests, essays, projects, lab reports, etc.	Two per quarter	Students may re-submit summative assessments based on the following conditions: - Tests must be re- taken during the day in the room with a teacher during Office Hours, Lunch, or Break. Students can earn up to full credit on their re- take. - Reports, projects and essays may be revised and re- submitted based on one round of feedback for up to full credit on re- submission. - Score floor of 50% for completed assignments
Lifework	9 th : 20% 10 th : 15% 11 th : 10% 12 th : 5%	Daily work that either serves as additional practice of content covered in a prior lesson or work that must be completed to prepare a student for content in an upcoming lesson.	Daily assignments, grades entered weekly	Students may turn in Lifework assignments up to 24 hours late for up to 75% credit, based on accurate completion.
Attendance and Participation	9 th : 10% 10 th : 10% 11 th : 10% 12 th : 10%	Serves as an assessment of students' ability to be in class daily and contribute to class learning. Participation may include sharing out in class and/or completion of work/notes.	Daily grades entered weekly.	

Note:

- All core academic courses (English Language Arts, Social Studies, Science, Mathematics) will follow the specific grading policy above.
- Elective courses (Practical Arts, Fine Arts, Physical Education, Health, Foreign Language) will adapt the grading categories and weights above to meet the specific needs and demands of their content.

Upper Middle School (7-8)

Category	Weight	Description	Typical # Assignments	Supports Overview
Classwork-Effort	10%	Any task where students demonstrate effort/completion of content <ul style="list-style-type: none"> • Completion of Do-Nows • Completion of Lecture/guided notes collected and graded • Participation in Socratic Seminar Discussions • Participation in class 	Content-dependent	Score floor of 50% for exit slips only N/A: No revisions on effort-based grades
Lifework	20%	Graded for both effort/completion and accuracy <ul style="list-style-type: none"> • 7th Grade: No packet, accuracy-based grading 2x/wk • 8th Grade: No packet, accuracy-based grading 3x/wk 	Content-dependent	Effort-based revisions for 50% of points back
Classwork-Accuracy	35%	Any task where students demonstrate mastery but content breadth is minimal and can access resources for support (teacher, book, notes, etc.) <ul style="list-style-type: none"> • Graded Do-Nows • Lecture/guided notes collected and graded • Graded Exit Tickets 	Content-dependent	Score floor of 50% for exit slips only Effort-based revisions for 50% of points back

Category	Weight	Description	Typical # Assignments	Supports Overview
Summatives	25%	<p>Any formal assessment where students have to internalize content that spans a significant amount of time and demonstrate mastery without support from teacher, peers, or resource.</p> <ul style="list-style-type: none"> • Weekly quizzes • Unit Assessments • In-Class Performance-Based-Writing Tasks • Essays/Projects 	Content-dependent	<p>Effort-based revisions for 50% of points back</p> <p>Replacement grade for reteach/remastery</p>
Standardized Tests/Interims	10%	<ul style="list-style-type: none"> • ANets • STEP 	Content-dependent	10% category weighting

Lower Middle School (5-6)

Category	Weight	Description	Typical # Assignments	Supports Overview
Classwork (Effort)	20%	<p>Any task where students demonstrate effort/completion of content</p> <ul style="list-style-type: none"> • Completion Do-Nows • Completion of Lecture/guided notes collected and graded • Participation in Socratic Seminar Discussions • Participation in class 	Content-dependent	Score floor of 50% for exit slips only
Lifework (Effort & some accuracy)	20%	<p>Graded for both effort/completion and accuracy</p> <ul style="list-style-type: none"> • 7th Grade: No packet, accuracy-based grading 2x/wk • 8th Grade: No packet, accuracy-based grading 3x/wk 	Content-dependent	No revisions

Category	Weight	Description	Typical # Assignments	Supports Overview
Classwork-Accuracy	30%	<p>Any task where students demonstrate mastery but content breadth is minimal and can access resources for support (teacher, book, notes, etc.)</p> <ul style="list-style-type: none"> Graded Do-Nows Lecture/guided notes collected and graded Graded Exit Tickets 	Content-dependent	Score floor of 50% for exit slips only
Summatives	20%	<p>Any formal assessment where students have to internalize content that spans a significant amount of time and demonstrate mastery without support from teacher, peers, or resource.</p> <ul style="list-style-type: none"> Weekly quizzes Unit Assessments In-Class, Performance-Based Writing Tasks Essays/Projects 	Content-dependent	Effort-based revisions for 50% of points back
Standardized Tests/Interims	10%	<ul style="list-style-type: none"> ANets STEP 	Content-dependent	10% category weighting

Middle School (5-8)

Students are taught in the same core disciplines in all middle school grades. All courses included in GPA are weighted equally.

Course	Included in GPA Calculation?
Textual Analysis (ELA)	Y
Math	Y
Science	Y
Reading Lab / Social Studies	Y
Specials (Art, Music, Theatre)*	N
Fitness*	N
PREP*	N

**Denotes Courses Graded on a Standard Rubric. Student Performance is categorized as Developing, Intermediate or Expert.*

Grading Scale

The Kauffman School will utilize a point system for all core academic classes. The teacher will determine the number of points possible per assignment. Student responses on assignments will determine the points earned based on the number of correct responses or a teacher-generated rubric. The points earned out of the total points possible will be used to calculate a percent score which will be the student's grade.

The Kauffman School will utilize a +/- letter grade scale. The overall letter scale correlates to the score percentage and grade points (used to calculate GPA) presented below:

Letter Grade	Course Grade Range (%)	Grade Points
A+	97 – 100	4.33
A	93 – 96	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D	65 – 66	1.00
F	Below 65	0.00


Students that meet the expectations of a Pre-AP or Honors course will earn 0.5 additional grade points in that course. Students that meet the expectations of an AP course will earn an additional 1.0 grade points. These value-add GPAs will be reflected on external transcripts only. For all other internal purposes, the school will use the student's GPA without additional grade points.

Grade Point Average (GPA) Calculation

High School

A student's high school GPA takes is based on the student's overall course grade (Grade Points Earned) and the number of credits attempted. As such, grades in two credit courses have a larger effect on a student's overall GPA as compared to one or half-credit courses.

GPA Formula


$$\frac{(\text{Grade Points Earned} \times \text{Number of Credits Attempted}) + (\text{Grade Points Earned} \times \text{Number of Credits Attempted})}{\text{Total Number of Credits Attempted}}$$

Middle School

A student's middle school GPA is an average of the grade points earned (GPE) in all classes counting toward GPA. Each course is equally weighted. This formula may change depending upon the number of "Specials" (Music, Art, Theatre, Step, etc.) courses a student is enrolled in. If a student is in more than one specials course, each would be factored into the students GPA. Note: Fitness and PREP grades are not factored into a student's GPA.

$$\frac{\text{ELA GPE} + \text{Math GPE} + \text{Science GPE} + \text{Guided Reading GPE} + \text{Specials GPE}}{\text{\# of Courses Attempted}}$$

Two-credit courses are classes that meet for 100 minutes every day from Monday-Thursday and select Fridays. Single-credit courses meet for 50 minutes every day Monday-Thursday and select Fridays. Half-credit courses meet for 50 minutes every other day Monday-Thursday and select Fridays.

Students that did not meet course requirements during the year (earned a grade below a 65) may also be required to participate in Credit Recovery. The Kauffman School will decide annually, depending on the course, whether to offer the option. A student must meet the requirements of Credit Recovery outlined for the course in order to earn credit.

Academic Assessment

The Kauffman School will communicate performance and progress to students and families on a regular basis. The following are some of the ways in which the school may provide academic information to families:

- Weekly PREP Report
- Quarterly Report Cards – Report Cards must be picked up at teacher conferences.
- Mandatory Parent/Guardian Teacher Conferences
- Regular Assessment, Analysis, and Reporting
- Weekly attendance report and access to grades through the parent portal

Mandatory Parent/Guardian Conferences

Academic success and college preparedness are at the heart of the Kauffman School's mission. Parent/guardian participation in regular conversations with teachers and attendance at mandatory report card conferences are essential to the success of each and every student at the school.

The Kauffman School schedules parent/guardian conferences during the year to provide updates on academic progress and an opportunity to discuss next steps necessary for the academic growth and success of each student. A variety of times will be available to schedule conferences that accommodate work schedules and other circumstances.

It is the responsibility of each student's parent/guardian to attend conferences on the scheduled date. If a substitute must attend a conference due to an emergency situation, the responsible party must be at least 18 years of age and listed as one of the student's authorized contacts. Failure to attend any such mandatory parent/guardian teacher conferences may minimize the academic growth of your student, which can seriously jeopardize grade-level promotion.

Throughout the year, parents/guardians should notify the school within 48 hours if any contact information or emergency contact information changes. Please provide changes to the Office Manager at 816-268-5660.

Graduation Requirements

There are multiple components of the Kauffman School's graduation requirements:

Component 1 - Annual Promotion to the Next Grade

Students must annually meet the Standards for Promotion (as defined in the Kauffman School's Student & Family Handbook). A student will only be considered as a candidate for graduation when they have been promoted to 12th grade, meet promotion requirements during their 12th grade year, and have subsequently completed Components 2 and 3 as described below.

Component 2 - Fulfillment of Credit Requirements

Students must fulfill the following credit requirements:

- English: 6 credits
 - 2 in 9th grade (Honors English, double block)
 - 2 in 10th grade (Pre-AP English, double block)
 - 1 in 11th grade (AP / Honors English Language & Composition)
 - 1 in 12th grade (AP / Honors English Literature & Composition)
- Mathematics: 4 credits
 - 2 in 9th grade (Honors Algebra I, double block)
 - 2 in 10th grade (Honors Geometry and ACT Math)
 - *Note: 11th and 12th grade Math credits will count towards the Missouri state minimum credits in the Electives category*
- Science: 3 credits
 - 1 in 9th grade (Pre-AP Biology)
 - 1 in 10th grade (Pre-AP Chemistry)
 - 1 in 11th grade (Honors Physics)
 - *Note: 12th grade Science credit will count towards the Missouri state minimum credits in the Electives category*
- Social Studies: 3.5 credits
 - 1 in 9th grade (Pre-AP World History)
 - 1 in 10th grade (AP World History)
 - 1 in 11th grade (AP / Honors US History)
 - 0.5 in 12th grade (AP Government)
- Fine Arts: 1 credit
- Physical Education: 1 credit
- Health: 0.5 credit
- Personal Finance: 0.5 credit
- Practical Arts: 2 credits
 - 2 credits of College Seminar
- Electives: 7 credits
 - 1 in 9th grade (Spanish I)
 - 1 in 10th grade (Spanish II)
 - 2 in 11th grade (AP Seminar and Pre-Calculus)
 - 3 in 12th grade (AP Research/College Writing; AP Calculus/College Algebra; AP Biology/AP Computer Science)
- Total: 28.5 credits

Note: For Kauffman students who graduated or are on track to graduate prior to 2025, graduation requirements vary slightly due to historical course offerings and needs of virtual learning during the 2020-21 school year.

Component 3 - Enrollment in Other EMKS-Offered Courses

All students must be enrolled in other EMKS-offered courses throughout high school, currently including but not necessarily limited to:

- ACT Prep Class
- College Seminar
- Office Hours

The courses noted above do not impact a student's GPA. Component 4 - Completion of Missouri End-of-

Course Assessments

The Missouri Assessment Program assesses students' progress toward mastery of the Missouri Learning Standards which are the educational standards in Missouri. The Missouri Assessment Program includes required End-Of-Course assessments in the subject areas of:

- Algebra 1
- Biology
- Algebra 2 (for students who pass Algebra 1 in middle school)
- English 10
- American Government

Note: Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).

Glossary

AP Credit - The AP® Program is a College Board developed program that allows students to earn college credit while still in high school. AP credit is awarded based on a passing exam and/or performance task score at the end of an academic year. Students receive a score of 1-5, which correlates to letter grades granted in college classes. While a "passing" AP score is considered to be a score of 3 or higher, most colleges will only accept transfer credit for scores of 4 or higher to fulfill degree completion requirements upon matriculation.

Dual Credit - Dual Credit is a program through which students may earn college credit while still in high school through the University of Missouri-Kansas City. Unlike AP credit, Dual Credit is earned through graded assignments that are cumulative over the course of an academic semester or year; Dual Credit is not awarded based on a single assignment score. All public in-state Missouri colleges and universities will accept transfer credit of Dual Credits earned through this program; however, private institutions and out-

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of-state colleges and universities do not universally accept this type of credit, and will accept it on a case-by-case basis. Dual Credit transcripts must be submitted to any college or university to which a student applies, regardless of their grade in the course.

Special Education

The Kauffman School employs a Director of Special Education Fellow who oversees Special Education compliance and supports Learning Support Specialists in ensuring all students are supported to meet the school's expectations. We believe all students are capable of entering and completing college, and we will provide services and instructions based on that belief.

Parents/guardians will be contacted as appropriate by the Manager of Special Education to discuss student needs and accommodations.

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

To obtain a copy of the School's IDEA procedural safeguards, including appeal procedures, please contact the Director of Special Education at 816-268-5660.

English Learners

The Kauffman School employs an English Learner Program Manager who oversees English Learner program compliance, and supports English learners ("EL") to be successful both socially and academically. The English Learner Program Manager and classroom teachers will help EL students build English proficiency while respecting and celebrating the wide variety of cultures, histories and experiences that EL students bring to our community.

While our EL students work towards English proficiency, the English Learner Program Manager and classroom teachers will maintain regular communication with the families of EL students in order to inform them of their children's progress. A more detailed description of the specific procedures for identification, placement and development of EL students is set forth in the Kauffman School EL Policy posted on the school's website at www.kauffmanschool.org.

Student Transcripts and Academic Records

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

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agency) to which a former student has applied for admission, the Kauffman School will disclose to the requestor the following:

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

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

Academic Integrity

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

Addressing Issues of Academic Dishonesty

- Instructor suspecting an act of academic dishonesty shall discuss the matter thoroughly with the student involved. After determining the extent of the alleged violation, an instructor will place a letter in the student's permanent record describing the violation.
- The student will be given zero credit on the assignment or exam in question. The instructor will submit a summary of the incident and evidence as well as a recommendation for a consequence to the Principal and the Chief Executive Officer. The recommendation will be considered and a consequence issued based on the severity of the offense.
- Generally, students committing an act of academic dishonesty will receive an automatic detention that day (minor violation) or suspension (major violation), though the Principal can recommend alternative consequences to the Chief Executive Officer as appropriate.

KAUFFMAN SCHOOL EXPECTATIONS

Lifework (Middle School)

Lifework will be checked for quality and completeness upon students' arrival at school every day. Assignments are expected to be neat and professional. Students will receive an automatic detention for lifework that is incomplete or for Reading Logs and PREP Reports that are not signed by a parent or guardian. It is important for students to learn responsibility and ownership of their schoolwork – the kind of responsibility they will need to take for themselves in college. As such, students who forget homework will not avoid the consequences listed in this section even if a parent/guardian brings the work to school for them.

To ensure students have every opportunity to get support with their homework, teachers may be available by phone for lifework support. Lifework will be graded for completion, accuracy, or a combination of the two, depending on the grade level:

- 5th: completing Lifework nightly, completion based only
- 6th: completing Lifework nightly, partial accuracy-based
- 7th: completing Lifework nightly, partial accuracy-based
- 8th: completing Lifework nightly, partial accuracy-based

Lifework (High School)

In EMKS' High School, teachers will assign and collect content-specific assignments. These assignments will be graded in a way that is accuracy-based - and the score for the assignments will be included in students' grades. As in middle school, is important for students to learn responsibility and ownership of their schoolwork – the kind of responsibility they will need to take for themselves in college. As such, assignments in high school may mirror 'college-style' assignments - including essays, projects, problem sets, and outside of class reading. These assignments may span multiple days - and may not adhere to a predictable daily schedule - just like assignments will not in college. To ensure students have every opportunity to get support with their homework, teachers may be available by phone for lifework support.

Halls Policy

Our hall policy intends to maximize the amount of time students spend engaged in academic activities, further preparing them for college graduation. Quiet, orderly halls help promote a safe environment for our students and increase academic performance by enhancing the capacity of staff to monitor behavior – reducing the risk of bullying, limiting verbal/physical fights and other forms of harassment, reducing tardiness, and promoting a professional environment for our staff and students. As determined by the Principal, students in older grades/classes may begin transitioning in a quiet and orderly way without walking in lines. Staff will continue to monitor student behavior to maintain a safe and professional learning environment.

Supplies

The Kauffman School will provide some student supplies and clearly indicate what supplies should be provided by the student. Upon discretion, different supplies will be allowed in different grade levels as designated by the school principal/leadership. If a staff member finds it appropriate to confiscate items from a student, items of minimal value are not likely to be returned to students. Some of these items may include: blankets, writing utensils, erasers, jewelry, food/snacks, toys, lotion, body spray, or any item that distracts students from learning.

School Meals

The Kauffman School participates in the USDA child nutrition programs, including the National School Lunch Program ("NSLP") and the School Breakfast Program ("SBP"). The Kauffman School is committed to offering school meals through the NSLP and SBP programs, and other Federal child nutrition programs, as more specifically set forth in the Wellness Policy posted on the school's website at www.kauffmanschool.org.

Students will be served breakfast, lunch, and two snacks each school day. Students desiring to eat school breakfast must arrive at the school no later than 7:55 a.m. The Kauffman School will serve healthy meals and containing low or no sugar and meeting federal healthy meals standards. We ask you to join us in our efforts by only sending healthy, balanced meals to school with your student.

Mobile Phone and Electronics Policy

We will avoid any distraction that could negatively impact a student's path to college. In middle school, the use of mobile phones and other personal electronics is strictly forbidden during school hours. Students with mobile phones must keep them turned off (not on silent or vibrate) during the school day. They must be left in a student's backpack and not on their person. Students in violation of this policy will receive an Automatic Detention and may their item confiscated until the end of the school day. In high school, students may use phones during specifically allowed times (break, breakfast, lunch, etc.). At other times, they must remain silent and out of sight.

- Students may not use a mobile phone or personal electronic device to take pictures or record audio/video during the school day. Students may only use mobile phones or personal electronic devices on Kauffman School sponsored field trips with teacher or staff approval. Failure to adhere to this policy could result in disciplinary action and confiscation of the device. A parent/guardian may be required to pick up the mobile phone or personal electronic device and meet with a member of the Kauffman School leadership team.
- Mobile phone or personal electronic devices brought to school by students are subject to search if reasonable suspicion arises that the mobile phone or personal electronics device contains evidence of a threat to the safety of people and/or property at the School and/or a violation of Kauffman School policy or the law. Under such circumstances, such mobile phone or personal electronics device may be confiscated by Kauffman School staff, and students will be required to provide access to their personal electronic device's data. Refusal to do so may result in other discipline for the failure to cooperate.
- Items confiscated can be picked up in the front office by a parent/guardian.
- Repeated offenses within the same school year will result in further disciplinary action at the discretion of school leadership.

- The Kauffman School is not responsible for the loss or theft of mobile phones or other personal electronic devices at any time.

Student Contact During School Hours

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

Parents/Guardian Response

Parents/guardians of Kauffman School students are expected to come to the school or make immediate arrangements for students when contacted regarding misbehavior, illness, or other situations requiring a parent/guardian's presence.

Respect and Civility

There is a great deal of diversity in the families we serve, and we strive to ensure that everyone feels welcome in our schools. The Kauffman School Board and school staff, recognizing that we are a multi-racial, multi-ethnic, multi-lingual school, believe it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the Kauffman School community is promoted. The Kauffman School will not tolerate behavior by students, staff or visitors which insults, degrades or stereotypes any race, gender, disability, physical characteristics, ethnic group, sexual preference, age, national origin or religion.

DRESS CODE

The Kauffman School enforces a Dress Code to promote a professional environment and emphasize a college preparatory atmosphere, all at the discretion of the Leadership Team. Students must board the bus, arrive at school, and depart from school in uniform. Violations of the dress code will result in disciplinary actions as appropriate. Parents/guardians will be contacted when students arrive at school in violation of the following Dress Code policy:

- **Shirts**
 - Students in grades 5-8 must wear school-issued polo shirts only, students in grades 9-12 must wear white, long sleeved shirts or white polos with the School logo. New students in grades 5-8 will be provided one (1) school-issued polo shirt at the start of the School year, and new students in grades 9-12 will be provided one (1) school-issued polo shirt at the start of the School year. All students may wear short or long-sleeved t-shirts or turtlenecks underneath their long sleeved shirts (no hoodies under uniforms); in grades 5-6, these must be neutral solid colors. In middle school, shirts must be tucked in at all times; in high school they may be worn untucked. School issued fleeces and long-sleeve shirt will be available for purchase and students may wear these over their school-issued uniforms – a school-issued uniform shirt must be worn under the fleece at all times.
- **Pants/Shorts**
 - Students must wear khaki pants or shorts only (capri pants are permitted). Uniform pants must *not* have extra zippers, large outside pockets, or other fashion garnishments anywhere on them, i.e., “cargo pants.” Pants must have belt loops. No excessively tight or excessively baggy pants are allowed. Shorts must be at least fingertip length with hands resting at the side.
- **Belt**
 - Belts are recommended but not required. Pants must be appropriately worn at all times.
- **Socks**
 - Students in grades 5-6 must wear solid black socks with no logos, or with a very modest all-black logo. Students in grades 7-12 may wear socks of any variety provided they follow all general rules of uniform.
- **Shoes**
 - Students in grades 5-8 must wear solid black shoes with black laces and no logos, or with a very modest all-black logo. Large plastic or vinyl logos, or logos outlined in a different color are not acceptable. Shoes may not be composed of reflective material or any other material that causes shoe to change color in various lightings. Students in grades 9-12 may wear any close-toed shoes they choose. They may not wear “slides” as shoes. (Parents/guardians should contact the school with any questions regarding acceptable footwear.)
- **General Rules**
 - No clothing or personal grooming that disrupts or can be reasonably forecasted to disrupt the educational environment is permitted.

- In middle school, no non-Kauffman outerwear will be allowed to be worn in the building, though schoolfleeces and other school outerwear will be available for purchase. In high school, non-Kauffman outerwear may be allowed at the discretion of administrators.
- Headwear, including but not limited to hats and sweatbands, may not be worn, except for religious reasons.
- Jewelry may not be distracting, make noise, or have inappropriate connotations.
- Sunglasses may not be worn.
- Backpacks/luggage with wheels and other bags deemed a distraction by the Chief Executive Officer, Principal, or Dean of Students are not permitted.
- On dress down days, students may be required to bring their dress down letter to participate in the dress down day.
- Risk Mitigation and Protective Health Measures
 - Due to the risk current and future pandemics and outbreaks of various contagious, transmissible, and/or infectious diseases, the Kauffman School reserves the right to require mitigation or protective measures to protect students and faculty. These rules may be applied to students, staff, and visitors as deemed necessary. Appropriate and necessary documented medical accommodations will always be considered.

Uniform Purchase - New and Replacement Items

Dressing professional is a critical skill for success in college and in life and we are excited to teach this skill to our students. Dressing professional also ensures that students represent themselves positively to others at the Kauffman School and in their community. As students enter the building, their uniform is checked thoroughly and any student who is out of uniform or has an article missing earns a consequence. Individual uniform items will be charged to student accounts if the student is out of uniform. Once the item is charged, the student can then keep the article supplied by the School. Families may return belts and shoes to the School and will receive a credit to the student account as long as the items are returned in the same condition as received from the School. Below is a list of fees for the uniform items that may be purchased from the School:*

Pants	\$20
Belts	\$10
Socks	\$3
Shoes	\$10
Polo	\$10
White T-shirt	\$5
Fleece	\$30
¼ Zip Pullover	\$35
High School White Oxford	\$25
High School Navy Blazer	\$60
High School Navy Cardigan	\$35
High School Tie	\$25

*All amounts are subject to change based on market value.

**Students are also considered out of uniform if they wear skinny khakis, socks with logos, haircuts with designs, excessive hair accessories, etc.

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Parents/Guardians will be notified by phone and uniform violation notices will be sent home with the student as they occur. Families/guardians must pay their student account in full in order to receive their student's report card, ensure their student is eligible for school-sponsored field trips, after school programs, and other school privileges. Please contact the main office at 816-268-5660 with any questions.

ATTENDANCE

Compulsory Attendance

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

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

Attendance Expectations

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

If students are not in class, they are not learning what they need to complete college. Students are expected to attend school every day except in cases of illness or serious emergency.

Parent/guardians should follow these guidelines with regard to attendance:

- Call or text the Front Office (816-268-5660) as early as possible before 7:45 a.m. the morning of the absence regardless of the reason.
- Parents/guardians must contact the school the day a student is absent in order for the absence to be counted as excused.
- Please schedule doctor, dental, and other appointments during non-school hours to ensure your child's regular attendance.
- Vacations are not excused absences. Please schedule personal vacations for school holidays and breaks when school is not in session.

Excused Absence

In order for an absence to be excused, it must be due to illness or injury, death in the immediate family, significant family crisis, or religious holidays. Additional reasons for excused absences not listed may be allowed based on approval by school administrator. In order for an absence due to an appointment to count as excused, a note must be brought into the front office within 48 hours of the absence. Celebration of a birthday and "take your child to work day" **are not** considered excused absences. A parent/guardian must notify the school within 48 hours after the day of the absence for it to be counted as excused. Illness resulting in three (3) or more consecutive absences requires a doctor's note. In the interest of public health and safety, students with contagious or communicable diseases or symptoms *should not* be brought to school.

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

Unexcused Absence

All other absences not listed above will be unexcused, unless approved at the discretion of the Principal or the Chief Executive Officer. Failure by the parent/guardian to notify the school within 48 hours after the day a student is absent means the absence is unexcused. Colleges review absences in their evaluation of our students. Unexcused absences remove 20 points from a student's PREP score. Unexcused absences reflect poorly on student conduct, so we strongly encourage students to minimize the number of unexcused absences they incur. Ten (10) or more absences during the school year may result in grade level retention or other actions as appropriate.

The Kauffman school will attempt to contact a parent or guardian any day a student is absent from the school, but it is the parent/guardian's responsibility to ensure the school is informed of the reason for a student absence the day the student is not in school. The parents/guardians of students with excessive unexcused absences may be required to meet with Kauffman School staff to address the issue. The Kauffman School may have a responsibility to report excessive unexcused absences to the Children's Division of the Missouri Department of Social when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Appeal Process for Absences

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

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

Make-up Assignments for Absences

Students have the opportunity to make up missed work for each day absent. Students must turn in make-up work within one week of returning from an absence.

Prearranged Absences

If parents/guardians are aware in advance of situations requiring student absences, they should notify the Front Office (816-268-5660) as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. Students should generally avoid these types of absences, particularly during assessments.

Early Dismissals

Every moment of class time is precious and the Kauffman School discourages early student dismissals except in cases of illness or family emergency. If an early dismissal is necessary, parents/guardians should notify the Front Office as soon as possible prior to the date or time of the early dismissal. Students must be checked out and picked up in the Front Office. All students leaving early must be picked up by 2:45 PM (Monday-Thursday) or by 12:45 (Friday) as to not interfere with regular dismissal. Students leaving the Kauffman School before the end of the school day may lose 5 points from their PREP score. Parents/guardians of students with excessive early releases may be required to meet with Kauffman School staff to address the issue.

Tardies

Students arriving at the Kauffman School after 8:00 a.m. are considered tardy. Students who are tardy may lose 5 points from their PREP score. Parents/guardians of students with excessive tardies may be required to meet with Kauffman School staff to address the issue.

In high school, students are also considered tardy if they do not arrive to each class on time during the school day. Students receiving repeat tardies will be assigned consequences based on the chart below:

High School Tardy Consequences		
Threshold per semester)	Consequence	School Action
7 tardies	1 day Deans room	Parent call, email
14 tardies	1 day ISS	Parent meeting, transition plan, email (2 weeks) parent collaboration
21 tardies	1 day OSS	Parent meeting, updated transition plan, email, (4 weeks) parent collaboration
28+	3 days OSS	No transitions rest of semester

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the Chief Executive Officer, shall be considered unexcused or truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

Students Withdrawing from School

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

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

If a parent/guardian verbally requests that his/her student be withdrawn and does not submit a signed withdrawal form nor submit a records request from a receiving school, the Director of Operations will mail a formal withdrawal letter to the parent/guardian. If no response is received from the parent/guardian within five (5) business days of the mailing of the withdrawal letter, the student will be removed from the Kauffman School enrollment roster, and the student will not be reinstated.

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In the case of excessive absences, if multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after five (5) consecutive unexcused absences, a student will be considered withdrawn and a withdrawal letter will be sent to the parent/guardian. The Kauffman School reserves the right to contact the Missouri Department of Social Services' Child Abuse and Neglect Hotline following a student's fifth unexcused absence if the parent/guardian has not responded to multiple contact attempts by the school. The Kauffman School will encourage all families and students to consult with Kauffman School staff prior to withdrawing a student.

TRANSPORTATION

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

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

Bus Route

The Kauffman School will work directly with the bus company to assign a route based on the address provided during enrollment. The bus company reserves the right to make reasonable accommodations for pick-up/drop-off within four (4) blocks of the student's address. Door-to-door pick-up/drop-off will not be allowed except in the case of approved circumstances. Parents are responsible for any additional student transportation needs outside the normal and one alternate route. See alternate route requirements below.

Temporary Student Boarding

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

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

Special Need Students

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

Alternate Bus Route

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

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

For emergency situations, please call the Kauffman School.

Walking to School

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

Parent/Legal Guardian Communications with Bus Drivers or Bus Company Staff

If parents/legal guardians should have any issues or concerns and need to speak with your student's driver, it is best to contact the Operations office at (816) 268-5660 to schedule a time to discuss your concerns. If you need to approach the bus, please do not step into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver's available time at individual stops. If parents want to deliver a note to the school bus driver, they may give the note to their child to give to the driver.

Any parent/legal guardian behavior deemed threatening to the safety of a bus driver or bus company staff member or the safety of students on the bus may result in the revocation of transportation privileges under bus company policy, in which case, the parent/legal guardian will be deemed to have rejected the transportation services provided, and such parent/legal guardian shall be responsible for providing/arranging for transportation of their student to/from the Kauffman School.

Parents/Legal Guardians Entering a School Bus

Parents/legal guardians are only authorized to enter and ride a school bus when they are chaperoning a school-sponsored trip and are approved by the Kauffman School. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Kauffman School supports this law and has posted warnings on all buses.

The School Bus

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

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

General Bus Rules

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

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

The Kauffman School is not responsible for any lost, stolen, or damaged items on the school bus.

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

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

The following activities may result in revocation of the privilege of riding the school bus for a length of time to be determined by the Dean of Students, Principal or Chief Executive Officer:

- Repeated refusal to follow directions from an adult on the bus.
- Moving from seat to seat or moving out of one's seat prior to disembarking from the bus or refusing to sit in an assigned seat.
- Pushing, fighting, pretend fighting, or otherwise endangering the well-being of any other student or students on the bus or at the bus stop.
- Throwing things inside, outside, or out of the bus.
- Attempting to get off the bus at a stop other than the regular assigned stop.
- Swearing, yelling, passing lewd notes, or talking disrespectfully to others on the bus, including the bus driver and/or monitor.
- Vandalism of bus property, including, but not limited to, graffiti, drawing, cutting, sticking adhesives or gum, or any other destruction of bus or student property of any kind. Any vandalism will be subject to the School's Restitution Policy.
- At a minimum, instances of serious misbehavior on the bus will be strictly enforced and may be subject to the disciplinary consequences set forth in the Discipline Guidelines herein. Kauffman School officials have the right to escalate the consequence to any stage or to invoke other disciplinary measures if deemed necessary to secure the safety of all children.

In the case of a bus consequence, the parent/guardian will be contacted via phone and written notification regarding the reason for consequence and the time during which the consequence is to be served. The parent/guardian may be required to attend a conference with a member of the Kauffman School administration before the student may resume riding the bus. In the case of a revocation of transportation privileges suspension, the student will not be permitted to board the bus at the morning stop, or to board the bus at the Kauffman School during dismissal. The parent/guardian will need to make arrangements for the student's transportation to and from the Kauffman School during the period during which bus privileges are revoked of the suspension.

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

Taxicab Transportation Rules

Students transported by taxicab are expected to adhere to the rules of conduct set forth herein and are subject to disciplinary consequences for failure to adhere to the Kauffman School's transportation policies:

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

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

Parents shall notify the Kauffman School in advance if a student will not be on time or available for scheduled taxicab pick-up.

Student Drop Off

Students will NOT be permitted to enter the building prior to 7:42 a.m. Students arriving before 7:42 a.m. should line up outside the main Kauffman School entrance and stand quietly until the doors are opened. Students arriving at the Kauffman School after 8:00 a.m. are considered tardy. Students who are tardy may lose 5 points from their PREP score. Parents/guardians of students with excessive tardies may be required to meet with Kauffman School staff to address the issue.

Student Pick Up

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

Parents must inform the Kauffman School front office if he/she will be late picking up a student(s). If a student is not picked up within 30 minutes of the end of all school activities (by 6:00 p.m.) and neither a parent/guardian, nor emergency contact can be reached, the Kauffman School may contact local law

enforcement to pick up the student. Consequences regarding students who are repeatedly picked up late will be handled on a case-by-case basis.

Extracurricular Activities

Transportation for students participating in Kauffman School sponsored clubs or activities will be provided by the Kauffman School. Students participating in Kauffman School sponsored clubs or activities must report directly to the designated area for parent pick-up or dismissal to the school bus. Students participating in clubs or activities whose parents are late (15 minutes after dismissal) for pick-up two (2) or more times may be subject to temporary suspension and/or removal from athletic games/events or after school activities in the future.

Transportation after athletics practices will be provided by the Kauffman School for student athletes; however, parents are responsible for picking up their student(s) after sporting events. For **away games**, if transportation is not provided the Kauffman School, parents are responsible for providing transportation to and from the games. Parents shall provide written consent if a student is permitted to ride to and/or from a game with another parent. However, in emergency situations, a parent may notify Kauffman School staff by phone that his/her student is permitted to ride with another parent. Athletes whose parents are late (15 minutes after dismissal) to pick them up two (2) or more times may be subject to temporary suspension and/or removal from the sports team.

Safety & Security Protocols

To ensure the safety of all EMKS students, families, staff, and visitors, the school implements safety procedures upon entry to the building. All students and visitors will be required to walk through a metal detector and to have their bag(s) searched prior to entry. Additional safety and security protocols may be implemented at school events and at other times throughout the school year as conditions require in order to preserve the safety and security of our school community.

STUDENT LIFE

PREP/College Seminar

Character education is an integral part of our curriculum, and we structure advisory time within the school day for students to meet in small groups with our teachers. Through our cooperative learning model, students will work as a team to further develop the necessary “life skills” that are reinforced in our classrooms. Themes such as team building, respect, communication, and decision-making will be explored during PREP/College Seminar.

Community Meeting

Students and staff at the Kauffman School will meet as a team and family every Friday. Every Friday, we celebrate our successes and acknowledge individuals and groups who have exemplified the PREP values of the Kauffman School. Periodically, parents/guardians will be invited to attend and participate in community meetings.

PREP Report

The Kauffman School has developed a student PREP Report system to provide students, families, and teachers with a frequent, comprehensive report of student fulfillment of behavioral, academic, and attendance expectations. Students will earn and lose PREP Points based on behavior.

Students receive PREP Reports every Friday, beginning the second week of school. Reports are to be reviewed, signed by parents/guardians, and returned the following Monday. Failure to do so will result in lost PREP points and a detention. Each student starts the PREP Week with 100 PREP Points. PREP points are also used to qualify students for participation in-school and out- of- school activities.

Extracurricular Activities

Participation

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

Participation/Consent Form

Prior to participating in extracurricular activities, including any practice or tryout session for a sport or event, each parent must sign and return the Kauffman School “Activity Participation and Transportation Form”. This form must be completed for each school year.

Clubs and Activities

The Kauffman School sponsors certain clubs and activities as annually determined by Kauffman School administration. No student is allowed to leave the Kauffman School property for any reason during clubs or activities. The consequence for violation of this requirement remains the same as it does during the regular school day.

After-school clubs and activities are held from 3:30pm – 5:00pm on various weekdays. All clubs and activities participants must report to the designated area where Kauffman School staff will supervise them until they are picked up by his/her parents or leave on the clubs/activities bus. No sibling(s) is allowed to stay after school and participate in clubs and activities without a written permission slip. Bus transportation after clubs and activities is provided by Kauffman School on Thursdays only. Club and activities participants must report directly to the designated area for release for parent pick-up or dismissal to the bus. Clubs and activities participants whose parents are late (15 minutes after dismissal) for pick-up two (2) or more times may be subject to temporary or permanent removal from after school activities.

Athletics Program

The Kauffman School is a member of the Missouri State High School Activities Association (“MSHAA”), and adheres to MSHAA policies regarding the display of good sportsmanship by athletes, students, fans, parents and patrons. The Kauffman School enforces sportsmanship rules for its students, athletes, and spectators. Violation of these rules may result in the following consequences: written reprimand, probation, suspension, ejection, or permanent removal from events. Consequences can be enforced against players, coaches, students and fans.

The following sports are part of the Kauffman School’s athletic program:

FALL:

- Boys Cross Country: 6th - 8th grade, 9th- 12th grade
- Boys Soccer: 6th - 8th grade, 9th-12th grade*
- Girls Volleyball: 6th - 8th grade, 9th-12th grade
- Girls Cross Country: 6th - 8th grade, 9th- 12th grade

WINTER:

- Boys Basketball: 6th - 8th grade, 9th-12th grade
- Girls Basketball: 6th - 8th grade, 9th-12th grade

SPRING:

- Boys Track and Field: 6th - 8th grade, 9th- 12th grade
- Girls Track and Field: 6th - 8th grade, 9th- 12th grade
- Girls Soccer: 6th - 8th grade, 9th- 12th grade*
- Boys Baseball: 9th- 12th grade**

YEAR LONG Activities and Sports:

- Boys and Girls Dance Team: 6th- 12th grade
- Boys and Girls Debate Team: 9th -12th grade
- Girls Cheerleading: 6th – 8th grade, 9th -12th grade

*Offered through a cooperative with University Academy. Kauffman School will be the host school.

**Offered through a cooperative with University Academy. University Academy will be host school.

The Kauffman School adheres to the MSHSAA sports medicine policies/procedures. All students must have a completed physical on file in the Athletic Director's office in order to participate in any sport for each school year. In addition, parents should provide proof of accident or health insurance that will cover an athletic related injury or accident.

Students may be restricted from participation because of failure to provide an acceptable sports physical, poor academic performance, disciplinary consequences, possession and/or use of alcohol, tobacco, and/or drugs, or as otherwise determined by Kauffman School administration.

No student is allowed to leave Kauffman School property for any reason during practice or games. The consequence for violation of this requirement remains the same as it does during the regular school day. Athletes will not be permitted to re-enter the Kauffman School building for any reason after practices and/or games without permission from the coach on duty. The use of a cell phone is prohibited before practice or during any game. Kauffman School team members have school issued phones for contact for emergency purposes.

A more detailed description of the specific requirements, rules, and responsibilities for student participation in the Kauffman School Athletics Program is set forth in the **ATHLETICS HANDBOOK**, posted on the school's website at www.kauffmanschool.org. Parent and students should read and become familiar with these requirements.

Athletics Cooperative

The Kauffman School may form an Athletics Cooperative with another high school for some varsity activities and athletics when doing so is in the best interest of both schools' programs and students. Athletics Cooperatives are governed by the Missouri State High School Activities Association (MSHSAA) and must be approved by the School Boards of both participating schools. Athletics Cooperatives are formed annually; the existence of an Athletic Cooperative does not guarantee the continuation of the Cooperative. When an Athletics Cooperative is formed, approved by both participating schools' Boards, and approved by MSHSAA, one school will be defined as the host school. A second school will be defined as the partnering school. The host school will:

- Be the school of record for all MSHSAA reporting requirements.
- Hire and compensate a head coach who meets all MSHSAA-defined head coaching requirements.
- Provide uniforms to participating students enrolled at the partnering school.
- Provide and cover the cost of equipment provided to all participating students.
- Cover travel expenses from the host school to competitions.

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- Cover all expenses related to the rental and/or maintenance of practice and playing facilities.
- Collect and retain all revenue generated by the activity or sport.
- Host all practices.
- Host all home competitions.
- Schedule all competitions.
- Use their mascot, colors, and other identifying details.
- Provide insurance for the activity or sport, including coverage for the partnering school's student-athletes. Coverage is Full Excess, meaning the host school's insurance will provide benefits after the student-athletes' private and other insurance benefits are exhausted.

The partnering school will:

- Hire and compensate a liaison coach, who meets all MSHSAA-defined assistant coach requirements and is primarily responsible for the oversight of participating students from the partnering school.

When EMKS is the host school, the participation of students enrolled at the partnering school will not preclude or prevent EMKS students from participating.

When EMKS is the participating school, the eligibility of EMKS students to participate in the activity or sport will be defined by EMKS's student-athlete eligibility requirements, even if those requirements differ from the student-athlete eligibility requirements of the host school.

Student-athletes will be required to sign participation forms and releases from liability in order to participate in a sport or activity offered through an Athletics Cooperative. Student-athletes may be required to provide proof of private insurance in order to participate in a sport or activity offered through an Athletics Cooperative.

All other EMKS Athletics and Activities policies and procedures, including those related to the resolution of disputes, apply to Athletics Cooperatives.

STUDENT CODE OF CONDUCT

In order for our students to be prepared to graduate from college, we must promote engagement and appropriate behavior at all times. At the Kauffman School, we strive to create a safe and structured environment that promotes students' academic and social development. Our system of rewards and consequences is designed to cultivate an atmosphere of academic achievement, authentic engagement, respect and professionalism. Students are expected to hold themselves to high standards of behavior. Students who fail to meet our standards of acceptable conduct will not be allowed to disrupt the education of others as those students prepare for college completion.

Student Rights and Responsibilities

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

Every student has the right to:

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

Every student has the responsibility to:

- Know and adhere to rules and regulations.
- Know and adhere to state and federal laws.
- Respect the human dignity and worth of every other individual.
- Refrain from libel and slanderous remarks and obscenity in verbal or written expression.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- Help maintain and improve the school environment
- Preserve school property and exercise the utmost care while using school facilities.
- Refrain from misconduct or other behavior which would lead to any physical harm or to the disruption of the educational process.
- Demonstrate respect for school administrators, teachers and staff in maintaining discipline in the school and at school sponsored activities.
- Obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.

Infractions and Behaviors Subject to Consequences

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

- Disrupting class
- Not following directions
- Chewing gum or eating
- Inappropriate comments
- Being unprepared for class
- Uniform violation
- Safety violation or dangerous behavior
- Incomplete homework/agenda/reading log
- Offensive, abusive, obscene and/or profane language or gesture
- Display of affection
- Taunting, teasing, or insulting
- Running, horse play, or throwing
- Some electronic devices
- Tardiness
- Failure to serve a detention (including detention currently being served)
- Possession, exhibition, and/or distribution of obscene literature or material
- Disruptive behavior in the classroom, school, on the bus, or during school activity
- Misuse of technology
- Insubordination
- Egregious disrespect to peer, adult, or property
- Inappropriate contact
- Threatening gesture
- Gambling
- Possession of lighters or matches
- Truancy
- Chronic misconduct
- Defiance of authority
- Academic dishonesty
- Unauthorized entry
- Fighting or threatening behavior (directed to another student or school personnel)
- Assault of another student or school personnel
- Theft
- Vandalism
- Extortion
- Inciting to fight and/or contributing to a disruptive situation
- Possession and/or use of tobacco or alcohol
- Bullying or harassment (including sexual harassment)
- Sexual misconduct
- Any behavior consistently detracting from student learning
- Use or possession of a simulated weapon
- Use or possession of a weapon

- Possession of identifiable drug paraphernalia
- Use, possession, sale or transfer of toxic or controlled substances
- Use or possession of non-controlled substances (over the counter medicine, including cough drops).
 - All medication (prescription or over the counter) must be turned into the school office prior to the start of a school day. Parents/guardians must complete and turn in to the office a form requesting administration of medication by school personnel.
 - *Students may not self-administer any medications, including cough drops.*
- Distribution and/or purchase of non-controlled or controlled substances
- Possession, use, and/or sale of explosives
- Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. In compliance with the "Gun Free Schools Act" (Federal) and 160.261 R.S.Mo.: Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or expelled and will *be referred* to the appropriate legal authorities. The Chief Executive Officer may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
 - the frame or receiver of any weapon described above;
 - any firearm muffler or firearm silencer;
 - any explosive, incendiary, or poison gas;
 - any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may readily be assembled;
 - and any concealable firearm, explosive weapon, machine gun, rifle, shotgun, or spring gun as defined under 571.070 R.S.Mo. (excepting Civil War reenactment materials).
- Possession and/or use of weapon other than a firearm, meaning an instrument, device, or projectile that could reasonably be used to attack or defend against another person; or any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person. A weapon may include but is not limited to the following:
 - Knife (e.g. pocket, pen, switchblade knife, anything with a blade.)
 - Projectile weapon (e.g. pellet gun, BB gun, slingshot, bow, crossbow, etc.)
 - Blackjack
 - Brass knuckles
 - Pepper spray
 - Mace
 - Laser pointer
 - Normal school supplies, household items, or other materials (e.g. scissors, nail file, chains, etc.), which are used for attack, defense, to threaten, intimidate, or inflict physical injury or harm to another person.
- Arson
- False Alarms
- Acts or threats of violence
- Commission of a felony
- Repeated demerits, detentions, or referrals
- Conspiracy to engage in any of the above behaviors

Consequences for such behavior include:

- Demerits
- Automatic Detention
- Referral (May result in further consequences)
- Extended Friday Detention
- Internal Suspension
- External Suspension
- Expulsion

Repeated or serious incidents may result in increased consequences at the discretion of Kauffman School leadership.

Reporting Misconduct

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

Merits

Kauffman School staff members give students visual reminders and verbal clarification to help them develop the traits necessary to be fully prepared for college. In grades 5-8, when a student displays behaviors that are exemplary of our core values, s/he may receive a “merit.” Merits reward students for outstanding actions, and give staff members an opportunity to reinforce positive student behavior. Merits may be awarded for, but not limited to, the display of any PREP values, in addition to leadership, citizenship, teamwork, organization, and improvement.

Demerits

In grades 5-8, when a student commits a specific minor infraction, s/he will receive a demerit. Demerits serve to remind students of our expectations and give students an opportunity to correct their behavior.

Demerits will be issued for behavior that is unproductive or counter-productive, such as unpreparedness for class, minor disruptions of class learning, and uniform violations. More serious consequences will be administered for behaviors including, but not limited to, disrespect, cheating, safety violations, and bullying.

After three demerits in the same day, students will receive a detention. The Principal or Dean of Students will make every effort the day a detention is issued to contact the student’s families to let them know of the detention and to discuss options for serving the detention. Families are strongly encouraged to make sure we have current contact information at all times.

Referral

Any student whose behavior disrupts the learning environment or endangers another student’s education will be asked to leave class at the discretion of the teacher. This means that the student must report immediately to the Dean of Students and remain there until it is clear that the disruptions will cease. Students will be required to reflect upon their behavior in writing, and will be required to serve a detention.

In high school, consequences for repeat referrals will follow the pattern below:

High School Referral System		
Threshold (per semester)	Consequence	School Actions May Include:
7 Level 2/Level 3 (L2/L3) Referrals	1 day Deans room	Parent call/Robo-dial, email
14 L2/L3 Referrals	1 day In School Suspension	Parent meeting, behavior intervention plan, email (2 weeks) parent collaboration
21 L2/L3 Referrals	1 day Out of School Suspension	Parent meeting, updated behavior intervention plan, email, (4 weeks) parent collaboration
28+ L2/L3 Referrals	3 days Out of School Suspension	Parent meeting, update plan

Detention

Detention is intended to serve as a consequence for repeated or excessive inappropriate behavior at school. Detention time is not a study hall or free reading time for students – it is intended to serve as a deterrent for future misbehavior and will be conducted with that purpose in mind.

Students earning a detention will serve that detention during lunch or PREP time. Unless the violation is homework related, students are prohibited from completing homework during detention.

Repeating Detention

Students not able to adequately complete a scheduled detention due to inappropriate behavior during detention, or a failure to follow instructions given by the detention monitor, will repeat the detention or earn an escalated consequence. Students will be redirected and advised of the consequences for continued inappropriate behavior before a repeat detention is issued. Inappropriate behavior during detention may include:

- Speaking to others, talking to oneself, or making other audible noises (including loud sighing, lip smacking, humming, or whistling).
- Putting head down and refusing to keep it up.
- Refusing to copy the Code of Conduct at a reasonable pace or working on other materials during detention (Life Work, DEAR books, etc.).
- Intentionally breaking pencil leads and repeatedly dropping materials on the floor.
- Refusing to follow any instructions given by the detention proctor.

In-School Suspension

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

Out of School Suspension

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

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

The Kauffman School may reduce the length of a suspension if the student and his/her family meet with either the Principal or the Dean of Students or both, as appropriate, and agree with respect to behavioral conditions for the student's early re-admission. School leadership will provide an opportunity for such a meeting as quickly as possible after the student's removal. Unless otherwise stated, the determination of the length of any out-of-school suspension of up to (10) days will rest with either the Principal or Dean of Students or both, as appropriate. Long term suspensions (more than 10 days) may be imposed by the Chief Executive Officer for serious or repeated infractions.

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

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

Expulsion

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

Discipline of Students with Disabilities

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

Hazing and Bullying

The Kauffman School will not tolerate hazing or bullying in any form. We understand that in order for our students to be prepared for college graduation, they will require a safe environment free from harassment. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, Kauffman school staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. School staff will report incidents of hazing and bullying to the Dean of

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Students. Students and parents/guardians should report concerns regarding hazing and bullying to the Dean of Students. The Dean of Students shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. School staff members who violate this policy may be disciplined or terminated. The Dean of Students will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The Kauffman School shall annually inform students, parents/guardians, school staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions at the start of an activity period or program.

Hazing and Bullying Defined

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the school and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as 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; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Harassment (including Sexual Harassment)

It is the policy of the Kauffman School to maintain a safe learning environment for all students. The Kauffman School prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of school policy for any student, teacher, administrators, or other school personnel of this school to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by school policy. It shall also be a violation of school policy for any teacher,

administrator, or other school personnel of the Kauffman School to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by school policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school. For purposes of school policy, sexual harassment is defined as unwelcome sexual advances or requests for sexual favors, can be verbal or physical, and contains one or more of the following elements:

- submission to sexual advances is made (explicitly or implicitly) a condition of a student's academic status;
- submission or rejection of sexual advances is used as a basis for evaluating a student's performance;
- interferes with a student's educational performance; or,
- creates an intimidating, hostile, or offensive educational environment.

Staff, students, or families should report any concerns or incidents of sexual harassment to the Principal. The Chief Executive Officer will investigate all reports of sexual or other harassment.

DISCIPLINE GUIDELINES

All students in the Kauffman School will be held accountable for complying with applicable School policies and procedures (e.g., Student and Family Handbook, Code of Student Conduct, etc.). As such, students and their parents/guardians are responsible for knowing those policies and procedures. Failure to read such policies and procedures or to sign the acknowledgement form will not excuse noncompliance nor will it prevent imposition of accountability and/or discipline.

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

For discipline that results in a student be prohibited from attending School, the following Procedural Due Process rights will apply:

Short Term Suspensions (10 days or less)

Before suspending a student, the Dean of Students must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, the Dean of Students must explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.

If the Dean of Students concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards apply.

The Dean of Students should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the Dean of Students may decide not to suspend a student unless conferences (between the teacher, student, and Dean of Students; and/or between the parent/guardian, student, and Dean of Students) have been held and have failed to change the student's behavior.

If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action. Parents/guardians of the suspended student are expected to come to the school when notified and to make immediate arrangements for the suspended student.

Any suspension by the Dean of Students must be reported to the Principal, who may revoke the suspension, either in part or in full, at any time. If revoked, the Principal will report the revocation to the parents, and update the student record.

Long-Term Suspensions (11 days or more)

Prior to a suspension of more than ten (10) days, the student and family shall receive: written notice of the charges and of the time and place for hearing; an opportunity to review the student's records; adequate time to prepare for the hearing; the right to present witnesses and to question witnesses presented by the school at the hearing; and a reasonably prompt, written decision including specific grounds and controlling

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facts for the decision. The Kauffman School will record the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

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

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

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

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

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

Suspensions of More Than 180 School Days and Expulsions

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

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Hearings Before the Discipline Committee

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

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

The hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one (1) day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Discipline Committee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

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

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

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

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

Requests for Continuance

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

Expulsion

No student may be expelled from Kauffman School without a prior hearing before the Discipline

Committee. A decision to expel a student requires a vote of a majority of those Board of Directors members present.

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

Remedial Conference

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

Reporting to Law Enforcement Officials

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

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

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

Disciplinary Offenses

A disciplinary offense is a violation of the Code of Conduct that occurs while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity. School-related disciplinary offenses may also include serious misconduct outside the school where evidence exists that the student's continued presence would have a substantial detrimental effect on the school. School-related disciplinary offenses may include misconduct outside of school which makes another Kauffman School student feel unsafe at school.

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

Video Recording of Students

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

Corporal Punishment

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

Student Searches

The Kauffman School reserves the right to conduct searches of one or more students and their property, including but not limited to backpacks, jackets, and vehicles (per Board Policy 2650), when there is a reasonable suspicion that the search will provide evidence of a threat to the safety, welfare, or security of persons or property and/or a violation of school rules or of state or federal law. Except in an emergency, searches will take place in the presence of a Kauffman School administrator and at least one other staff member or school security officer. The parent(s) or guardian(s) of a searched student will be notified as soon as possible to inform them that a search has occurred. If a student refuses to cooperate with a request to search a backpack or other property, the school will confiscate the property in question, and the student may be subject to other discipline for the failure to cooperate.

In order to help ensure that the Kauffman School is a safe place and as a means of proactively discouraging the presence of items that could be used to jeopardize the safety, welfare, or security of people or property, the School may periodically conduct searches of all students and their property in either or both of the middle schools and/or the high school. The School also may conduct searches of students and their property by a random selection process as determined and communicated in advance. The School's ability to conduct these types of searches are in addition to searches based on a reasonable suspicion.

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

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

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

- First Degree Murder under 565.020, R.S.Mo.;
- Second Degree Murder under 565.021, R.S.Mo.;
- Kidnapping under 565.110, R.S.Mo.;
- First Degree Assault under 565.050, R.S.Mo.;
- Second Degree Assault under 565.060, R.S.Mo.;
- Rape in the First Degree under 566.030, R.S.Mo.;
- Rape in the Second Degree under 566.031, R.S.Mo.;
- Sodomy in the First Degree under 566.060, R.S.Mo.;
- Sodomy in the Second Degree under 566.061, R.S.Mo.;
- Burglary in the First Degree under 569.160, R.S.Mo.;
- Burglary in the Second Degree under 569.170, R.S.Mo.;
- Robbery in the First Degree under 569.020, R.S.Mo.;
- Distribution of Drugs under 195.211, R.S.Mo.;
- Distribution of Drugs to a Minor under 195.212, R.S.Mo.;
- Arson in the First Degree under 569.040, R.S.Mo.;
- Voluntary Manslaughter under 565.023, R.S.Mo.;
- Involuntary Manslaughter under 565.024, R.S.Mo.;
- Felonious Restraint under 565.120, R.S.Mo.;
- Property Damage in the First Degree under 569.100, R.S.Mo.;
- Possession of a Weapon under 571, R.S.Mo.;
- Child Molestation in the First Degree under 566.067, R.S.Mo.;
- Sexual Misconduct Involving a Child under 566.083 R.S.Mo.;
- Sexual Abuse in the First Degree under 566.100 R.S.Mo.;
- Harassment under 565.090, R.S.Mo.; and/or
- Stalking under 565.225, R.S.Mo.

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

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

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

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

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

STUDENT HEALTH

Student Illness

If a student becomes ill or is seriously injured during the school day, the Kauffman School will make every effort to contact the parent/guardian. The emergency phone number listed for the student will be called if a parent/guardian cannot be reached. If the accident or illness necessitates the services of a physician, we will call the physician you have listed on the emergency information form. If the listed physician is not available, the local hospital will be used. Medical or other information pertaining to the student and situation will be shared with emergency contacts as necessary. Please keep the Kauffman School advised of any changes in phone number or emergency contacts.

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

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

- has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- has been free of vomiting or diarrhea for 24 hours after the last episode of such or has a doctor's note indicating the student may return to school prior to the 24 hour time period.
- is free of continuous coughing.
- is free of lice.

Health Services

A registered nurse (“School Nurse”) supervises health services at the Kauffman School. Injured or sick students will be accompanied by a staff member to the School Nurse's office. In the event of an emergency, the School Nurse will be notified and will respond to the student in the building.

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

Health Screening

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

Medication

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

Students are not allowed to transport medication to the Kauffman School. Medication must be delivered to the Kauffman School by a parent or guardian.

The Kauffman School will provide certain over-the-counter medications to be administered only when it is deemed necessary.

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

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

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

- Medication must be transported to the Kauffman School by a parent/guardian and given to the School Nurse, students may not transport any medication, even over-the-counter medication such as cough drops;
- Prescription medicine must be in the original and current prescription bottle (the pharmacist can provide an extra labeled prescription bottle for the school);
- Over-the-counter medication must be in an unopened and labeled bottle;
- The Kauffman School does not allow students to take medication with another family member's name on the label;
- The first dose of any medication should be given at home whenever possible. The School Nurse can decide not to administer the first dose of a medication if, in his/her clinical judgment, it may compromise the safety of the student while attending school. In that instance, parents/guardians would be notified;
- Any prescription medications, including inhalers, that don't have a prescription label, need a written note from the prescribing physician;
- All medications must be picked up by a parent or guardian within one calendar week of the last day of school. All medications not picked up or scheduled for pick up will be disposed of the following day.

Students Self-Carrying Emergency Medications

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

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

Medications Requiring Injection

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

Emergency Medication

The Kauffman School is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by school personnel and 911 will be notified.

The Kauffman School is also equipped with over the counter medication Asthmanefrin. In the event of a severe asthma attack, Asthmanefrin will be administered via a nebulizer breathing treatment by the School Nurse. Prior to administration, every attempt will be made to contact the parent/guardian and 911 will be contacted.

Emergency Medication for Field Trips

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

Student Allergy Prevention and Response

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

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

Staff members may use air fresheners, oils, candles or other such items intended to add fragrance in any school facilities, but shall desist from such use at the direction of the Chief Executive Officer. This provision will not be construed to prohibit the use of personal care items that contain added fragrance,

but the Chief Executive Officer may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the school.

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

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

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

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

Illness and Injury Response and Prevention

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

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

Counseling Services

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

Health and Sexual Education Curriculum

The Kauffman School provides a series of health and sexual education classes for our students. The purpose of these workshops is to aid in creating an environment in which every student, faculty

member, and family feels safe and makes healthy decisions, thereby giving everyone the opportunity to attain the best possible education. The classes are part of the fitness curriculum, and will be taught by the fitness teacher, a designated staff member, or a contracted provider.

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

Pregnant Students

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

Wellness

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

The Kauffman School promotes a culture of student wellness focusing on good nutrition and physical activity to address student weight/obesity concerns, to facilitate student learning of lifelong healthy habits, and to increase student achievement. A more detailed description of the specific goals and procedures of the Kauffman School wellness program is set forth in the Wellness Policy posted on the school's website at www.kauffmanschool.org.

Diabetes

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

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

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

Enrollment and Evaluation

Parents and guardians enrolling students with diabetes into the Kauffman School are required to inform the Kauffman School via the application and registration form. Upon such notice, the School will initiate the process to evaluate the student in accordance with the Kauffman School's OCR-approved Section 504 procedures. Should the notice be provided during a time when school is not in session, the evaluation process will begin upon the student's first day of attendance at the school. During the evaluation process, the Kauffman School may request medical records and/or request the ability to communicate with the student's medical provider to obtain additional information regarding the

student's diabetes. If the student is found eligible for services, diabetes care services and accommodations will be specified in the Section 504/Title II plan, as well as in any diabetes health care plan.

Medical Supplies at School

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

Emergency Supply Kit

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

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

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

Training of Team Members

Annually, the Kauffman School will provide two levels of training by qualified medical personnel to Kauffman School team members who educate, serve, supervise, or transport students with diabetes, including, but not limited to, teachers, substitute teachers, aides, paraprofessionals. Training will be offered to the bus company for the bus drivers assigned to transport students of the Kauffman School. For team members who join the Kauffman School after the annual training date, an opportunity to receive training will be provided. The Kauffman School administration will determine the date of the training.

However, the training shall occur in advance of educating, serving, or supervising a student with diabetes.

Level 1 training will be required for all the Kauffman School staff, and will be offered to the bus company at the beginning of the school year. Level 1 training may include, but not be limited to the

following topics: an overview of diabetes; how to recognize and respond to hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose); and whom to contact for help in an emergency.

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

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

Suicide Awareness and Prevention

The Kauffman School is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy outlines key protocol and procedures for the Kauffman School in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is adopted pursuant to Section 170.048, RSMo.

The Kauffman School will address suicide awareness and prevention through the following policy components:

1. Crisis response procedures
2. Procedures for parent involvement
3. Community resources available to students, parents, patrons and employees
4. Responding to suicidal behavior or death by suicide in the school community
5. Suicide prevention and response protocol education for staff
6. Publication of policy

Crisis Response Procedures

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, Kauffman School personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any Kauffman School employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the Social Work, Dean or Administrative team, or his/her designee.

The following steps will be employed in response to any risk of student suicide:

1. Locate the student
2. Inform the Social Worker / Dean / Member of the Administrative Team

3. Ensure that the student remains supervised at all times
4. Social Worker completes initial assessment and determines risk
5. (If needed) Social Worker creates safety plan
6. Family or appropriate authorities are informed

Procedures for Parent Involvement

A member of the Social Work, Dean or Administrative response team may reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

School and Community Resources

A student exhibiting suicidal behavior may be directed to meet with the Social Worker, Dean, administrative team member, teacher, and/or their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills and a safety plan as necessary. A basic list of resources can be found on the Missouri Department of Mental Health website.

Responding to Suicidal Behavior or Death by Suicide in the School Community

When the Kauffman School community is impacted by suicidal behavior or a death by suicide, the Kauffman School will confer with their Social Work, Dean, and Administrative Teams and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the Kauffman School community understand and process the behavior and/or death.

The Social Work, Dean or Administrative team will determine appropriate procedures for informing the Kauffman School community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

Suicide Prevention and Response Protocol Education for Staff

All Kauffman School employees will receive information annually regarding this policy and the Kauffman School's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted.

Publication of Policy

The Kauffman School will notify employees, students and parents of this policy by posting the policy and related procedures and documents on the Kauffman School's website and discussing this policy during employee training as detailed herein.

TECHNOLOGY USAGE POLICY

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

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

All other expressive activities involving the Kauffman School's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Kauffman School policies.

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

Violations

If a user violates this policy, the Kauffman School will deny a student's access or will withdraw access and may subject a student to additional disciplinary action.

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the Kauffman School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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

Terms and Conditions

- 1) Acceptable Use - Access to the Kauffman School's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the school;

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or (b) for legitimate business use.

- 2) Privileges - The use of the Kauffman School's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Director of Operations will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- 3) Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de- virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing social media sites;
 - m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - n. Using the network while access privileges are suspended or revoked.
- 4) Indemnification - The user agrees to indemnify the Kauffman School for any losses, costs, or damages, including reasonable attorney fees, incurred by the Kauffman School, relating to or arising out of any violation of these procedures.
- 5) Vandalism - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 6) Telephone Charges - The Kauffman School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- 7) Copyright Web Publishing Rules - Copyright law and school policy prohibit the republishing of text or graphics found on the Web or on Kauffman School websites or file servers, without explicit written permission.

- a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

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

Technology Security and Unauthorized Access

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

Online Safety - Disclosure, Use and Dissemination of Personal Information

- 1) Students shall not be provided access to social media (bulletin boards, electronic chat boards, message forums, etc.), or downloading files without specific teacher approval of content.
- 2) Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the Kauffman School.
- 3) Student users shall not agree to meet with someone they have met on-line without parental approval.
- 4) No vulgarity or profanity is allowed.

- 5) A student user shall promptly disclose to his or her teacher or other Kauffman School employee any message the user receives that is inappropriate or makes the user feels uncomfortable.
- 6) Users shall receive or transmit communications using only school-approved and school-managed communication systems. For example, users may not use web-based e-mail, social networking, messaging, and videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the school.
- 7) No curricular or non-curricular publication distributed using Kauffman School technology will include the address, phone number or e-mail address of any student without permission from that student and his/her parent/s if the child is a minor.

Electronic Mail

- 1) A user is responsible for all e-mail originating from the user's ID or password.
- 2) Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
- 3) Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- 4) Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
- 5) All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with school policies, regulations and procedures.

Violations of Technology Usage Policies and Procedures

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

OTHER SCHOOL INFORMATION

Parent/Guardian Concerns and Complaints

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

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

The Kauffman School also commits to discussing areas of concern directly with families and reducing extraneous or unproductive communication.

Parent Concern

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

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

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

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

- 1) Make an appointment to speak with the classroom teacher at school or via phone.
- 2) If the concern cannot be resolved through direct discussion with the teacher, or if the concern directly involves the teacher, the parent/guardian may make an appointment to discuss the situation with the Dean of Students.
- 3) If discussion with the Dean of Students does not resolve the concern, or if the concern directly involves the Dean of Students, the parent/guardian may make an appointment to

discuss the situation with the Principal or another school administrator.

- 4) If discussion with the school administrators does not resolve the concern, or if the concern directly involves the school administrators, the parent/guardian may submit the concern and the desired outcome in writing to the School's Chief Executive Officer.
- 5) The Chief Executive Officer will respond in a timely manner, either with next steps or the decision resolving the matter. The decision of the Chief Executive Officer is final.

Parents/guardians are asked to address concerns regarding Kauffman School *operations and administration* in the following manner:

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

Parent Complaint

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

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

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

Programs for Transitional Students

The Kauffman School recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the school, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to

ensure that homeless students in the school have access to a free and appropriate public education. If parents/guardians find their family in any of these situations, the Chief Executive Officer (or designee) should be contacted for assistance. Upon request from the Chief Executive Officer (or designee), taxicab transportation will be scheduled to assure students are able to get to and from school.

Program for English Learners

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

To ensure that parents/guardians are properly notified of the EL program, all new and enrolling students are asked to complete a Home Language Survey to establish the presence of a student's non-English language background. The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services. A more detailed description of the procedures for identification and placement, and development of EL students is set forth in the Kauffman School EL Plan posted on the school's website at www.kauffmanschool.org.

Restrictions on Attending School

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

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

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

Public Notice Regarding Students with Disabilities

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the school but are attending a private school within the school, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Kauffman School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Kauffman School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parents/guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the school to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

Family Educational Rights and Privacy Act (FERPA)

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

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

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school, and to do so must inform the custodian of records three (3) days in advance by written request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible

students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading, submitting a written request to the custodian of records detailing the information they believe is inaccurate, and as applicable providing the corrected information. The custodian of records will investigate the potential conflict of the record, and decide within three (3 days) if correction is required. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record, which must identify the records for which consent to disclosure is being given, the purpose of the disclosure, and the party or class of parties to whom the disclosure is being made. However, FERPA allows schools to disclose

those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials within the school with legitimate educational interest (including contractors if they perform functions the school would otherwise use employees for so long as the contractor is under direct control of the school and the Contractor agrees to the non-disclosure requirements);
- Officials of other schools or school systems in which the student seeks or intends to enroll (so long as the disclosure is for purposes related to the student's enrollment/transfer), upon condition that the School makes a reasonable attempt to notify the student's parents, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. The notification requirement is satisfied if the School annually states a general intention to honor requests by other schools for school records regarding that student in relation to a request for transfer in an annual FERPA notice to the parents;
- Specified state and national officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school, provided studies do not result in disclosure of single student information;
- The Federal Food Service Program, provided the information is disclosed in an aggregated form;
- Accrediting organizations;
- Child welfare agencies with a right to access a student's case plan if the agency has the right to care for the child;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

As part of the student's record, the School maintains a record of all parties that have requested or obtained access to a student's education records and indicating the legitimate interest from the above list that each party has in obtaining this information. All disclosures made of student information require the recipient to agree that it will not disclose the information without the consent of the students' parents.

The School reserves the right to include appropriate information in the educational record of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, or disclosing such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. FERPA does not prohibit disclosure of student records to sex offender registries.

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

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

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

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

- e. the schedule for administering the assessment; and,
- f. the time and format for disseminating results.

Every Student Succeeds Act of 2015 (Public Law 114-95) Parents' Right to Know

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Every Student Succeeds Act of 2015 (Public Law 114-95) 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.

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.
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 appeals to the Department be investigated?

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

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.

Required LEA Documents

The most updated copies of the LEA Parent and Family Engagement Policy, the School Parent and Family

Engagement Policy, and the School Parent Compact can be found on the Kauffman School Website under the “School Policies and Forms” section.

The Missouri Course Access Program (MOCAP)

The Kauffman School makes every attempt to meet the curricular needs of all of its students by offering a wide range of course offerings and opportunities through in-classroom personalized instruction.

Missouri law also provides the opportunity for online learning through the Missouri Course Access Program (“MOCAP”). MOCAP courses are delivered over the internet by Missouri certified teachers and are designed to offer Missouri students courses when there are no qualified teachers to teach in-person courses, and to allow students to take courses not offered at the local school. MOCAP is not a school and does not offer a complete high school diploma program. **Enrollment of a Kauffman School student in MOCAP must be approved by the Kauffman School.**

Student Skills Necessary for Success in Virtual Courses and Other Considerations

In evaluating whether it is in the best educational interest of a student to participate in MOCAP, the Kauffman School will consider the following:

- Alignment of the virtual course(s) with the Kauffman School curriculum.
- Consideration of whether the Kauffman School’s educational philosophy and its definition of a Kauffman School graduate, both defined in the Kauffman School’s Student and Family Handbook, are likely to be realized for the student or may be inhibited if the student were to enroll in a virtual course.
- Consideration of whether the virtual coursework prepares students to be intellectually curious, economically independent, and confidently self-directed.
- Consideration of whether the virtual coursework promotes critical thinking and prepares the students for the academic and social rigors of college.
- Consideration of whether the request to enroll in virtual coursework aligns with the intention of MOCAP to offer Missouri students courses not offered at the Kauffman School.
- Demonstrated time-management skills that indicate the student is capable of independently submitting assignments and completing course requirements.
- Demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Demonstrated verbal or written communication skills that will enable the student to succeed in an environment where the instructor may not be physically present to support the student’s understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Student’s previous level of success/struggles in previous virtual coursework.

Enrollment in Virtual Courses

Interested students and families shall first contact the school’s principal or designee to make an appointment to discuss the enrollment process. Enrollment in virtual courses takes place at the same time enrollment takes place for other Kauffman School courses, with approval for enrollment outside of standard enrollment cycles rarely occurring and only occurring in extreme circumstances when the considerations noted above are satisfied. After this initial meeting, the student and the student’s parents/guardians will be required to submit the request - including the coursework in which the student wishes to virtually enroll, the requested dates of enrollment, the rationale for the request, and evidence of the above-noted considerations – in writing. The student will not be enrolled if the principal or

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designee, in consultation with the student's parents/guardians, and relevant staff, determines that it is not in the best educational interest of the student to enroll in the virtual course.

If a student is approved by the Kauffman School for enrollment in MOCAP, the Kauffman School will pay the costs of a virtual course. If a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians **must** meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals. The Kauffman School is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment.

The Kauffman School will provide supervision for students who take virtual courses in Kauffman School facilities, but will not provide supervision for students taking virtual courses offsite. Students taking courses virtually are subject to Kauffman School policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the Kauffman School's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Appeal

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Chief Executive Officer. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Chief Executive Officer, such appeal must be in writing and shall be submitted to the Chief Executive Officer within seven (7) days of notification of the determination made by the principal or designee. The Chief Executive Officer shall provide his/her recommendation to uphold or overrule the determination of the principal or designee within seven (7) days of his/her receipt of the written appeal. If the student or parent/guardian is not in agreement with the decision rendered by the Chief Executive Officer, they may appeal to the Kauffman School Board ("Board").

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to the Missouri Department of Elementary and Secondary Education ("DESE"). The appeal to DESE must be filed within seven days of the Board's final decision.

Related Resources

Link to SB 603: http://www.senate.mo.gov/18info/BTS_Web/Bill.aspx?SessionType=R&BillID=69472003 Link to DESE's MOCAP

Information Page: <https://mocap.mo.gov/about.html>

PARENT/GUARDIAN AND STUDENT RESPONSIBILITY

The Kauffman School expects all parents/guardians and students to read and understand the Student and Family Handbook and to follow the rules and regulations set forth. The Student and Family Handbook is available on the website and in printed copy upon request. Discussions and reviews of the handbook conducted by school staff are in addition to, not instead of, the parents/guardians' review. Failure to read the Handbook will not prevent students from being held accountable for their behavior and receiving consequences listed within the handbook.

Please contact your school's principal if you have questions or concerns regarding the Student & Family Handbook (816-268-5660). Thank you.