



Kairos Academies
Community Handbook

2019-2020

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Kairos Students and Families,

Welcome to Kairos Academies' 2019-2020 school year! At Kairos, we empower students to think for themselves. **That's why your mission, Kairos Class of 2026, is to direct your own life and learning.**

Kairos is St. Louis' first personalized learning public school. We've studied the best schools from around the country, designed around world-class resources, and hired an accomplished team from top universities. But the *personalized* part of "personalized learning" means all that work is just a framework. Starting Day 1, we build within that framework to customize your child's learning experience so it matches his or her unique needs and strengths.

The Kairos Community Handbook (what you're reading right now) is a guide to our shared community vision and procedures. You, your child, and your family *are* that community, and we hope that what's within will, in time, evolve based on your voice. That said, this has important information to start your student off strong at Kairos. It's organized into five primary sections:

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

At the end of the Community Handbook, you will find some documents (commitments to school expectations, etc.). Your child's coach will collect a copy of these forms. You do not need to tear them out. All community resources are also available online at www.kairosacademies.org. If for some reason your coach is unable to collect these forms, please bring them with you on the first day of school (August 12). **Students cannot fully participate at Kairos until we have these documents.**

Our community is built around a belief that right now is *kairos*, "the opportune moment" (Ancient Greek). Right now is the opportune moment to live out our highest ideals—to explore a new idea, to take a courageous stand, to help those in need. Right now is the time to rethink education for the 21st century, and we are proud to walk beside you on that journey.

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



The Kairos Special Sauce

Diversity + Compass

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

Zulu proverb

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

Ian Maclaren

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

Steve Hall

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



Making a Commitment¹

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



I commit to keeping myself and others safe.

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



I commit to leaving no community member behind.

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

¹ These commitments, and Kairos’ broader approach to culture, is based on the incredible work at Valor Collegiate—one of Tennessee’s top-performing school networks. We have worked closely with Valor to take their resources and adapt them to the needs of our community here in St. Louis.





I commit to seeking diversity of perspective.

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



I commit to speaking to the person, not about the person.

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



I commit to speaking from my heart, but using my head.

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



I commit to working the Compass.

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



I commit to walking my talk.

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



I commit to seizing my *kairos*.

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

We're All Family Here

Joining Kairos—as a teacher, student, or parent—means joining the Kairos family. And that means our values don't end and learning doesn't stop when the school day gets out. We need you to partner with us for your child's success. With an unusually small student-teacher ratio (10:1) and an individualized coach who meets with your child every other day, we have the capacity to give you and your child the kind of attention you deserve. You'll hear from us often, by email, phone, and home visits. And we hope you'll be proactive, following your child's academic and character development, sharing concerns, celebrating successes, and joining in your child's learning either at home or on our experiential learning field trips.



Personalized Learning + Student Choice

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

Agatha Christie

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

Antoine de Saint-Exupéry

It matters not how strait the gate,
How charged with punishments the scroll,
I am the master of my fate,
I am the captain of my soul.

William Ernest Henley

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

Learn at Your Own Pace

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

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

1-1 Attention

If that seems like a lot of choices to make, don't worry! Just like you'll have teachers to help grow your academic function, you'll also have a 1-1 coach to help you develop **executive function** (your ability to manage choice productively). As you strengthen your executive function, you'll gradually earn more ownership over your schedule, moving across what we call the **Ownership Continuum**.

Your coach will meet with you 2-3 times per week to help you set goals and make concrete plans to achieve them. They'll also help you reflect on your actions and learn from your mistakes. When you



start on the Ownership Continuum, your coach will personalize your schedule and academics to meet your unique needs and strengths. With time, you'll learn how to do that for yourself.

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

Own Your Education

When you go to college, no one tells you **when** to study. *You choose.* No one tells you **where** to study. *You choose.* And, no one tells you **how** to study. *You choose that, too.* So to prepare you for that, we will help you learn how to make those decisions at Kairos. Here are a few examples of how you could direct your learning:



Jose is reading about Newton's Three Laws of Motion and completing practice activities on the Summit Learning Platform



Kamori and Nina were confused about theme vs motif, so they went to Lee (English teacher) for help



Brittany (History teacher) is facilitating discussion and debate about the Civil Rights Movement



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



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



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



Smarter Time + Better Breaks

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

Henry David Thoreau

There is a tide in the affairs of men, Which, taken at the flood, leads on to fortune

Shakespeare

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

Maya Angelou

Did you know that...

- the traditional 10-month school calendar (long semesters, long summer break) was designed in the 1850s so kids could help their families farm during planting season?
- over long breaks, students lose about 25% of the content they mastered during the school year (a phenomenon known as “Summer Slide”)?
- child and teenage brains aren’t fully “awake” until after the start of most schools’ days? (*That you probably did know!*)

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

More Breaks

Students work hard for 5 weeks, then recharge for 2 weeks. Those breaks give your teachers a chance to step back and reflect on how we can do a better job for you. Don’t worry! Most breaks align to your friends’ breaks at SLPS, and for ones that don’t, Kairos will coordinate some fun, free programming for you.

More Sleep

Our school day runs from 9 a.m.-5 p.m. to match your natural sleep cycles. We also offer free supervision before school (7:30-9 a.m.) and after (5-6 p.m. to support parents’ schedule. Plus, coming early and staying late gives you extra time to grow your brain!



Campus Policies

Absences

First things first: We can't build our amazing Kairos Community without *you* here. That's the only way we can help you grow into a curious, determined self-directed thinker and leader. Plus, we just love to see you! We'll know you're at Kairos when you scan your ID card at the door (and say "hi"), so please don't forget. Otherwise, we may mark you absent or late 😞.

What Are Absences?

Sometimes, you will miss part or all of a school day (happens to the best of us). A partial absence is when you come in after 9 a.m. or leave before 5 p.m. A full absence is when you don't come in at all.

Kairos excuses absences for:

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

Need an absence excused? Tell your child's coach within 5 days of the absence.

So Your Child Will Be Absent—Now What?

Is it before 9 a.m. the morning of?

Text the Coach: If you know your student will be late or absent before 9 a.m., text his or her coach with the: **(i)** date(s), **(ii)** reason for absence, and, in the case of a late arrival or early dismissal, **(iii)** pick up/drop off time.

Are you unexpectedly picking up early?

Call the Kairos HQ: Call 314-252-0602 with the above information for emergencies or other unplanned early dismissals.

Pick Up Your Child: Pick your child up from Kairos, including if your child typically walks home from school. Students will not be released to non-authorized adults without prior notification. (See the [Transportation](#) section for more information.)

Is this the 10th+ absence?

Proof of Excuse: For 10 or more absences (e.g., due to illness), Kairos is required to collect proof of the reason (e.g., a doctor's note).



So You'll Be Absent—Now What?

Email or talk to your coach

If you know you're going to miss school, think ahead and talk to your coach! They'll help you plan so that you stay on track to graduate ready and tackle every opportunity ahead.

If you didn't know you were going to miss school (say, you got sick), connect with your coach when you get back so you can make a plan of action.

Power on through your goals

If you are late to school:

1. Scan your ID card at the door.
2. Head to class, check-in with your teacher or coach (depending on the period), and get down to business.

So You're Absent—What Will Kairos Do?

Nothing is more important to us than your success, but we can't help you succeed if you're not here! Here's what we'll do to help you show up.

Each absence

Text Message: Your coach will send a text to your parent/guardian asking why you're missing. If they don't know, we'll call the police, who will start a search to make sure you're safe.

2nd unexcused absence²

Call Home: Your coach will call home to understand why you've missed school. We'll make a plan to help you improve attendance.

5th unexcused absence

Home Visit: Your coach and/or a member of our Executive Team will meet with your parents in-person. At this point, everyone is triangulating efforts to support you.

10th unexcused absence

Truancy Reported: Pursuant to law (201.115 RSMo), Kairos will report suspected truancy to the Missouri Children's division.

² We'll do this even if the absences weren't consecutive. After all, many a mickle makes a muckle.



Enrollment & Withdrawal

If you're reading this, then almost assuredly, your family has applied to Kairos, been accepted, and filled out our registration packet (www.tinyurl.com/KairosRegister). But maybe you have a sibling or friend who would love Kairos too? This is how they can join our community.

Who Can Attend Kairos?

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

- Students of the appropriate age (i.e., within 2 years of the grade average)
- Students who live in St. Louis City

And What's The Process?

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

Will My Peeps Get In?

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

1. Children of Kairos staff and board members
2. Siblings of currently enrolled students
 - Siblings in the same grade (e.g., twins) are considered a group. If one is accepted in the lottery, then the others will be too.
3. Students who live near the school (i.e., zip codes 63111, 63116, and 63118)

In December, we'll ask you family whether you plan to stay on at Kairos for the following year. Of course, you get first dibs on our spots.

Withdrawal

We hate to lose you! If you're thinking about withdrawing, please let your coach know. We want to make Kairos work for you and your family. If, tragically, you have to leave, you can do so by:

- Filling out a Withdrawal Form (available from your coach)
- Paying any outstanding balances with the school (e.g., a fine for breaking your Chromebook)
- Returning all school-owned materials



Transportation

We want to make sure you're safe, so here are some community ground rules for parents.

Drop-Off Procedures

Student drop-off is from 7:30-9 a.m. To expedite the process, please:

- Form a drop-off line along the Miami Street curb as you approach the Kairos Side Entrance. (See picture on the next page.)
- Drop off students.
- Continue straight to the Miami/Jefferson intersection.

Please drop-off any student with physical disability at the Kairos Academies Front Entrance, which is ADA accessible and has an elevator.



Kairos Academies Side Entrance:
for most students

Regular Pick-Up Procedures

Kairos has two pick-up times:

- Regular student pick up occurs between 5 and 5:15 p.m.
- Pick-up from after-school remediation happens between 6 and 6:15 p.m.



Kairos Academies Side Entrance:
for adults and students with disabilities

To ensure a quick and safe pick-up, please:

- Clip your child's pick-up tag (given by coaches during home visits) to the passenger side of your car's sun visor. If you're carpooling, be sure to have pick-up tags for all students you're transporting.
 - **We will not dismiss without a pick-up tag.** We have committed to keeping all Kairos students safe, and this is how we verify that students only leave with approved adults. Please don't forget it!
- Form a pick-up line along the Miami St. curb as you approach the Kairos Side Entrance. (See picture below.)
- A Kairos Team member will walk down the pick-up line and call for the student(s) on your pick-up tag(s).
- Students will exit Kairos and hop into your car.



Pick-Up/Drop-Off Line



The pick-up/drop-off line starts at the Kairos Side Entrance on Miami St. and extends down to Missouri St, wrapping onto Missouri St. if necessary.

For parents picking up their child to walk home, please come to the Kairos Side Entrance with your pick-up tag. We'll dismiss your student to come meet you.

Please be prompt when picking-up your student. If you miss the 5-5:15 p.m. window, your child will continue their studies until 6 p.m. If you regularly need to pick up your child between 5:15 and 6 p.m., chat with your coach. They'll see what accommodations can be made and get back to you!

If you cannot make it to Kairos by 6:15 p.m., The Cherokee Rec Center has designed additional programming for Kairos students until 8:00 pm. Children will walk or bus to the Cherokee Rec Center with authorized personnel.

A Quick Request!

Please do not **park** in the drop-off or pick-up line (i.e., on Miami St. outside the school). That makes it harder for students to quickly and safely enter or exit the building; it's also illegal, and we want to save you the fine.



Frequently Asked Questions

What safety precautions are in place?

Nobody can enter Kairos without a Kairos-issued photo ID or as a visitor of a Kairos staff member. Students cannot leave with an adult unless the adult has a Kairos-issued pick-up tag.

Look after your student ID badge! If you lose it, our landlord will ask you to pay \$5.00 for a new one.

What happens if I misplace my pick-up tags?

At the start of the year, Kairos your coach will give you three pick-up tags. We do this so that you have a few to spare, and so that you can give one to anyone else who regularly picks up your child. Please take care of them! If you need additional tags, just let your coach know.

Does Kairos offer bussing?

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

How will I know if school is cancelled (for, say, a snow day)?

Kairos will call and text you by at least 6:00 a.m. the morning of the cancellation.

Dress Code

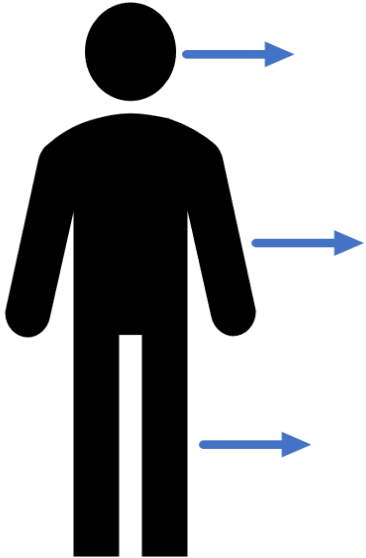
At Kairos, we want everyone—you, your classmates, and your teachers—to feel comfortable and focused on learning. Our dress code is designed to support that by making sure nothing you wear accidentally makes someone else feel uncomfortable.

How could your clothing make someone feel uncomfortable? Well, at Kairos, we're building an intentionally integrated, diverse-by-design community. That diversity should be celebrated; everyone's better off when we can learn from opinions, beliefs, experiences, and ideas of people who are different from us. But sometimes, differences can make people feel awkward. Imagine you wore an outfit from some fancy new brand. It might make someone else feel bad if they didn't have clothing from that brand. By upholding our dress code, you're taking a positive stand for your peers and our community. You're proudly saying, "I believe everyone should be welcome and included here."

To be clear, our dress code will NEVER be used as a "gotcha." We strive to cultivate a standard of reasonableness and benefit of the doubt. A child will never be kept from learning because they wore



“the wrong color sweater.” In the case of a dress code violation, we will provide and ask the student to change into school-appropriate attire (in the same way adults change into “professional clothing” for their work). In the case of multiple dress code violations, coaches will schedule a call with parents to align on expectations.



Head Coverings

- Hats or hoods cannot cover the eyes
- Of course, head coverings are allowed for religious reasons

Tops

- Every shirt must have a collar EXCEPT:
 - Kairos-branded tops (e.g., our super cool t-shirts)
 - Sweaters or sweatshirts

Bottoms

- Clean, professional pants, shorts, or skirts (jeans are OK!)
- Shorts and skirts must be no shorter than your fingertips
- Sweatpants, jeggings, leggings (and their ilk) are not allowed

Not sure about an outfit? Make sure there are no:

- X Logos or text (except to show school pride!)**
- X Holes or rips**
- X Exposed midriffs or underclothes**



Academic Policies and Procedures

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

Courses

Courses include English, History, Science, and Math. Each course is year-long and includes 2-3 components.

	<u>Focus Area</u>	<u>Project</u>	<u>Concept Units</u>
English	✓	✓	X
Social Studies	✓	✓	X
Science	✓	✓	X
Math	✓	✓	✓

Focus Areas

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

Projects

Projects require you to apply Content Knowledge to solve real-world problems by working in groups with your peers and by developing and using **Cognitive Skills**. Cognitive Skills are the higher-order thinking skills that we all need to solve complex problems in college and beyond. Projects are facilitated by teachers.

Concept Units

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

Pod Huddle

Pod Huddle is a morning ritual for you and your pod (9 peers + your coach) to center yourself emotionally and tap into your own purpose for learning.



Coaching Check-in

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

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

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

Recess + Compass Center

Recess is a time every day to get out some energy! Students who have not lived up to their Kairos commitments stay in the Compass Center, where faculty help students reflect on their actions, complete relationship work (frank conversations about the incident), and make plans to repair harm or make amends.

Academic Rotation Period

Monday	Tuesday	Wednesday	Thursday	Friday
Kairos Reads	Art	Kairos Solves	Art	Holistic + Badge Work
Self-directed ability-level reading, grammar, and vocabulary work	A sampling of different art mediums from local experts	Self-directed ability-level math work	A sampling of different art mediums from local experts	Preparation for group activities around social-emotional learning (SEL) and non-academic life skills



Culture Block

Culture periods are dedicated to building both community and social-emotional learning (SEL) skills in a variety of different ways depending on the day of the week. Check out the chart below for more details.

Monday	Tuesday	Wednesday	Thursday	Friday
Holistic + Badge Coaching	Clubs/Electives	Culture Rotation Period	Clubs/Electives	Student Circle
Group activities around SEL and non-academic life skills	Extracurricular club time (to be chosen by parents and students!)	Various culture-building activities, celebrations, and current event discussions	Extracurricular club time (to be chosen by parents and students!)	Social-emotional, culture-building, and reflection opportunities with your pod

Before or After School Supervision and Remediation

Students may stay at Kairos and use school resources before school from 7:30-9 a.m. and after school from 5-6 p.m. Parents can consider this free child supervision. Students who stay during this time will be expected to complete self-directed work to advance their academic goals.



What Your Day Might Look Like



Juan: Low Choice



Aaliyah: Medium Choice

7:30	Before School Supervision, Breakfast, Self-Directed Student Remediation	
9:00	Pod Huddle	Pod Huddle
9:15	Project: English	Focus Area: Student Choice (Location: Student Choice)
10:45	Lunch + Check-In + Lounge	Academic Rotation Period
11:35	Recess + Compass Center	Lunch + Check-In + Lounge
12:05	Academic Rotation Period	Recess + Compass Center
12:50	Focus Area: History	Project: History (Location: Conference Room)
2:20	Focus Area: Science	Focus Area: Student Choice (Location: Lounge)
2:25	Project: Math	Project: Student Choice (Location: Library)
2:55		
4:00	Culture Rotation	Culture Rotation
5:00		
6:00	After School Supervision + Self-Directed Student Remediation	

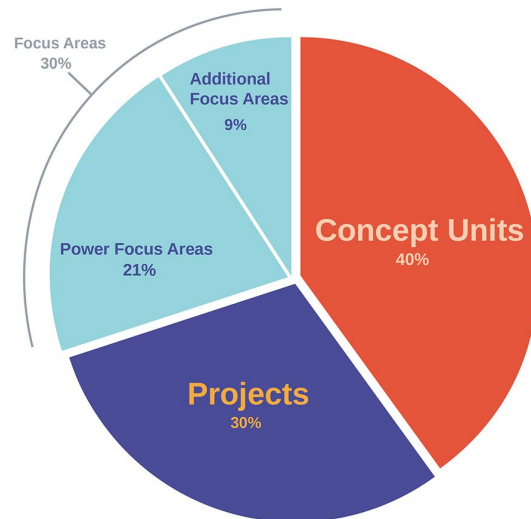
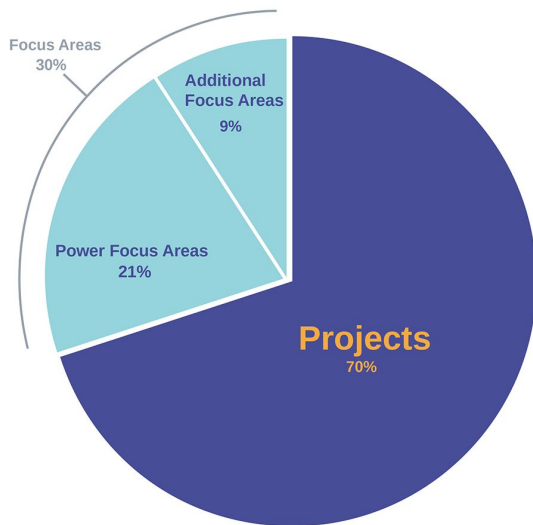


Grading Policy

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

English, History, & Science Grades

Math Grades



Focus Areas

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

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

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

You are assessed on two types of Focus Areas:

- **Power Focus Areas** are the most essential Focus Areas for every course; you must pass them all to pass the course. If you do, 21% is automatically added to your grade.
- **Additional Focus Areas** contribute to developing the richest content understanding, but are not essential to the course. By passing an Additional Focus Area, you can add up to 9% to



your final grade, depending upon the number of Additional Focus Areas that you pass. Keep in mind that you can pass a course without completing any Additional Focus Areas; however, the maximum grade you can receive is a 91%.

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

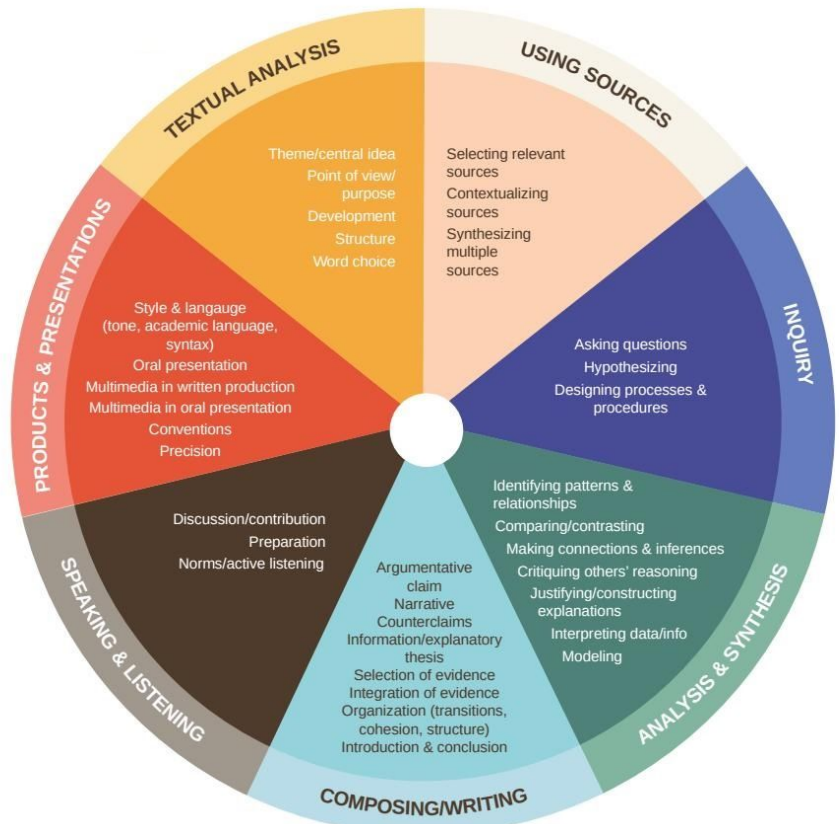
Projects

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

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

1. For a given project, each Cognitive Skill is scored on a scale of 0-8, with 4 indicating high-school readiness and 6 indicating college-readiness.
2. Your overall Cognitive Skills score is based on a weighted average, using *only your highest score* for each Cognitive Skill.³
3. Your overall Cognitive Skill score is turned into a percentage.

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



³ The more important the skill, the more times it will be assessed. We use a weighted average calculation that takes into consideration the relative importance of each Cognitive Skill.



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

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

To pass, you have to complete all projects in a course. Otherwise, you'll receive an incomplete.

Concept Units

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

Grading with IEPs and 504 Plans

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

Progress Reports and Report Cards

You and your parent will receive a **Progress Report** at the end of each cycle. These Progress Reports allow you, your family, and your coach to step back and review the cycle, discuss what went well, and plan to improve in the upcoming cycle. At the end of the seventh cycle, you will receive a **Report Card** that documents your final grade in the course.



Final Percentage	Grade	GPA
97-100	A+	4.000
93-96	A	4.000
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.000
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.000
70-72	C-	1.667
0-69	F	0.000

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

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

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

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

Before- and After-School Remediation

We know that students come to Kairos with different backgrounds and from different schools. We also know that different concepts and skills can be more and less challenging for different students. That's OK! To make sure you stay on-track to graduate, we offer free before- and after-school remediation.



We will ask students to attend for extra help if they meet any of these criteria:

1. The student is two or more grade levels behind in reading
2. The student scored below a 70% on their most recent NWEA MAP assessment
3. The student is off-track in the Summit Learning Platform (our curriculum)

If a student meets any of these criteria at the start of a cycle, we will ask the student to attend either before- *or* after-school remediation. (Just one, you choose!) We expect the student to come for the entire so they can get back on-track. You will also hear expectations around before- and after-school remediation from your child's coach.

Before and after-school remediation is open to all students. Like at Hogwarts, help will always be given to those who ask for it. Even if you're not required to be there, we'd still love to have you!

Promotion Policy

To advance to the next grade, students must pass all their classes. If you are at risk for non-promotion, you will be asked to attend before or after-school remediation. You will also meet with your coach to design a plan for success.

Tech at Kairos

Like an adult in a modern Information Age career, you will use technology—your school-issued Chromebook, headphones, wireless internet, etc.—every day. This section summarizes key components of the [Kairos Internet and Device Acceptable Use Policy](#). All students and guardians must read and [sign-off on this policy](#) before using technology at Kairos.

Internet and Email Use

Internet access (including email use) is a privilege, not a right. It should only be used only to support your learning and growth. **It is not okay, for example, to use your technology for anything inappropriate or illegal.** If you inadvertently come across inappropriate information or pictures, please tell a Kairos teacher immediately. This will protect you against an allegation that you have intentionally violated the *Internet and Device Acceptable Use Policy* (which you can read in the Appendix).

Grown-Up Stuff

Kairos has internet filtering software that blocks users' access to inappropriate and harmful digital content. No filtering technology is perfect, and ours may occasionally fail. In the event that it does,



Kairos cannot assume liability for your student's actions. We strongly encourage you to discuss acceptable internet use with your child and raise any concerns you may have with your coach.

Chromebooks

Kairos will buy you one Chromebook, and it's super important to your learning. Please take care of it! If you follow these rules, you'll be in good shape:

General

- Do not eat or drink near your Chromebook.
- Unplug your Chromebook before storing it in your backpack.
- Besides stickers, do not mark up your Chromebook in any way.
- Avoid leaving your Chromebook in the car for an extended period of time. (It can get really hot!)

When Carrying

- Close the screen of your Chromebook before moving.
- NEVER grab a Chromebook by the screen. Never! Not under any circumstance. Just don't. Always support it from the bottom. (This is the #1 way kids break their Chromebooks, leaving them super sad and Chromebook-less.)
- Put your Chromebook and charger in your backpack. Put your backpack down gently (don't throw it) and in a way that does not put pressure on the Chromebook.

Screens

Be careful with your screen! It's the most fragile part of the computer, and thus, the most likely to break. To take care of your screen, remember the following:

- Close your Chromebook before storing.
- Do not put any pressure on top of a Chromebook when it's closed. That means, don't put books on top of it and don't lean on it. Just let the computer be!
- Do not place anything on the keyboard before closing the lid.
- If you're going to clean the screen, use a soft, dry microfiber cloth.

Norms

- Be sure to have your laptop at school everyday. A loaner may or may not be available if you forget to bring your Chromebook to school.
- Bring headphones (either your own or school-issued) every day.
- Charge your Chromebook overnight and during lunch.



Take-Home Policy

We hope you'll continue to explore your passions at home! Once you show that you're responsible (a level of choice in the Ownership Continuum), you'll be free to take your Chromebook home. Please keep in mind that the *Internet and Device Acceptable Use Policy* applies regardless of location. If you break or lose your Chromebook at home, your family will still be responsible for replacing it.

Headphones

You may need headphones to access a variety of learning tools (YouTube clips, poetry slams, audiobooks, and podcasts). And if you make productive study decisions with the headphones (e.g., avoiding music when it's distracting), then you'll earn additional choice to use headphones with more latitude.

At the start of the school year, Kairos will give you a pair of school headphones. These stay at school overnight to make sure you don't accidentally lose or break them. If somehow you do, it's \$1.50 to replace them. You are also welcome to bring your own headphones from home.

Personal Electronics Policy

Cell phones can be a distraction, and not just for kids. Seizing the moment means committing to being present at all times. To support this, any cell phone sent to Kairos will be collected at the beginning of the day. You will turn your cell phone into your coach, who will place it in a container, labeled with your name, and lock it away in a secure location. Say goodbye to your coach at the end of the day, and he or she will return the phone.⁴

Like we said, phones can be distracting for adults, so to prepare you for that, we will eventually let you keep the phone on-hand. Again, like everything at Kairos, that choice will become available only once you show the community that you won't let it interfere with your learning.

**Parents: In case of emergency or early pick-up,
please contact Kairos HQ (314-252-0602).**

⁴ *Kairos is not liable for any damage, loss, or theft of personal electronics. If you do not want your phone confiscated, do not bring it to school.*



Restorative Justice

The Compass Model

Remember the **Kairos Compass** that we talked about WAY back at the beginning? Well, we're bringing it back to deepen understanding (a meta example of one of our evidence-based learning strategies called "[interleaving](#)"). This time, we're going to share a bit more about how the Compass will help you reach your personal and academic goals.

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



The Compass is comprised of three components:

- The four **Compass Dimensions**—*mental, emotional, physical, spiritual*—make up the broadest level of the Compass. They are the basic dimensions of human experience. We are ALL at our best when we keep these in balance.
- The five **Compass Disciplines** describe what excellence looks like in each Compass Dimension. Students and faculty work hard to find their *True North* by balancing their *Sharp Mind* and *Big Heart*, drawing on their *Noble Purpose*, and choosing to act in a way that is aligned with their best intentions [*Aligned Actions*]. The Compass Disciplines are a constant reminder of who and how we want to be in the world.
- The ten **Compass Habits** are behaviors essential to internalizing this wayfinder. They include *Identity, Joy, Diversity of Perspective, Curiosity, Kindness, Courage, Determination, Integrity, Balance, and Presence*. Two of these habits are associated with each Compass Discipline.

Work the Compass

Everyone at Kairos commits to the lifelong endeavor of honing our inner compass. We do this individually and as a community by "working the Compass," intentionally developing and refining ourselves over time. Through this work, we build a culture where all students and faculty feel valued and empowered to drive their own learning.



Get the Badge

You work the Compass individually through the **Phase System**, a series of developmentally appropriate phases that guide students from childhood to adulthood. As with Kairos academics, the Phase System is a competency-based, self-directed, gradual-release model.

6th grade	Commitment Phase
7th grade	Exploration Phase
8th grade	Responsibility Phase
9th grade	Community Phase
10th grade	Leadership Phase I
11th grade	Leadership Phase II
12th grade	Service Phase

In each phase, you will earn a **badge** for completing individual work aligned to each of the five Compass Disciplines. Check out the badges below! You'll also earn badges for completing Relationship Work, Community Work, Community Service, and End-of-Phase Presentation Preparation. Each time you collect a badge, you signal to yourself and the Kairos community that you are one step closer to the next phase.



Character growth can be tough, but don't worry. There's plenty of time in the day just to focus on this development. Your coach will support you through all of this during Badge Work and Badge Coaching.

Bringing It Full Circle

Imagine you've finished all your individual work and earned a badge. Now is when you'd normally put your work in a folder and never look at it again, right? Not at Kairos. The final step is sharing your growth in Circle. Circle time is a weekly opportunity to come together and support each other in our individual Compass development. Circle lets us mediate problems, heal when we are hurting, and celebrate when friends display a Compass Habit (like courage). Circle is how we hold ourselves accountable to growing into our best selves.



Culture and Expectations

Working the Compass helps you be your best, not just for yourself, but for those who count on you. When everyone is **On-Compass**, Kairos is a home—safe, playful, equitable, inclusive, and loving. But when someone is **Off-Compass**, it affects everyone around them (imagine a time when your sibling or friend wasn't very nice and you'll know what we mean).

Let's start with On-Compass first. We know you *want* and *have the capacity* to do the right thing (being "On-Compass"), and we celebrate you when you do! When you live out your deepest values, we recognize that by awarding **Compass Points** (e.g., +2) which recognize your character growth.

Sometimes, though, we all struggle to be our best selves. When that happens, the only thing to do is admit it, reflect on it, and make a pledge to do better. You lose Compass Points for being Off-Compass. That doesn't mean you're "bad"—it just means you need to think about how you're going to restore relationships with friends and teachers that you may have damaged. When you do, you'll earn the Compass Points back!

Tell Me More!

You might be wondering how you earn or lose Compass Points. Good question! Curiosity like that will definitely get you some. Generally, we categorize actions and behaviors in three zones: **Green**, **Yellow**, and **Red**. If you're in the **Green Zone**, that means you're On-Compass. We expect you'll be there about 80% of the time. Sometimes we all say or do things we regret, and when you do, you'll slide into the **Yellow** or **Red Zone**, depending on what you said or did.

Suppose You...

Demonstrate a Compass Habit, like if you...

- Show *Determination* by finishing a chapter of "The Giver" even though it's hard and you really, really don't want to
- Manifest *Courage* and *Kindness* by standing up for your classmate, even when it might be unpopular

+2 Compass Points

Make a small mistake, like ignoring a teacher's requests, distracting friends from learning, or being a little cheeky (e.g., eye rolls, huffing, etc.)

-2 Compass Points



Make a more serious mistake, like rough housing, repeatedly violating the dress code, or inappropriately using technology

Recommitment

-5 Points & Compass Center

+3 Compass Points after
Recommitment Reflection

Serious or escalating mistakes, where you don't respond to Compass supports. At this point, you're seriously disrupting the learning environment. Behaviors could include:

- Theft of an item worth \$5 or less
- Defiance or egregious disrespect that causes a major disruption or safety issue
- Kissing or other inappropriate touching

Reset Assessment (RSA)

-7 Points & Compass Center

+5 Points after RSA
Reflection

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

Suppose You...

- Use hurtful or disparaging language with a member of the Kairos community
- Join a physical altercation after being provoked
- Steal an item greater than \$5
- Fail to respond to prior relationship-based supports

In-School Reset (ISR) I

-10 Points & Compass
Center

+8 after ISR Reflection

In-School Reset (ISR) II

-12 & Compass Center

+10 after ISR Reflection



- Bully another student
- Start a physical altercation
- Engage in physical altercation, provoked or not, that results in sustained injury
- Carry illegal or prohibited objects/substances
- Harass a member of the Kairos community
- Bring a weapon to threaten, harm, or damage students, staff, or property
- Fail to respond to prior relationship-based supports

Out-of-School Reset (OSR)

-15 Points & Family Meeting

+13 after OSR Reflection

What Do All These Terms and Abbreviations Mean!?

We take restorative justice and social-emotional learning seriously, so our approach is robust, evidence-based, and (we admit) a little complicated. Basically, all of the above are different opportunities for a student to reflect—with various degrees of facilitation, structure, and family involvement—on how they can realign to their own inner compass.

In the moment of an Off-Compass action, we use a restorative technique called **Connect and Correct** to show students that we care about their behavior because we care about *them*. Over the course of the week, we track a student’s Compass points and share updates with families. If you end the week with 0 or fewer Compass points, you’ll spend the following week **Recalibrating**. That means we build in more time for you to reflect on your actions, more opportunities to earn Compass Points, and a bit more love and attention from your coach.

Often, you’ll need a parent to sign your reflection sheet to complete your behavior reset. Admitting responsibility to those we love is one of the hardest but most important parts of a growth journey.

Expulsion

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

- use of a weapon
- distribution or sale of drugs and alcohol
- aggravated assault

Students can also be expelled due to repeated, documented patterns of Off-Compass behaviors. If a student fails to respond to faculty support, he or she can undermine their peers’ learning environment in a way that threatens their success. Families may appeal the CEO’s decision to the Kairos Board of Directors. Students who are expelled will not be re-accepted to Kairos in future years.



Family Communication and Engagement

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

Accessing the Summit Learning Platform

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

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

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

Two-Way Communication

We know you have a lot to juggle, so we aim to make it easy and simple for you to stay involved in your child's education. Here's how we'll communicate with you, and in turn, how you can reach us.

How We'll Reach You

Coach Text

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

Coach Email

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

Coach Phone Call

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

Coach Home Visit

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



Community Newsletter

Cyclically (every ~7 weeks): Provides updates on major school-wide updates, events, deadlines, and celebrations

Emergency Communications

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

How to Reach Us

Emergencies

Call the Kairos HQ: If there is an emergency that requires your student to unexpectedly leave school early, call the Kairos HQ (314-252-0602).

Everything Else

Email or Text Your Coach: Your child's coach will get back to you within one business day to confirm the next best step for your child. Coach contact information can be found in [Faculty Bios & Contact](#).

Family Involvement

Your child deserves a school that partners hand-in-hand with you for their success. That's why Kairos takes our family engagement policy so seriously.⁵ We believe parents and guardians deserve a variety of ways to become involved in school functions, procedures, and policies (including this one).

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

How To Get Involved

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

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

⁵ Kairos' Title I Parental Involvement Policy follows best practices and was adopted in compliance with Section 1118 of the Elementary and Secondary Education Act (20 USC §6318(a) – (f)).



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

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

How to Support Kairos

Click on the links below or email HQ@kairosacademies.org for more info on the following ways you can go above and beyond to support our community!

[Refer a Family](#)

[Request a Yard Sign](#)

[Share Infographic](#)

[Share Flier](#)

[Share Testimonials](#)

[Like on Facebook](#)

[Friend on Facebook](#)

[Follow on Twitter](#)

[Donate](#)

Visitor Policy

Your child's learning time is sacrosanct. That's why we strive to keep our learning space distraction free. If you would like to come observe the school or meet with a staff member, please let your student's coach know at least 24 hours in advance. Chances are, your coach will approve the visit or meeting, but they may not due to special circumstances (e.g., mandatory standardized testing). Unfortunately, to protect learning time for *everyone's* children, we have to turn away anyone who shows up at Kairos without a scheduled and approved meeting (even an amazing parent like you).

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

Network (LEA) & School Family Engagement Plan

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



Step 1: Pulse Check

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

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

Step 2: Brainstorm

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

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

Step 3: Follow Through

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

Your Rights

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

- Attend school board meetings (announced online at www.kairosacademies.org/board and posted publicly within the school)
- Review information about your child's teacher (e.g., license, qualifications, whether they are teaching under emergency or provisional status, etc.)
- Review academic achievement and growth data for your student (on both internal and state assessments)



- Review your child’s educational records (within 45 days of a written request) and ask for amendments due to error or omission (which you can appeal if overruled)
- Request that personal information not be shared with military recruiters absent your case-by-case consent; (note: Kairos cannot withhold disclosure to professionals with a legitimate need to review, such as law enforcement personnel)
- Review the school’s charter, most recent annual report card, most recent annual audit, and board member background checks
- File a grievance (written statement with facts regarding the complaint) about a school-related concern (first to the coach, appeal to the CCO, appeal to the CEO, and final appeal to the school board)
- File a complaint (written statement with the facts of the alleged violation) with the Missouri Department of Elementary & Secondary Education or the U.S. Department of Education if you believe Kairos or another public agency has violated FERPA⁶ or ESSA⁷

⁶ Federal law on information privacy

⁷ Federal law that funds public schools



Appendix

All faculty teach (facilitate projects, tutor focus areas) and coach students (1-1 check-ins, pod time). To chat or meet with your child's coach, schedule time through their Calendly (listed next to the name). Faculty are alphabetized by first name, which is the norm for address at Kairos (and, for what it's worth, in almost every professional environment). First names position adults as mentors to respect rather than authoritarians to fear. By removing a contrived school norm, we are preparing your child to seamlessly transition to the real world after graduation.



Brittany Kelleher

Chief Operating Officer

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Brittany Kelleher graduated magna cum laude from Princeton University with an honors thesis on Black identity. She began her career teaching in St. Louis and served as an Education Pioneers Fellow. Britt spent the last several years working for Wellspring Consulting, a leading national nonprofit consulting firm. There, she supported some of the country's best

schools in strategy, finance, and operations. Britt joined Kairos because she believes self-directed learning is the best way to prepare students for success in college and beyond.

Casey McBride

Math Department Chair

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Casey McBride graduated with a Bachelor of Arts in Psychology from Transylvania University and holds a Master's of Education from The University of Missouri. She came to St. Louis through Teach For America, a highly-selective teacher training program, and began her career teaching at Aspire Academy. Currently, she teaches 5th Grade (all subjects) at Patrick Henry,



one of St. Louis Public School's top-performing elementary schools. Throughout her career as an educator, Casey has served as a mentor teacher for the St. Louis Teacher Residency (training other aspiring teachers), a middle school basketball coach, a member of her school's teacher-to-student mentoring program (Positive Behavior Intervention System), and a liaison to Gateway to the Great Outdoors (providing students access to environmental education). Casey is excited to join Kairos because she believes students learn best at their own pace, with personalized supports, and when engaged in applied, hands-on projects.



Gavin Schiffres

Chief Executive Officer

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Gavin Schiffres graduated magna cum laude from Yale University, with honors for his thesis work on educational innovation. Gavin has taught in New Haven, Israel, and St. Louis, and he's worked to advance educational equity at StudentsFirst and the Louisiana Department of Education. Gavin holds a Master's in Education and joined Kairos to bring every child the best of what he's seen in his work around the world.

Jack Krewson

Chief Coaching Officer

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Jack Krewson graduated from Washington University-St. Louis, where he studied political and racial inequity in the City. Jack has taught in Hong Kong, held leadership roles at Normandy High, and supported high-quality instruction through the St. Louis Teacher Residency. He holds a Master's in Education and joined Kairos because he believes every child deserves a school that matches their unique learning style.



Jennifer Hartley

Head of Experiential Learning

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Jennifer Hartley graduated from Missouri State University with a Bachelor of Science in Biology and Secondary Education as well as a Teaching Endorsement in Earth Science. She taught and tutored science for 13 years before moving to the Missouri Botanical Gardens, where she has served as an Instructor and Manager of School Programs for the past 7 years. Jennifer has organized and presented at a number of national and international science education conferences, including the Natl. Sci. Teachers Assct. Conf. and the Intl. Congress for Botanical Garden Ed. She is

also on the Educational Advisory Board for Fontbonne University and judges science fairs around the region. Jennifer is thrilled to bring her expertise and professional connections from the Missouri Botanical Gardens Education Programs back into a school so she can design a full program of hands-on experiential learning trips and curriculum for every Kairos student!

Jill Gerber

History Department Chair

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Jill Gerber graduated from the University of Chicago with a Bachelor of Arts in Art History and has taken extensive coursework on writing education, learning disabilities, and cultural studies at Washington University-St. Louis. Jill has over 26 years of experience teaching at K-12 schools in the St. Louis area, including Forsyth School and Whitfield School.

Her work on student-driven projects has earned her numerous awards, including Emerson Excellence in Teaching; ISSL Teacher of Distinction; Office Depot's Teacher Success Stories; The Richard B. Kobusch Humanities Endowed Chair; and a Teaching All Kinds of Minds Certification. Outside of the classroom, Jill is active in community-based and culturally-responsive curriculum design through programs as STL 250. Most recently, she ran educational programming for Lion Forge, a premier comic book and graphic novel studio. She is nationally published and an expert panelist on integrating multimedia resources into



humanities curriculum—which she’s eager to co-construct with her new Kairos kids.



Julia Larimar

Head of Restorative Justice

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Julia Larimar graduated from Yale University with a Bachelor of Arts in American Studies (Intensive). Julia discovered her calling to empower fellow Black and first-generation college students at Yale during her time serving as a Freshman Counselor and Peer Liaison in the Afro-American Cultural. She has since spent her career supporting low-income students directly as a teacher in New Haven, CT and Tulsa,

OK and indirectly as a staff member at Leadership Enterprise for a Diverse America, Teach For America: Greater Tulsa, and George Kaiser Family Foundation (PK-8 Strategy). Most recently, Julia worked at the Tennessee Justice Center as a Child Health Fellow, helping children and families navigate access to health and legal services. She’s moving from Nashville to St. Louis because of Kairos’ mission to build a restorative community that leaves no one behind. Growing up in rural poverty and defending her family against threats, Julia knows firsthand the vital role school can serve in a child’s life as an oasis of justice, safety, and learning.

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Kat Lucido graduated from the University of Missouri with a Bachelor of Science in Biochemistry and holds a Masters of Education from National Louis University. In her career, she has managed public health in Chicago, coordinated digital learning for Chicago’s world-class Field Museum, and served as an academic interventionist with The Chicago Home Tutor. Closest to her heart, though, is Kat’s time as a special educator with Chicago Public Schools. For five years, Kat managed the cases of 100+ diverse learners, designed curriculum for students with special needs, and integrated technology (Chromebooks, 3D printers, etc.) into her school to empower student agency and project-based learning. Kat is joining Kairos because she believes every child deserves the same kind of 1-1 attention and individualized



education plans that, historically, have been reserved for at-risk youth.



Lee Rohrer

Chief Academic Officer

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calendly.com/kairos-lee

Lee Rohrer graduated from The University of Central Florida and holds a Master's in Education and a Master's in Educational Administration from The University of Missouri. Her intensive training includes a 500-hour specialization in research-based reading practices. In her 8 years in education, Lee has contributed to multiple school turnarounds, served as Grade Level Chair at KIPP: St. Louis, and supported site management in St. Louis Public Schools as Dean of Innovation & Instruction. She is joining Kairos because, as an UMSL-SLPS School Leader Fellow and Education Innovation Fellow with Venture Cafe, she saw firsthand how innovative educational practices can transform learning outcomes for all children. With her experience coaching teachers and facilitating professional development, Lee will help set and maintain a bar of excellence for Kairos faculty.

Melissa Bradshaw

English Department Chair

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calendly.com/kairos-melissa

Melissa Bradshaw graduated summa cum laude from Harris Stowe University with a Bachelor of Science in Middle School Education. Inspired by her own journey putting herself through college, Melissa has spent the past 14 years teaching at-risk youth in St. Louis. She has been recognized with the Incarnate Word Caring Hands Award and Partnership for Youth Service Award for her results dramatically improving student literacy.



Beyond English, Melissa coaches STEM and Robotics Clubs and has written experiential learning curriculum for the Saint Louis Science Center and HSSU Math & Science Academy, for which she was invited to present at a national STEM Conference. Having built a career empowering students to direct their own lives and learning, Melissa is pumped to join a school



whose mission so closely aligns to her own.



Niles Patel

Science Department Chair

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calendly.com/kairos-niles

Niles Patel graduated from Washington University-St. Louis, where he studied global health and biology, and from the Relay Graduate School of Education, where he earned a Master's in the Art of Teaching. As a Grade Level Chair at the Noble Network of Charter Schools—Chicago's top-ranked public school network—Niles coached colleagues to build a culture of joy and support. He has

also served as Saturday School Principal at Noble, managing a team that used data to identify student needs and provide personalized support. Niles is excited to bring his experience in a highly successful charter network back to his hometown of St. Louis.

Scott Clithero

Head of Student Growth

scott@kairosacademies.org • 314-326-0997

calendly.com/kairos-scott

Scott Clithero graduated from the Honors College of the University of Missouri with a Bachelor of Science in Mathematics and a Master's of Education in Curriculum & Instruction. He also holds a Master's of Arts in Educational Leadership and an MBA from St. Louis University. Scott's talent at moving student math data, honed over 8 years of teaching both in St. Louis and abroad, has been



recognized by the Missouri Department of Education as their Regional Teacher of the Year. In addition to his expertise in inquiry-based math pedagogy, Scott brings years of experience with instructional coaching, restorative practice leadership, and professional development from some of Missouri's most celebrated education reformers. Coming from a family of educators, and living just a few blocks from Kairos himself, Scott couldn't miss the opportunity to build a dream school for the community right in his backyard.



A Quick Note about Certification

Please assume that your child's teachers are not certified by Missouri to teach in their assigned grade or subject. Most are, but taking a cue from the best private schools around the country, we recruited talent with diverse, often real-world experience. We weren't going to let this bureaucratic hurdle stand in the way of bringing the absolute best educators to Kairos. If you have any questions or concerns, please don't hesitate to contact our CEO, Gavin Schiffres, at 314-626-0974. He would love to tell you all about how we're holding our faculty to a much, much higher standard for excellence.



2019-2020 Annual Calendar

School Day

Kairos' school day runs from 9 a.m.-5 p.m. Kairos also offers optional supervision, tutoring, remediation, and academic supports every day from 7:30 a.m.-9 a.m. and from 5 p.m.-6 p.m. Students may be dropped off anytime from 7:30 a.m.-9 a.m. and picked up anytime from 5 p.m.-6 p.m.

Flexibility

We understand that some students have outside extracurriculars or certain family commitments. If your student needs to miss or leave early on certain days, please let us know as soon as possible. We are committed to working with your family to create an individualized plan that will both accommodate your scheduling needs and support your student's academic success.

Break Enrichment Programming

Kairos coordinates free or subsidized enrichment programming for students during extended breaks that DO NOT overlap with breaks in other St. Louis school calendars. Programming will run during weekdays from October 14-25 and February 10-14. Break enrichment programming is completely optional and meant as a service to support our families and students.

Legal Jargon

You can ignore this paragraph. It's something we have to put in for reporting purposes. If Kairos loses days of school due to inclement weather (e.g., snow days), June 8-12 may magically become compulsory makeup days.

Type	@ Kairos?	Explanation
1	✓	School Day
2	✓	School Day (Kairos Commitment, technically reported as optional summer school)
3	✓	Community Night (student work is exhibited for family, friends, and community)
4	✓	Experiential Learning Day (single day field trip or multi-day Kairos Expedition)
5	X	Break
6	X	Federal Holiday



7	X	Inservice (staff development, data analysis, and collaboration to support students)
---	---	--

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

August

12-30: Student Orientation

September

2: Labor Day
3-6: Kairos Expedition

October

14-18: Inservice (Staff Only)
21-25: Full School Break

November

11: Veterans Day
15: Experiential Field Trip
28: Thanksgiving

December

13: Community Night
16-20: Inservice (Staff Only)
31: Deadline to Re-Enroll for 2020-2021 School Year

January

1: New Year's
20: MLK Day

February

17: President's Day

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Other STL Schools						
September 2: Labor Day	January 1-3: Break					
October 11: No School (PD)	6: No School (PD)					
November 11: Veterans Day	20: MLK Day					
27-29: Break	February 14: No School (PD)					
December 20: No School (PD)	17: Pres. Day					
23-31: Break						



17	18	19	20	21	22	23	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	26	27	28	29	30	31		23	24	25	26	27	28	29

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



<h3>March</h3> <p>6: Experiential Field Trip 30-31: Inservice (Staff Only)</p>	<h3>June</h3> <p>19: Experiential Field Trip</p>
<h3>April</h3> <p>1-3: Inservice (Staff Only)</p>	<h3>July</h3> <p>4: Independence Day 10: Community Night 6-10: Inservice (Staff Only)</p>
<h3>May</h3> <p>18-22: Inservice (Staff Only) 25: Memorial Day</p>	<h3>August</h3> <p>10-21: 2020-21 School Year</p>

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Other STL Schools

<h3>March</h3> <p>23-27: Break</p>	<h3>June</h3> <p>1-26: Summer School 29-30: Break</p>
<h3>April</h3> <p>No events</p>	<h3>July</h3> <p>1-31: Break</p>
<h3>May</h3> <p>22: No School (PD) 25-29: Break</p>	<h3>August</h3> <p>3-14: Break</p>

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15



21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29



Kairos Internet and Device Acceptable Use Policy

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

Please contact Britt Kelleher, Chief Operating Officer, if you have any questions about this policy. Kairos reserves the right to revise the policy when deemed necessary. The current policy, as well as notes of any revisions, will be available on the Families Page (www.kairosacademies.org/families) of Kairos' website.

Part I: For Parents and Guardians

Limitation of Liability

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

Content Filtering

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

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

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



Regulations of Access

Privacy

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

- Kairos reserves the right to monitor the use of the Internet through its system, at all times for *all* users. Kairos will collect and store information about usage which includes, but may not be limited to, the date and time a user visits the site and information about the user's activities while online.
 - Note: Except as otherwise specified in here, Kairos does not use cookies to gather students' identifying information, including but not limited to names, home addresses, email addresses, and telephone numbers.⁸
- As required by the Children's Internet Protection Act (CIPA), Kairos will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating the Kairos Internet and Device Acceptable Use Policy, the Community Handbook, or the law. Kairos also reserves the right to monitor the online activity of non-students using Kairos' technology.
- Kairos reserves the right to utilize and review the results of software that searches, monitors, and/or identifies potential violations of the *Kairos Internet and Device Acceptable Use Policy*.
- Kairos reserves the right to examine e-mail or Internet correspondence for security or network management purposes.
- Students and families should be aware that, in accordance with public records laws, personal files on the Kairos system may be discoverable in court and administrative proceedings.
- Students should not store personal data on the Kairos system. Students should have no privacy expectation regarding either personal files or records of online activity during their use of the Kairos system. Kairos is not responsible for the loss or damage of such data.

Parental Notification and Responsibility

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

⁸ Cookies are computer programs that store information about a user on a computer hard drive or disk and allow Kairos, to verify whether a visitor is an authorized user of the Kairos system, among other things.



Part II: For Kids! (But Grownups Can Read Too)

Restrictions to Access

Personal Safety Restrictions

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

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

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

System Security and Safety Restricts

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

Restrictions Against Illegal Activities

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

Illegal activities include:

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



Restriction Against Inappropriate Language

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

- Post information that they could reasonably infer would interfere with the educational process or disrupt the educational environment
- Engage in personal attacks, including prejudicial or discriminatory attacks
- Harass another person by persistently acting in a manner that distresses or annoys another person. **If you are told by a person to stop sending them messages, you must stop**
- Knowingly or recklessly post false or defamatory information about a person or organization
- Repost a message that was sent privately without permission of the person who sent the message
- Post private information about another person

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

Respect the Limits of the Kairos System

You should **only** use Kairos Internet for educational activities. To maximize these, please respect the system's limits by doing the following:

- Refrain from downloading large files unless absolutely necessary or with Kairos approval
- Refrain from posting chain letters or "spamming" any annoying or unsolicited message to many people
- Check email frequently and delete or archive unnecessary messages. You should not expect repeated assistance with exporting or importing email for transference or archiving
- Refrain from sending email containing commercial links unless the link is predominantly instructional in nature

Plagiarism and Copyright Infringement Restrictions

Students are prohibited from the following behaviors:

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



Restrictions Against Access to Inappropriate Material

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

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

Other Restricted Use

Students should not use the Internet for the following reasons:

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

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

Cyberbullying

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

To that end, we expect students to:

- Be kind, considerate cyber citizens when posting online.
- Never use technology or any communication transmitted by the use of any electronic device— including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant—for the purposes of bullying.⁹

⁹ This includes, but is not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.



All cyberbullying is prohibited, including:

- Flaming¹⁰
- Denigration (i.e., "dissing")
- Bash boards
- Impersonation
- Outing
- Trickery
- Exclusion
- Harassment
- Happy slapping¹¹
- Text wars or attacks
- Negative online polls
- Sending malicious codes
- Griefing¹²

Email Policy

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

- Opening unknown email attachments or introducing computer worms or viruses
- Doing anything that could cause either of the following:
 - Loss or corruption of data; or
 - Abnormal use of computing resources (degradation of system/network performance)
- Using email for:
 - Business transactions and/or personal gain
 - Non-Kairos fundraising or public relations activities, including for religious, political causes or nonprofits
 - Sending threatening or offensive messages or images¹³
 - Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators
 - Sending "junk" mail (e.g. chain letters, advertisements, or unauthorized solicitations)
 - Assisting others in violating these rules by sharing information or passwords

Leaving Kairos

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

¹⁰ Engagement in an online argument that typically involves unfounded personal attacks.

¹¹ Attacking a person for the purposes of recording, most often on a cell phone.

¹² Harassing or creating grief, especially through cheap or repeated attacks

¹³ This includes defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.



Device Use Policy

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

When using Kairos equipment, the following actions are prohibited:

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

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

Consequences for Failure to Comply

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

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



Current replacement costs are listed below but subject to change with market rates. The Kairos CEO or COO will make the final decision regarding replacement costs.

Part III: Technology Repair Policy

After your teachers, your peers, and your mind, your Chromebook is the most valuable learning tool that you have at Kairos. You get one Chromebook for your time at Kairos, and we *expect* that you will be responsible and protect it. If you are not, we ask that you - not your parents - contribute to the cost of repairing your computer.

Below are the replacement and repair costs for all tech at Kairos. The costs are subsidized (Kairosi is paying part of it). But we are asking that you pay a *reasonable* amount - one that you could pay off with a few weeks of allowance. You will also have a conversation with your coach about the circumstances under which you damaged your computer.

Repair or Replacement	Cost
Student ID Lost/Broken	\$5
Earbuds Lost/Broken	\$1.50
Chromebook Charger Lost/Broken	\$30
Replaced Computer Key	\$5/key
First Large Repair ¹⁴	\$20
Second Large Repair	\$30
Third Large Repair	\$40
Lost Chromebook	\$300

If you or your parents have concerns about paying for the repair, you will be able to work with your coach and Kairos' COO to find ways your can contribute your time to helping out in the Kairos community.

We've got you covered for any hardware or software problems that are protected under the factory warranty. These include battery, motherboard failure, or other issues not caused by your treatment of the computer.

¹⁴ Includes but is not limited to water damage; cracked or broken screen; or broken display cable, keyboard, palm rest, hinges or lid.



Anti-Discrimination and Harassment Policy

Kairos will live out our ideals of justice by providing equal educational opportunity to all students regardless of **race, creed, color, sex, sexual orientation, gender, cultural or socioeconomic status, or disabling condition**. Not only is unlawful harassment forbidden in our learning environment, but difference is celebrated by both staff and students. To this end, no Kairos employee will engage in harassment, and all students are expected to refrain from harassment and bullying of any kind, including cyber-bullying. Failure to do so will result in appropriate disciplinary action through Kairos' restorative justice system (Compass).

Public Notice Regarding Students with Disabilities

Kairos is required to locate, evaluate, and identify children with disabilities who are enrolled at Kairos regardless of the severity of the disability.¹⁵ We commit to providing a free, appropriate public education (FAPE) to all eligible children with disabilities who meet the requirements for enrollment.

Guardians have the right to:

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

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

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

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

¹⁵ Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay



Signed Documents

Kairos Compact

Thank you for reading The Kairos Community Handbook! Our mission is to empower each and every one of our students to seize their *kairos* and direct their own lives and learning. By committing to The Kairos Community Handbook and signing below, guardian-student-coach team is showing that they are ready to work together in order to realize that mission.

Guardian Responsibilities

As a guardian, I will:

- Ensure my child's attendance...
 - From 9 a.m. to 5 p.m. during Kairos' year-round academic calendar
 - For before- and after-school remediation, as discussed with my child's coach
- Ensure that my child and family comply with the procedures and policies outlined in the Kairos Community Handbook, including:
 - Drop-off and pick-up procedures
 - The Kairos Dress Code
 - Annual enrollment processes
- Support my student's academic and social-emotional growth by:
 - Regularly reviewing the Parent Portal on the Summit Learning Platform to understand my student's academic progress
 - Reinforcing the Kairos Commitments at home and signing Compass Reflections to support and understand my child's social-emotional development
 - Reading Kairos communications, including weekly emails from my child's coach
 - Making sure my child comes to school organized, fed, well-rested, and excited to learn every day
- Communicate with Kairos by:
 - Contacting my child's coach for excused absences and with any questions or concerns
 - Contacting the Kairos HQ for emergencies (314-252-0602, hq@kairosacademies.org)
 - Responding Kairos communications, including texts about my child's absence
- Join in the Kairos community to the best of my ability through the Family Action Council, parent surveys, Exhibition Nights, and volunteer opportunities
- Treat all individuals with kindness and respect regardless of race, color, gender, gender identity, ability, age, religion, sexual orientation or national or ethnic background



- I have read and understand the **Kairos Community Handbook**, including notifications around teacher certification.
- I have read and understand the **LEA & School Family Engagement Plan**.
- I have read and understand the **Kairos Compact** and agree to abide by it.

Parent/Guardian Name: _____ Date: __/__/____

Parent/Guardian Signature: _____

Parent Feedback (Optional): _____



Student Responsibilities

As a student, I will:

- Come to school everyday...
 - From 9 a.m. to 5 p.m. throughout Kairos' year-round academic calendar
 - During before- and after-school remediation, as discussed with my coach
- Come prepared and ready to learn by:
 - Dressing according to the Kairos Dress Code
 - Bringing my school supplies, including:
 - My fully-charged Chromebook, charger, and headphones
 - My class notebooks
 - At least 3 pens and 3 pencils
- Direct my own life and learning by making responsible choices to achieve my academic and personal goals
- Live out the Kairos commitments and use our community Compass to guide my path, both in and out of the classroom
- Let my family know all about what I'm learning in school and invite them to Kairos community events
- Treat all individuals with kindness and respect for our differences in terms of race, color, gender, gender identity, ability, age, religion, sexual orientation or national or ethnic background

I have read and understand the **Kairos Community Handbook**.

I have read and understand the **Kairos Compact** and agree to abide by it.

Student Name: _____

Date: __/__/____

Student Signature: _____

Student Feedback (Optional): _____



Coach Responsibilities

As a coach, I will:

- Support students as they work to grow into a curious and independent civic leader
- Advocate for the student *in loco parentis* through both triumphs and trials
- Partner proactively with parents, guardians, and other adults in the student's life for the success
- Welcome, include, and respect every student and parent, regardless of differences in terms of race, color, gender, gender identity, ability, age, religion, sexual orientation or national or ethnic background

I have read and understand the **Kairos Community Handbook**.

I have read and understand the **Kairos Compact** and agree to abide by it.

Coach Name: _____

Date: __/__/_____

Coach Signature: _____

Coach Feedback (Optional): _____



Technology Acceptance Form

Chromebook Basic Care

You will have the same Chromebook **for all of middle school**. It's a new buddy, so please take care of it! Initial on each line below to indicate your promise to take care of your Chromebook.

- _____ Keep your Chromebook charged by charging it at break and lunch. You cannot use it to learn and grow if it is out of battery.
- _____ Preserve the battery life of your Chromebook for the long term. Turn off your Chromebook at the end of the day before you go home. You can easily power it back on if you need it later, but by turning it off often you keep the battery strong. They are very expensive to replace.
- _____ Be careful with your Chromebook. They are fragile, so don't sit on them, knock them against anything, leave them alone, or do anything that might cause them to break.
- _____ You can put stickers on your Chromebook, but don't mark your Chromebook in any other way.
- _____ Do not remove or attempt to remove the serial number. Removing the serial number just makes repairs more expensive for our school.
- _____ Chromebooks may be taken off campus, but only if you have signed this form.
- _____ Make sure you keep your Chromebook in a safe place at home and charge it each night.
- _____ Pack your Chromebook in your bag for school the next day. If you forget your Chromebook at home, we cannot guarantee that a loaner will be available.

Important Reminders for Technology Use

- You will use the internet and your Chromebook everyday at school and possibly at home. Please only use it for educational purposes.
- Take care of your Chromebook and all equipment. If you break or lose any technology, your family will have to pay a replacement fee.
- Read your email! Your teachers will use it to send you messages.
- Be safe when using the Internet. Never do the following:
 - Send information or images to someone you don't know
 - Agree to meet someone you don't know



- Share your password with anyone except your teachers
- Do not use the internet for anything inappropriate or illegal. Do not plagiarize or reproduce copyrighted material.
- Do not harm, bully, threaten or make fun of other students or anyone else on the computer. This is just as serious as threats or bullying off of the computer.
- Do not use your computer to distract others. Do not send or reply to mass emails.
- If you bring a cell phone to school, you are required to turn it in at the start of the day. Kairos will hold your phone in a safe, secure location until it is returned to you at the day's end.
- Failure to comply with the *Kairos Internet and Device Acceptable Use Policy* will result in disciplinary action.

Student Acceptance Signature

I have read Kairos' *Internet and Device Acceptable Use Policy* and agree to abide by it.

I have received the following items from Kairos and will be held responsible for them both on and off campus:

- 1 Chromebook
- 1 set of headphones
- 1 charger

I recognize that if any of these devices are lost or damaged, I will be responsible for them and will contribute financially toward a replacement.

Student Name: _____

Date: __/__/____

Student Signature: _____

Guardian Acceptance Signature

This agreement ensures that the designated borrower named below ("Borrower") accepts responsibility for equipment supplied by Kairos to the student listed below. The Borrower acknowledges receiving the following equipment on behalf of their student:

- 1 Chromebook
- 1 set of headphones
- 1 charger

By signing this form, the Borrower agrees to reasonable care with respect to the security and physical well-being of the equipment identified below. In the absence of reasonable care or if the equipment is



returned in a condition different than the original condition, Borrower will be financially responsible. In addition, in the event Kairos determines in its sole discretion that Borrower did not ensure reasonable care in the use of the equipment, the Borrower will be responsible for any damaged, lost, or stolen equipment.

By signing this agreement, Borrower takes responsibility for the equipment and agrees all users of the equipment will:

- Abide by the *Kairos Internet and Device Acceptable Use Policy*
- Use the equipment for educational use only
- Report any problems or damages immediately to student’s coach
- Return equipment before Borrower’s last day of school if transferring out of Kairos

The Borrower also acknowledges and agrees to the following:

- All internet use through the equipment will be filtered and logged.
- The equipment is the property of Kairos Academies.
- If the equipment is not returned to Kairos in its original condition, reasonable wear and tear excepted, or if the equipment is lost or stolen, the Borrower agrees to be financially responsible for the replacement value of the equipment as determined by Kairos.
- If stolen, a police report will be filed immediately and a copy submitted to the school.
- All damage to the Chromebook will incur a fee of \$50 per incident. This fee must be paid prior to graduation or to put the student's account in good standing prior to transfer if the student is transferring out of Kairos.
- Lost or stolen equipment will be replaced immediately and the appropriate fee will be incurred.

The legal guardian signing below agrees to be bound by these stipulations and financially responsible for the equipment received by the student named below.

Student Name: _____ **Date:** __/__/__

Guardian (“Borrower”) Name: _____

Guardian (“Borrower”) Signature: _____



Glossary

Badge Recognition that you've completed work aligned to one of the Compass Disciplines in the Phase System.

Coach Check-in Coaches frequently check-in 1-1 with students to reflect on recent executive choices, set academic goals, plan how to reach them, discuss executive strategies, and apply those strategies to create a schedule.

Cognitive Skills Cognitive skills are interdisciplinary competencies (e.g., synthesizing sources) that allow students to use the content knowledge they learn as a tool for creative endeavor. They are the higher order thinking skills needed to solve complex problems and succeed in college and beyond

Rubric: Summit Public Schools developed the Cognitive Skills Rubric in conjunction with the Stanford Center for Assessment, Learning, and Equity (SCALE). The rubric outlines 36 cognitive skills that can be assessed from 0-8, with 4 indicating high school readiness and 6 college readiness.

Compass The Compass is a metaphor for the areas of our character that enable and direct us to live our best lives. As a term, it encompasses our social-emotional learning development and restorative justice discipline approach.

Dimensions: mental, emotional, physical, spiritual—the core dimensions of the human experience.

Disciplines: Noble Purpose, Sharp Mind, Big Heart, Aligned Actions, True North—what excellence looks like in each Compass Dimension.

Habits: Identity, Joy, Diversity of Perspective, Curiosity, Kindness, Courage, Determination, Integrity, Balance, and Presence—two per Compass Discipline (order aligns to Disciplines listed above)

On-Compass: Behaviors and actions guided by our inner compass (i.e., our highest values and aspirations).

Off-Compass: Behaviors and actions that deviate from our inner compass.

Points: Compass points are a shorthand tally of how frequently a student has been On- or Off-Compass for the week.



Concept Unit	Concept Units short, rich math tasks where students peers work together to discover formulas and how, when and why mathematical concepts work. They are unique to math and compose 40% of a student’s math course grade.
Connect and Correct	A relationship-based restorative technique for redirecting students when they are Off-Compass.
Content Assessment	Content Assessments test students’ mastery of Focus Area content knowledge. To pass a Content Assessment, students must answer at least 8/10 questions correctly. Students request to take Content Assessments when they are ready, and teachers approve the request. Questions change each time a student fails and retakes a Content Assessment.
Content Knowledge	Content knowledge encompasses the vocabulary, ideas, events, concepts, properties, facts, theories, principles and details related to a given academic discipline.
Cycle	Kairos operates year-round in seven cycles of ~5 weeks of school session, 2 weeks of student vacation. Faculty use the first week of student vacation for inservice.
Executive function	Executive function is the umbrella of processes, habits, and beliefs that enable students to manage themselves and their resources toward a defined goal.
Expeditions	Expeditions are multi-day, off-site field trips.
Family Council	The Family Council is a parent-led volunteer organization where you can support and direct Kairos through collective parent powey.
Focus Area	Focus Areas are modules in the Summit Learning Platform that cover course content knowledge. Students work through Focus Areas independently and verify mastery through Content Assessments. Summit offers three types of Focus Areas: Power Focus Areas (required), Additional Focus Areas (supplementary) and Challenge Focus Areas (not required, above and beyond). <p style="margin-left: 40px;">Power Focus Area: Focus Areas required to pass a course.</p> <p style="margin-left: 40px;">Additional Focus Areas Focus Areas with content knowledge beyond the core requirements of a module. Students must complete Additional Focus Areas to move their course grade from an A- to an A.</p>



	<p>Challenge Focus Area: Focus Areas with elective content knowledge well beyond core unit requirements for the most accelerated students. Students do not receive grade credit for completing Challenge Focus Areas.</p>
Habits of Success	Habits of Success are the social and emotional skills that enable students to be successful at both academic and non-academic pursuits. These include the skills to become a self-directed learner.
Holistic Coursework	Holistic coursework teaches students how to live a healthy, balanced life. It includes nutrition, financial literacy, note-taking, and other useful knowledge and skills not covered in main academic subjects.
Individualized Education Plan (IEP)	An IEP is developed, per federal requirements, to define the individualized objectives for each public school child who needs special education based on an identified disability or the requirement for specialized accommodation. An IEP must be tailored to the individual student's needs as identified by the IEP evaluation process.
In-School Reset (ISR)	In-School Resets are serious penalties for students who meaningfully and intentionally violated Kairos' community commitments. They are similar to an in-school suspension, except with structured Compass-aligned reflection and activities.
Out-of-School Reset (OSR)	Out-of-School Resets are serious and rare penalties for students who posed a present danger to the health and safety of our school community. They are similar to an out-of-school suspension, except with structured Compass-aligned reflection and activities.
Ownership Continuum	The Ownership Continuum is the range of choices students can have over their schedule. At low choice on the Ownership Continuum, coaches support students in deciding when, where, how, and with whom they work. As students learn to make smart choices that allow them to meet their goals, students receive greater choice.
Phase System	The Phase System comprises a competency-based badgework curriculum that guides students through social-emotional development from childhood to adulthood
Pods	Classes are randomly divided into pods of 10-11 students. Pods stay together throughout Kairos and are advised by their coach. Pods are organized into houses and serve as a logistical unit for field trips and other school activities.



Projects	Projects require students to apply Content Knowledge to solve real-world problems by working in groups of their peers and by developing and using Cognitive Skills.
Recalibration	When students end the week with negative Compass Points, they spend the following week intentionally recalibrating to get back on track. Recalibration is a structured procedure with additional faculty supports and student requirements.
Recommitment	After a minor infraction, recommitments are an opportunity for a student to recommit to our community values.
Reset Assessment	Reset Assessments include structured support and relationship-work that students complete immediately following a disruptive infraction before they return to class.
Summit Learning Platform	The Summit Learning Platform is a digital learning management system that houses Summit's curricula and organizes their personalized learning model. The Platform lets students and parents access all coursework, resources, and individualized goals.

